



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
National Institute of Fashion Technology
(A Statutory Institute governed by the NIFT Act 2006 and set up in 1986
under the Ministry of Textiles, Govt. of India)
निफ्ट कैम्पस, हौज़खास, निकट गुलमोहर पार्क, नई दिल्ली – 110016
NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016

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**SUBJECT: RECRUITMENT OF YOUNG PROFESSIONALS (YPs) ON SHORT
TERM CONTRACT BASIS IN NIFT**

ABOUT NIFT:

Set up in 1986, NIFT is the pioneering institute of fashion education in the country and has been in the vanguard of providing professional human resources to the textile and apparel industry. Over the years, NIFT has also been working as a knowledge service provider to the Union and State Governments in the area of design development and positioning of handlooms and handicrafts.

Currently, NIFT has 19 campuses across the country with about 3500 students graduating students each year. The number is increasing with newer campuses and newer courses getting added up. Today NIFT not only caters to the Fashion and allied Industries but has diversified to many other industries such as ED Tech, FinTech, Content & News Aggregator, and Agri Tech in design competency.

Currently, the activity of placement and other industry connect activities are carried out by a unit named Industry and Alumni Affairs with faculty representing each campus as Regional Industry Coordinator, Link RICs, two unit-in-charges, and a Head of I&AA.

With the ever-growing strength of students, courses, and campuses it is proposed to appoint Young Professionals at the 4 Zonal areas for a year-round coordination of the placement activities and to strengthen and nurture the industry and alumni linkages.

1. The 4 Zones identified are:

- a) NIFT Delhi Campus for Northern India
- b) Bengaluru Campus for the Southern India
- c) Kolkata Campus for the Eastern India
- d) Mumbai Campus for the Western India

The YPs will assist NIFT in strengthening the overall NIFT-Industry Linkages and NIFT-Alumni connect. They foster a year-round placement environment for the students.

2. The Objectives for the appointment of the YPs are :

- To further streamline the Industry and Alumni linkages across campuses and industries.
- To set up the placement cells at all the NIFT Campuses.
- To identify new prospective companies and industries for placement.
- To have a year-round placement process for the students.

- To assist students in aligning their skills with the job role.

3. Roles and Responsibilities of the YPs:

- To create contacts with industries and institutes round the year.
- To nurture the existing industry base and expand it further.
- To set up the placement cells at all the NIFT Campuses.
- To facilitate the recruitment procedure.
- To interact with the best-reputed organizations for campus placement and negotiate salary packages.
- To coordinate with companies and understand their requirements.
- To map NIFT's courses with the industry requirements.
- To maintain databases of the companies and establish strategic links campus recruitment.
- To keep the students and faculty informed about the various opportunities available for placements, live projects, and freelance projects.
- To conduct training, workshops, and seminars with students for resume building, facing interviews, selecting the right job, etc.
- To organize interactive sessions with the companies and the students.
- To update and maintain the database of the alumni.
- To conduct career counselling for students to help them align their skills to the job roles.
- To organize placement/job fairs in association with institutes and the Industry.
- To facilitate internships, industry visits, classroom projects, etc.

4. Reporting Structure & System of Review:

The performance of the YPs will be reviewed systematically to ensure that they are utilised effectively for meeting the set objectives. They will be appraised annually by the concerned reporting, reviewing and accepting authority. The details of the same is given below.

Post	Reporting Authority	Reviewing Authority	Accepting Authority
YPs	Head I&AA	Dean (A)	Director General

The YPs will have a yearly performance appraisal. The goals of YPs and the format of the performance appraisal will be determined by the Dean (A) under the approval of the Director General. Based on the performance appraisal, the YPs could be asked to leave or continue next year.

5. Tenure of Appointment:

The initial contract period of the YPs will be 1 year, extendable by another year based on performance review at the end of 1st year.

Thus, the maximum contract of a YP is 2 years. The contract can be terminated by either party with a prior notice of one month.

No work experience letter will be given in case the YP leaves of their own accord before the completion of 1 year.

