

National Institute of Fashion Technology, Bhopal

Bhopal Bypass Road, Bhauri, Bhopal- 462030 (M.P.)

Email- establishment.bhopal@nift.ac.in Website: <https://nift.ac.in/bhopal/careers>

Advertisement No. 13102(26)/Estt./Recruitment of 'C' Group Emp/2023, Date: 12.04.2023

Recruitment advertisement on Long Term Contract Basis

National Institute of Fashion Technology (NIFT), Bhopal invites applications from Indian citizens for the following position on long term contract basis-

Post	Nature of Job	Pay Scale as per 7 th CPC	Nos. of Post					
			UR	SC	ST	OBC	EWS	Total
Junior Assistant	Long Term Contract	Pay Band (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-)	07	-	-	02	01	10

The maximum upper age limit for NIFT employees may be relaxed up to 05 years or total length of service rendered (on regular and/or long term contract basis) whichever is less.

(Gross salary includes Basic Pay+ Allowances i.e. Dearness Allowance, Transport Allowance & HRA at prescribed rates).

Eligibility Criteria:

S.No	Name of the Post	Age-limit	Educational Qualifications	Work Experience
1	Junior Assistant	27 Years	i) Passed 10+2 examination from a Board or its equivalent recognised by the Government. ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi iii) Computer proficiency, which includes a) competency in MS Word / applicable software for written/mail correspondence. b) Competency in management of mail accounts c) Competency in retrieving information through search applications iv) Candidates who have done diploma in computers shall be given preferential weightage.	-----

IMPORTANT INSTRUCTIONS

How to apply: -

1. Candidates should read the instructions and conditions carefully, before applying.
2. All applicants must fulfil the eligibility conditions for the post applied for and other conditions stipulated in the advertisement as of the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess the essential qualifications and/or experience laid down for the post as of the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.
3. The application forms shall be submitted online on the NIFT website in the following link https://cmsnift.com/pages/app_gpc3/ap_reg.aspx. No other mode of application is accepted.
4. The candidates shall be required to mention their correct and active e-mail addresses and Mobile Number in the online application form at prescribed place, as all the correspondence such as issuance of admit card/call letter or any other information will be communicated through the e-mail only.
5. The prescribed fee for 'UR' and 'OBC' candidates is Rs. 500/- and SC / ST / PWD / Women candidates are exempted from payment of application fees. Application fees once paid will not be refunded in any circumstances. The link for the payment of application fees is available in the application template.
6. Any updates with regard to this recruitment process shall be published on NIFT Bhopal website <https://nift.ac.in/bhopal/careers>.
7. The candidates employed in Govt./Semi Govt/Autonomous Organisations etc may take print out of the duly filled-in online form and forward through proper channel **OR**, they will be required to produce 'NOC' at the time of attending written test/skill test failing which they will not be allowed to appear in the test.
8. Certificate in support of experience should be given by Appropriate Authority clearly mentioning the period and nature of work done in that particular organization/ Institution.
9. The concerned University/Institution/Department/Competent Authority, while forwarding the application through the proper channel shall certify that the applicant, if selected, will be relieved to take up the appointment within one month of the receipt of the offer of appointment.
10. Incomplete applications and applications received without fee/photograph/self-attested copies of required certificates such as educational qualifications, caste/ community certificate etc., will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
11. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications i.e. **15.05.2023**.

12. Candidates are advised to keep the print-out of the online application form and receipt of payment for their record for future reference.
13. For any query regarding online submission process, mail to webmaster.bhopal@nift.ac.in
14. Reservation will be followed as per Govt. of India norms on submission of valid Caste Certificate/PH Certificate in the format as prescribed by the Govt. of India. Failure of submission of information/ documents etc. may lead to cancellation of candidature at this stage & beyond too.
15. Candidates belonging to OBC (NCL) category should submit proper caste certificate as per the proforma of Govt. of India, which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time.
16. Candidates belonging to EWS category should submit proper EWS certificate as per the proforma of Govt. of India which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time. Further, they should invariably attach a valid EWS certificate issued for the financial year prior to the year of application on their eligibility as per the Department of Personnel & Training, Govt. of India OM No. No.36039/112019-Estt (Res) dated 31/01/2019 in the prescribed proforma for consideration of the candidature under EWS category.
17. In case, the positions reserved for EWS are not filled up by candidates belonging to the EWS category during the recruitment process due to shortage of eligible candidates, the positions will be filled up from candidates of the unreserved category.

