

**ADVERTISEMENT FOR HIRING OF CONSULTANT – CE/INTERNATIONAL CERTIFICATIONS & BUSINESS DEVELOPMENT (PPE)**

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Footwear Design & Development Institute popularly known as FDDI, working under the aegis of the Ministry of Commerce & Industry, Govt. of India. FDDI invites applications from qualified and experienced professionals for the position of Consultant – ITC at its Head Office, Noida. The following are the criteria and terms and conditions for the selection of the candidates:

**1. Eligibility Criteria:**

- **Educational Qualification:** Masters in Science in Chemistry/ Physics/ Environment/ Maths/ Polymers/ allied field  
OR  
Masters in technology in Polymers/Chemicals/Footwear/allied field
- **Experience:** Minimum 25 years in Footwear and related field testing Labs
- **Desirable Experience:** In Depth knowledge of lab operations, experience in CE/international certification and conformity assessment in PPE (Footwear, gloves etc).

**2. Key Responsibilities:** The Consultant – CE/International Certifications & Business Development (PPE) will be responsible for supporting the strategic expansion of FDDI International Testing Centre’s testing and certification services, with a specific focus on CE and other international conformity assessment schemes for footwear, gloves, and related PPE product categories. The role aims to enhance business development, develop new certification verticals, strengthen industry engagement, and align laboratory capabilities with international market requirements.

**a. Business Development & Market Expansion:**

- Identify and develop new business opportunities related to CE and international certifications for footwear, gloves, and allied PPE products.
- Support expansion of the laboratory’s service portfolio by introducing and developing new verticals, particularly protective gloves and related PPE categories.

**b. Laboratory Operations & Technical Coordination**

- Work closely with laboratory and technical personnel to:
  - i. Align laboratory workflows, testing standards, and accreditation scope.
  - ii. Ensure accurate representation of laboratory capabilities to customers and stakeholders.
  - iii. Identify potential gaps in testing capabilities and recommend scope expansion aligned with market demand.
- Support preparedness for **accreditation scope expansion and capability enhancement**, as required.

**c. Industry Engagement & Client Interface**

- Establish and maintain professional relationships with **PPE manufacturers, exporters, industry associations, and relevant stakeholders.**
- Act as a technical-commercial interface between clients and internal laboratory teams to ensure clarity on testing, certification scope, and service deliverables.
- Support long-term client engagement and repeat business development.

**d. CE & International Certification Expertise**

- Provide subject-matter inputs related to CE marking requirements, applicable EU regulations, harmonized standards, and conformity assessment procedures relevant to PPE.
- Support internal teams in understanding evolving international certification requirements and regulatory updates.
- Assist clients in identifying appropriate certification routes aligned with regulatory and market requirements.

**3. Compensation:**

Consolidated payment, negotiable based on last CTC and experience. Increment per annum also negotiable.

**4. Period of Engagement:**

Initially for a period of two years, extendable based on performance and requirement.

**5. Functional Responsibility:**

The Consultant shall report to the HoD (ITC) or as directed by the MD.

**6. Age Limit:**

Candidate should be below 52 years of age as on the date of application.

**7. Method of Selection:**

The selection of candidates shall be through interview.

**8. Travelling Allowance & Daily Allowance:**

The Consultant, if required, may undertake domestic tours subject to approval of the competent authority. The entitlements for the tour shall be as per the E7 level of FDDI policy.

**9. Application Process:**

Interested candidates may apply in the prescribed format annexed herewith, attaching copies of relevant supporting documents (self-attested and scanned) regarding qualification, experience, and age proof to email – [jobs@fddiindia.com](mailto:jobs@fddiindia.com).

The last date of submission of application in the prescribed format along with CV shall be 10 days from the date of publication of this advertisement on the website.

Incomplete applications and those not in proper format will not be considered. Only shortlisted candidates will be invited for the interview.