



Northern India Institute of Fashion Technology

(Govt. of Punjab)

APPOINTMENTS

Applications are invited from Indian nationals for the following posts:-

Sno	Designation	No.of posts	Salary
1	Registrar	Two	Scale: 12000-13500
2	Accounts Officer	Two	Scale: 7220-11660
3	Library Assistant	One	Rs.9,000/-p.m
4	Administrative Assistant	Six	Rs.6,000/-p.m.
5	Steno-typist	Two	Rs.6,000/-p.m.
6	Lab Assistant Fashion Design	One	Rs.6,000/-p.m.
7	Lab Assistant Leather Design	One	Rs.6,000/-p.m.
8	Machine Lab Assistant	One	Rs.6,000/-p.m.
9	Knitting Lab Assistant	One	Rs.6,000/-p.m.
10	Computer Lab Assistant	One	Rs.6,000/-p.m.
11	Dyeing & Printing Lab Assistant	One	Rs.8,000/-p.m.
12	Weaving Lab Assistant	One	Rs.8,000/-p.m.

How to Apply:-

Details of the advertisement are available on the Website www.niiftindia.com. The candidates fulfilling the eligibility criteria may submit their application on plain paper alongwith testimonials and latest passport size photograph to the Director, NIIFT, B-68, Industrial Area, Phase-7, Mohali-160055. The last date for receipt of completed application is 8th June 2009. The candidates must super scribe "The post applied for" on the Envelope. Applications received after the stipulated date will not be accepted

DIRECTOR GENERAL

**NORTHERN INDIA INSTITUTE OF FASHION TECHNOLOGY
(Govt. of Punjab)**

ADVERTISEMENT NO.01/MAY/ADMN/2009

Applications are invited for the following posts for NIIFT Centre at Ludhiana/Jalandhar/Mohali:-

- 1. REGISTRAR : 02 Posts (At Ludhiana & Jalandhar)**
Pay-Scale : (Rs.12000-13500) Pre-revised

Minimum Qualification and Experience:

- i) Post Graduate Degree in Management/Textiles/Design from a University/Institute of repute.
- ii) Minimum 10 years experience in Industrial Relations & Personnel Management or Academic/Administrative out of which atleast 5 years of should be in a senior position in Govt./Autonomous Bodies/Reputed private institutions.

- 2. ACCOUNTS OFFICER: 02 Posts (At Ludhiana & Jalandhar)**
Pay-Scale : (Rs.7220-11660) Pre-revised

Minimum Qualification and Experience:

- i) Post Graduate in Commerce/Finance with Accounts/Costing
- ii) Atleast 5 years experience in the maintenance of Accounts/preparation of budget in Govt./Semi Govt./PSUs/Autonomous Bodies/Reputed Private Institutions/Industries.
- iii) Preference will be given to Chartered Accountant from the Institute of Chartered Accountant.

- 3. LIBRARY ASSISTANT: 01 Post (at Jalandhar)**
Salary : Rs.9,000/-p.m. (Consolidated)

Minimum Qualification and Experience:

- i) M.Lib Ist Division
- ii) Minimum 1 years experience in the relevant field.
or
- i) M.Lib 2nd division ii) Minimum 2 year experience in the relevant field.
- ii) Preference will be given to the candidates having M.Phil or higher qualification.

- 4. ADMINISTRATIVE ASSISTANT: 06 Posts (At Mohali, Ludhiana & Jalandhar)**
Salary : Rs.6,000/-p.m. (Consolidated)

Minimum Qualification and Experience:

- i) Graduate in 1st Division
- ii) Diploma/Certificate in Computer Application from a reputed Institution iii) Preference will be given to the candidates having experience in office Administration or accounts in a reputed organization
or

- i) Graduate in 2nd Division
- ii) Diploma/ Certificate in Computer Application from a reputed Institution
- iii) Minimum one year experience in Office Administration or Accounts in a reputed organization.

5. STENO-TYPIST: 02 Post (At Ludhiana & Jalandhar)

Salary : Rs.6,000/-p.m. (Consolidated)

Minimum Qualification and Experience:

- i) Graduation from a recognized university with a speed of 80wpm in Shorthand and 40wpm in English Typing
- ii) Diploma/Certificate in Computer Application from a reputed Institution
- iii) Preference will be given to the person having relevant experience.

6. LAB ASSISTANTS : 07 Posts (At Mohali, Ludhiana & Jalandhar)

Salary from (Sno.a-e) : Rs.6,000/-p.m. (Consolidated) and posts at from Sno. f & G is Rs.8,000/-per month.

Minimum Qualification and Experience:

a) FASHION DESIGN:

- i) Matriculation
 - ii) Minimum 5 years experience in handling of Industrial Sewing Machines and other equipments
- or
- i) ITI in Machine Mechanic
 - ii) Minimum 3 years experience in handling garment machinery

b) LEATHER DESIGN:

- i) Matriculation
- ii) Three years Diploma in Leather Apparel Construction/Pattern Making from any recognized Institute
- iii) Minimum two years experience in Leather Garments Industry.

c) MACHINE LAB:

- i) Matriculation
 - ii) Minimum five years experience in handling of Industrial Sewing Machines and other equipments
- or
- i) ITI in Machine Mechanic
 - ii) Minimum three years experience in handling garment machinery.

d) KNITTING LAB:

- i) Matriculation
 - ii) Minimum five years experience in handling knitting machinery like Jacquard Knitting, Intersia Knitting, Intersia with structured Designs, Intersia with Jacquard Design Basic knitted structures
- or
- i) Matriculation
 - ii) Three years Diploma in Knitting Technology
 - iii) Minimum one year experience in knitting technology.

- e) **COMPUTER LAB:**
i) BCA/B.Sc(Computers)/B.Sc (IT)
ii) Minimum three years experience in handling of Computers
or
i) MCA/M.Sc (Computers)/M.Sc (IT)
ii) Minimum one year experience in handling computers.
- f) **DYEING & PRINTING LAB:**
i) Three years Diploma in Dyeing & Printing Technology/Textile Technology
ii) Minimum three years relevant experience in the industry.
- g) **WEAVING LAB:**
i) Three years Diploma in Handloom Technology from any recognized Institution
ii) Minimum three years relevant experience in the field.

GENERAL INSTRUCTIONS:-

- a) The candidate must be a citizen of India.
- b) Good Knowledge of Computer application will be distinct plus.
- c) Maximum age limit as on 1/6/2009 is 50 years for sno.1, 40 years for sno.2 and 35 years for the posts from sno.3-6.
- d) The appointment is on contract basis initially for one year which is likely to be extended.
- e) Persons employed in Govt./Semi Govt. organizations/autonomous bodies should submit their applications through proper channel.
- f) Mere fulfillment of qualification and experience requirements does not entitle candidate to be called for Interview.
- g) No correspondence whatsoever will be entertained from candidates regarding conduct of interviews and reasons for not being called for Interview.
- h) The application incomplete or without the attested copies of all relevant certificates (both experience and professional) will be rejected.
- i) The candidates fulfilling the above eligibility criteria may submit their application on plain paper alongwith testimonials and latest passport size photograph to Director, NIIFT, B-68, Industrial Area, Phase-7, Mohali-160055. The candidates must super scribe "The post applied for" on the Envelope.
- j) Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. The last date for receipt of completed Applications is 08/06/2009. **"INTERIM ENQUIRIES WILL NOT BE ENTERTAINED"**
- k) The applications received after the stipulated date will not be accepted.
- l) **Management reserves the right to shortlist the candidates to be called for interview.**

