

IMPORTANT INSTRUCTIONS

Selection Process:-

How to apply: -

- (i) Candidates should read the instructions and conditions carefully, before applying.
- (ii) All applicants must fulfil the eligibility conditions for the post and the 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.
- (iii). The application forms shall be submitted online on the NIFT website in the following link https://cmsnift.com/pages/app_gpc/ap_reg.aspx. No other mode of application is accepted.
- (iv) 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 cards / call letters or any other information will be communicated through the e-mail only.
- (iii) The prescribed fee for 'UR' and 'OBC' candidates is Rs.500/- and for 'SC' & 'ST' candidates is Rs.250/- (non-refundable). The link for the payment of application fees is available in the application template.
- (v) Any updates with regard to this recruitment process shall be published on NIFT Hyderabad website <https://nift.ac.in/hyderabad/careers>.
- (vi) Those candidates who are employed in Govt. /Semi Govt. /Autonomous Bodies etc. should process their applications **through Proper Channel** including "**No Objection Certificate (NOC)**" and "**Vigilance Clearance**" from the present employer.
- (vii) 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.
- (viii) 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.
- (ix) Incomplete applications and applications received without fee / photograph / self-attested copies of required certificates such as educational qualifications, caste / community etc., will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
- (x) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications i.e. **30.04.2023**

SELECTION PROCESS: -

The selection process shall have two-tier tests. 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. It will comprise, Basic English, General Awareness, Aptitude, Logical Reasoning, Basic Arithmetic etc.

- i. 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 and experience etc. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute shall be final.
- ii. 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, Hyderabad.
- iii. 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.

General Conditions:

- i) The applicant must be a citizen of India.
 - ii) 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 to fill any or all posts advertised. Rectify any discrepancy in the grade pay, pay band etc., if found at a later stage.
 - iii) 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.
 - iv) All the above posts are to be filled up on regular basis with a probation period of 02 years as per NIFT statute. If, during the period of probation or any extension thereof, as the case may be, the appointing authority is of the opinion that the candidate is not fit for regular appointment, the appointing authority may terminate him / her from the service.
- (v) The following acts would render a candidate / application disqualified at any stage:
- a) Furnishing of false, inaccurate or tampered information.
 - b) Improper filling of applications.
 - c) Canvassing in any form and any other reason as observed by the committee.
 - d) Obtaining support for his/her candidature through unfair means.
- (vi) The Institute shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, 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.
- (vii) 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.
- (viii) 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.
- (ix) Mere fulfilling of essential qualification 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/hyderabad/careers> 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.
- (x) No TA/DA shall be payable to any candidate for attending Skill and written tests.

- (xi) In case of any dispute/ambiguity that may occur in the process of selection, the decision of NIFT shall be final.
- (xii) Corrigendum, if any, will be published on the website of the institute. Therefore, candidates are advised to visit NIFT Hyderabad website <https://nift.ac.in/hyderabad/careers>) or nift.ac.in/Hyderabad regularly regarding the recruitment related updates.
- (xiii) 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.
- (xiv) 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.
- (xv) 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 norms.
- (xvi) Employment of Institute shall be governed by the rules and regulations, service conditions as notified by the institute from time to time,
- (xvii) 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.
- (xviii) Qualifications, experiences, Age etc., will be taken into consideration as on last date of submission of applications. No Interim enquiries/ Correspondences/ Communications of any sort will be entertained on this matter.
- (xix) Reservation and relaxations will be as per the Govt. of India guidelines,
- (xx) The number of vacancies may increase or decrease as per requirement and at the sole discretion of NIFT.
- (xxi) The NIFT Administration reserves the right to cancel or postpone the recruitment at any point of time/stage.

Sd/- xxxxxxx
Joint Director

Date:- 03.04.2023