



**Northern India Institute of
Fashion Technology
(Set up by Govt. of Punjab)**

RECRUITMENT

**Applications are invited from Indian nationals
for the following posts on contract basis:-**

| Sno | Name of the Post | No. of posts | Place of Posting |
|-----|-------------------------------------|--------------|----------------------------|
| 1 | Administrative Assistant | Three | NIIFT, Mohali |
| 2 | Female Helper in NIIFT Girls Hostel | One | NIIFT, Girls Hostel Mohali |

How to Apply:-

Details of the advertisement are available on the Website www.niiftindia.com. The candidates fulfilling the eligibility criteria may submit their applications in the prescribed Performa, available on website, along with testimonials and latest passport size photograph to the Director, NIIFT, Industrial Area, Phase-1, Mohali-160055. The candidates must super scribe "The post applied for" on the Envelope. **The last date for receipt of complete application is 18th October 2021.** Applications received after the stipulated date will not be accepted.

Director General, NIIFT

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| 10 | Any additional qualification (enclosed a separate sheet, if the space is insufficient. | |
| 11. | Total Experience (Give detailed experience in (Annexure-II) | |
| 12. | Any other achievements. | |
| 13. | Give names, designations and complete addresses and telephone nos, of two references who are familiar with your work and conduct | |

Date

Place

Signature of the applicant

14. List of enclosures
- 1.....5.....
- 2.....6.....
- 3.....7.....
- 4.....8.....

Annexure -I

DETAIL OF QUALIFICATION

NAME OF POST APPLIED FOR _____

NAME OF APPLICANT : _____

FATHER'S NAME / HUSBAND'S NAME _____

| NAME OF CANDIDATE | ADDRESS | MOBILE | EMAIL | CATEGORY GENERAL/S C/ST/OBC/A NY OTHER | QUALIFICATION STARTING FROM HIGHER TO LOWER | | | | |
|-------------------|---------|--------|-------|---|---|--------------------|------------------------|-----------------------|---------------------|
| | | | | | DEGREE | YEAR OF PASSING | COLLEGE / INSTITUTE | BOARD / UNIVERSITY | SUBJECTS STUDIED |
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Signature of Applicant

Annexure -II

DETAIL OF EXPERIENCE

NAME OF POST APPLIED FOR _____

NAME OF APPLICANT: _____

FATHER'S NAME / HUSBAND'S NAME _____

| Name of Organization | Designation with pay scale/ consolidated pay | Duration | | Total year/ Months | Detailed Nature of experience |
|----------------------|--|----------|------------------|--------------------|-------------------------------|
| | | From | To | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | Total experience | | |

Signature of applicant

| Sr. No | Name of the Post | Qualifications |
|--------|------------------------------------|---|
| 1 | Administrative Assistant-03 | <p>I. Graduate in 1st Division. II. One year Diploma in Computer Application from reputed Institute. III. Candidate must have one year experience in administration or accounts in a reputed organization.</p> <p style="text-align: center;">Or</p> <p>I. Graduate in 2nd Division. II. One year Diploma in Computer Application from reputed Institute. III. Candidate must have two years experience in administration or accounts in a reputed Organization.</p> <p style="text-align: center;">(On contract basis at consolidated Salary:- 15,000/-p.m)</p> |

Terms and Conditions:-

1. The candidate must be citizen of India.
2. Incomplete applications will be rejected.
3. Management reserves the right to shortlist the candidates to be called for interview. Mere fulfillment of qualification and experience requirement does not entitle candidate to be called for interview.
4. Candidates to bring all of their original documents and one set of attested copies of their testimonial in support of their qualification and experience for the aforesaid posts at the time of Interview.
5. Management reserves the right not to fill the post if no suitable candidate is available.
6. No correspondence whatsoever will be entertained from candidates regarding conduct of interview and reason for not being called for interview.
7. Interested candidates must submit a hard copy of their application on prescribed Performa's available on NIIFT website www.niiftindia.com to office address along with, synopsis Annexure-I (qualification) and Annexure II (experience). Full details of educational qualifications, experience in different instates/ organizations in which service has been rendered with contact addresses, telephone numbers, email address and one passport size photograph.
8. Canvassing in any form / bringing in any influence political or otherwise will be treated as a disqualification for the post.
9. Maximum age limit is 37 years.

| Sr. No | Name of the Post | Qualifications |
|--------|---|---|
| 1 | One Female Helper At NIIFT Girls Hostel Mohali | I. 10 th with Punjabi (On contract basis at consolidated Salary:- 12,000/-p.m) |

Terms and Conditions:-

1. The candidate must be citizen of India.
2. It is mandatory for the female helper to stay in the NIIFT Hostel round the clock (24 hours).
3. Accommodation will be provided within the hostel to female helper only and stay in the Hostel is compulsory.
4. Preference will be given to the single women candidate as per requirement of NIIFT Hostel.
5. Incomplete applications will be rejected.
6. Management reserves the right to shortlist the candidates to be called for interview. Mere fulfillment of qualification and experience requirement does not entitle candidate to be called for interview.
7. Candidates to bring all of their original documents and one set of attested copies of their testimonial in support of their qualification and experience for the aforesaid posts at the time of Interview.
8. Management reserves the right not to fill the post if no suitable candidate is available.
9. No correspondence whatsoever will be entertained from candidates regarding conduct of interview and reason for not being called for interview.
10. Interested candidates must submit a hard copy of their application on prescribed Performa's available on NIIFT website www.niiftindia.com to office address along with, synopsis Annexure-I (qualification) and Annexure II (experience). Full details of educational qualifications, experience in different instates/ organizations in which service has been rendered with contact addresses, telephone numbers, email address and one passport size photograph.
11. Canvassing in any form / bringing in any influence political or otherwise will be treated as a disqualification for the post.
12. Maximum age limit is 37 years.