

**ADVERTISEMENT FOR HIRING OF JUNIOR FACULTY AND
ACADEMIC SUPPORT STAFF ON AD-HOC BASIS**

Footwear Design & Development Institute popularly known as FDDI, working under the aegis of the Ministry of Commerce & Industry, Govt. of India. FDDI, Guna invites applications from eligible professionals in its School of Footwear and School of Retail and Fashion Merchandise for the position of Junior Faculty and Academic Support Staff on ad- hoc engagement basis to meet the urgent academic requirements at Guna Campus. The following are the criteria and terms and conditions for the selection of the candidates:

1. Eligibility Criteria:

- Qualification, experience, age criteria and consolidated pay of Junior Faculty and Academic Support Cadre shall apply as per the annexure given at the end of this document.
- Merit, practical teaching ability presentation and communication skills shall be given due importance.
- Candidates from SC/ST/OBC/EWS and differently abled categories can apply.

2. Tenure:

Initial tenure of engagement to be up to 6 months, can be extended up to 6 months at a time by fresh engagement only up to a period decided by the management.

3. Remuneration:

- Junior Faculty: Rs. 50,000/- per month.
- Academic Support Cadre staff (e.g., Lab assistant): Rs. 30000/- per month.
- For engagement for part of the month, pro-rata payment presuming a 30-day month will be considered.
- Persons under Ad-hoc engagement shall be eligible for two casual leave per month, with carry-forward within the current engagement period of 6 months. Casual Leaves not availed within the engagement period shall lapse. No earned leave or leave encashment

admissible.

- No other benefits admissible other than those mentioned above. No claim for HRA, House Allocation, LTC, Medical etc. applicable. Temporary house/hostel accommodation can be provided at the discretion of the institute upon payment of due charges. However, the temporary accommodation shall have to be vacated within 15 days of discontinuation of ad-hoc engagement.
- FDDI Attendance rules and Travel on official duty entitlements shall apply for the respective levels.

4. Duties and Responsibilities:

- Perform all such functions as are the responsibility of the concerned role.
- Shall assist in student evaluation, project assessment, and other academic functions as assigned.
- Discharge such other responsibilities as are assigned by HOD/ED concerned.
- Adhere to all policies and rules of FDDI as issued from time to time.

5. Attendance and Discipline:

- Working days shall typically be 5 days per week. However, engaged person can be required to attend office on weekends or holidays for operational reasons against which the employee can claim comp-off as per the norms of the institution.
- Ensure maximum student attendance in assigned classes.
- Ensure discipline in class and encourage students to follow discipline in their conduct.
- Submit weekly attendance reports through ERP.
- Participate in departmental reviews and discipline meetings.

6. Performance Review:

Periodic reviews will be conducted by the management on student's feedback, class observation and compliance with duties. Reviews shall form part of the record at the time of re-engagement.

7. Age Limit: As per vacancy detail in the annexure attached at the end of this document.

8. Method of Selection: The selection of candidates shall be through interview.

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, age proof and other detail.
- The last date of submission of application in the prescribed format along with CV shall be reached within 10 days from the date of notification of this advertisement on the website and shall be sent complete documents at Guna campus by registered post/Courier.
- Physical application to be submitted at Guna campus address given below:

To,

The Executive Director

Footwear Design and Development Institute

Puraposar road, Gram Haripur, Maharjpura

Guna 480001 (MP)

For any query send E mail to :

rahul@fddiindia.com

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

FOOTWEAR DESIGN AND DEVELOPMENT INSTITUTE, GUNA

Vacancy detail for Ad-hoc Academic Posts

School	Post	Domain	Upper Age Limit	Job Description	Qualification	Experience	Number of Posts
School of Fashion Design	Junior Faculty	Textiles & Production	Gen : 35 Yrs. OBC:38 Yrs. SC/S : 40 Yrs. PWD : 45 Yrs.	Candidate must be proficient in fashion design and patternmaking for garments/ apparel, with expertise in different styles and categories. Ability to demonstrate practical skills required.	1. Master's Degree (of min. 02 years duration after Graduation) in Garment Manufacturing Technology/ Textile & Clothing/Textile Engineering or Textile Technology/ Fabric and Apparel Science with min. 55% marks from a recognized university/Institute.	Academic and/or Industry Experience of at least 3 years in the field of textiles, production and process.	01
School of Fashion Design	Lab Assistant	Pattern Making & Garment Construction And Textile	Gen : 40 Yrs. OBC :43 Yrs, SC/ST : 45 Yrs PWD : 50 Yrs	Candidates must be practically sound in machine operation, Garment/Apparel pattern making, sample making and Demonstration to students. Must be responsible for the documentation, record keeping and upkeep of the department	12 th Pass or above, 1 Year relevant experience	Minimum 1 year of experience in operating sewing machines, possess knowledge on garment construction.	01