SELECTION PROCESS: -

The selection process shall have two-tier tests-

1. Tier-I will consist Practical Test/Skill Test for the post, which is qualifying in nature. Tier-II will consist of an objective type/written examination which will comprise basic english, general awareness, aptitude, logical reasoning, basic arithmetic etc.
2. NIFT may constitute a Screening-cum-short listing-Committee, which will screen all the applications received in response to this advertisement and Shortlist the eligible candidates on the basis of qualifications, experience, etc. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute shall be final.
3. The date for practical/skill test and written test shall be intimated to the provisionally shortlisted candidates only. The Venue for the tests will be NIFT Bhopal.
4. The selection of the candidates shall be purely on the basis of the merit list. The merit list will be drawn on the basis of Written-Test.

(C) General Conditions:

1. The applicant must be a citizen of India.
2. The Institute/NIFT reserves the right to increase or decrease the number of posts as per the requirement, withdraw advertised post/ modify under any category at any time without assigning any reasons, reject any or all the applications without assigning any reasons thereof , not fill any or all posts advertised, rectify any discrepancy in the grade pay, pay band etc., if found at a later stage.
3. The Institute reserves the right to cancel / postpone the recruitment process at any stage without any prior notice and without assigning any reason thereof. The number of vacancies is subject to change.
4. The post is to be filled up on Long Term Contract basis as per NIFT statute.
5. The following acts would render a candidate/application disqualified at any stage:
 - a. Furnishing of false, inaccurate or tampered information.
 - a. Improper filling of applications.
 - b. Canvassing in any form and any other reason as observed by the committee.
 - c. Obtaining support for his/her candidature through unfair means.
6. The Institute shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, at any point of time, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background for which he/she has been convicted by any court and has suppressed the said information, then his/her services will be cancelled/services shall be terminated forthwith and appropriate action will be taken.
7. If at any stage during the selection process, or after issuing an appointment letter, it is found that there was any misrepresentation or false information submitted by any candidate or that the appointment has been obtained based on false or incorrect information by any candidate, they will be liable to disqualification from the selection process/ removal from service.
8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to, or any appointment letter issued to the applicant.
9. Mere fulfilling of essential qualifications and experience requirements would not entail a candidate to be called for a Skill and written test. All candidates are advised to visit our website <https://nift.ac.in/bhopal/careers> on regular basis for any further communication with regard to the recruitment process. The decision of the Institute in this regard would be final and binding to all.
10. No TA/DA shall be payable to any candidate for attending Skill and written tests.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of NIFT shall be final.

12. Corrigendum, if any, will be published on the website of the institute. Therefore, candidates are advised to visit NIFT Bhopal website <https://nift.ac.in/bhopal/careers>) or nift.ac.in/bhopal regularly regarding the recruitment related updates.
13. Wrong declarations/concealment of facts/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
14. The selection shall be done against the vacancies considering the requirement of the institute and strictly as per the merit by following Reservation Policy of Govt. of India.
15. The above posts are as per the Central Govt. pay scales and carry allowances like Basic Pay, Dearness Allowance, House Rent Allowance and Transport Allowances as per the Government of India and NIFT norms.
16. Employment of Institute shall be governed by the rules and regulations, service conditions as notified by the institute from time to time,
17. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down for the post as per advertisement.
18. Qualifications, experiences, Age etc., will be taken into consideration as on the last date of submission of applications. No Interim enquiries/ correspondences/ communications of any sort will be entertained on this matter.
19. Reservation and relaxations will be as per the Govt. of India guidelines,
20. The number of vacancies may be increased or decreased as per the requirements and at the sole discretion of NIFT.
21. The NIFT Bhopal reserves the right to cancel or postpone the recruitment at any point of time/stage.