6. Eligibility:

The eligibility criteria for a candidate to join as YPs in the Industry & Alumni Affairs (I&AA) office are as follows:

- **Minimum essential qualification:** BBA, MBA and Master or Bachelor degree in Management from recognized Universities or Institutes.
- **Age Limit:** Candidate should not be more than the age of 30 years at the time of recruitment.
- **Experience:** Candidates with related work experience will be a plus point.
- **Skill set:** Proficiency in MS Office and analytical tools like SPSS, R, Power b I etc.
- **Communication Skills:** Possess exceptional written and verbal communication skills to effectively communicate with stakeholders.
- Must be a multitasker and be ready to travel to any campus or city on need basis.
- Set up the placement cells at all the NIFT Campuses.
- Ability to connect with the industry, create strong linkages, nurture the existing connections and drive new ones.
- Good negotiation skills.

7. Desirable attributes:

- Excellent communication skills, both oral and written.
- Ability to work in teams and exhibit leadership qualities.
- Ability to handle students' queries.
- Strong analytical and computer skills.
- Research and presentation skills with the ability to generate a well- researched and written report.
- Experience in collection, compilation, and analysis of statistical data, and preparation of reports/ reviews/ notes/ briefs, etc.
- Ability to identify and mobilize crucial stakeholders.
- Project management and planning skills.
- Passion and commitment to work towards the upliftment of the industry link.

8. Compensation, Benefits & Entitlements for YPs

The exact compensations and benefits for YPs shall be based on the professional experiences, suitability of the candidates, and academic background. It will be competitive and at par with the industry standards. The details are given below.

- **Monthly Gross Salary** of Rs. 65,000/- to Rs. 75,000/- depending on experience, but open to negotiations. Annual increment: 10%
- **TA & DA:** At per with Level 11 officers at NIFT
- **Reimbursement** of mobile bills on actuals and not exceeding Rs.1000/- per month.

9. Infrastructure at Campus of posting:

The campus where the YPs shall be posted will be provided with appropriate office space with basic amenities like a workstation, laptop, printer, telephonic connection, etc.

IMPORTANT INSTRUCTIONS

- 1) **No TA/DA** is permissible for participating in the selection process.
- 2) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the selection process.
- 3) **SELECTION PROCESS:** Selection shall be on the basis of the performance in the Presentation and Personal interview or any other Selection criteria fixed by the NIFT / Selection Committee. The decision of NIFT shall be final.
- 4) The dates and mode of Presentation / interview will be communicated through email to the shortlisted candidates. The mode of interview / interaction may be either offline or through online mode which will be at the sole discretion of the Competent Authority.
- 5) Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature.
- 6) In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of test /interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.
- 7) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview will be final and binding on the candidates.
- 8) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 9) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- 10) The Institute reserves the right to modify/ withdraw the notification at any time. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
- 11) All correspondence and communication from the Institute including interview/interaction letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form or uploaded on NIFT website www.nift.ac.in
- 12) **Any addendum/corrigendum shall be posted only on the website of the Institute or will be informed by email.**
- 13) **HOW TO APPLY:** The application in the prescribed format attached below along with relevant documents self-attested copies in support of qualification, experience, age, etc. should be forwarded to **“The Registrar, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016”** **on or before 29th March, 2024** either by post **OR** email at **recruitmentcell.niftho@nift.ac.in**.

12.	Work Experience (If Any,) starting from the present employment: (Furnish self-attested supporting documents)						
	Name and Address of the Employer	Types of organization (Government / Autonomous / Private etc.	From	To	Designation	Pay Scale (CTC) / Level	Nature of work
13.	Joining time required from the date of offer of appointment, if selected			Minimum:			
				Maximum:			
14.	Details of Honours, Awards etc. (Furnish supporting documents)						
15.	Any other relevant information						
16.	List of enclosures:						

17. Preference of place of job: Bengaluru, Kolkata, Mumbai, New Delhi

1. -----
2. -----
3. -----
4. -----

18. Please enclose an Statement of Purpose (SOP) not exceeding 500 words covering the following:

- a) Why do you wish to join NIFT?
- b) Why do you think you are suitable for the job?
- c) How will you bring value to job that you have applied for?

Declaration

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed /distorted. I am aware that if at any time I am found to have concealed/withheld/distorted any material, information, or furnished false particulars, my appointment is liable to be summarily terminated without notice.

Place:

Signature of the Candidate

Date:

(Name of the Candidate)