

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 Design & Production 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

- 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 upto 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 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 regarding qualification, experience, age proof and other detail (self-attested). The last date of submission of application in the prescribed format along with CV shall be 7 days from

the date of notification of this advertisement 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 that 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 Footwear Design and production	Junior Faculty	Lasting and Finishing, Footwear Chemical & Rubber Polymer, Footwear Upper Closing	Gen : 35 Yrs. OBC :38 Yrs SC/ST : 40 Yrs PWD : 45 Yrs	Candidate must be well conversant in Designing and pattern engineering of Various categories of Footwear (Classic/Sports/Industrial/Safety/ Orthopedic) Must have ability for critical analysis of footwear design and to demonstrate through practical work.	1.Bachelors /Masters Degree (2 years after graduation) and 1 Year Diploma in Footwear manufacturing with specialization in Footwear Design/production with minimum 55% Marks. 2.Bachelors /Masters Degree (2 years after graduation) in Footwear Technology with specialization in Design with minimum 55% Marks	1. Academic and/or Industry Experience of at least 3 years in the field of Footwear Design. Knowledge of manual design and Operating 2D and 3D Shoe Design software is desirable	1
School of Retail and Fashion Merchandise	Junior Faculty	Retail Operations -01No. General Management - 01 No.	Gen : 35 yrs. OBC :38 Yrs, SC/ST : 40 Yrs PWD : 45 Yrs	Teaching Experience in subjects - Retail Operations, Site Selection and Mall Management, Store Design, Human Resource Management, Fashion Studies including Product Knowledge in Apparels, IT Applications, Advanced Excel for Business Applications, Accounting for Managers, Managerial Economics, Soft Skills, Visual merchandising	11. Master's Degree in (of min. 02 years duration after Graduation) in Retail and fashion merchandise, General management with min. 55% marks from a recognized university/Institute. 2. Preference will be given to the candidates who have both Teaching and Industry Experience	1. Candidates must possess a minimum of 3 years of academic and/or industry experience in retail store operations and in the specialized domains outlined in the job description. 2. Academic experience should specifically involve teaching at the undergraduate level or higher in courses related to retail operations & General management subjects.	2
School of Footwear Design and production	Lab Assistant	Footwear Design Sample/ Prototype making	Gen : 40 Yrs. OBC :43 Yrs, SC/ST : 45 Yrs PWD : 50 Yrs	1.Candidates must be practically sound in machine operation, Garment/Apparel pattern making, sample making and Demonstration to students. 2.Must be responsible for the documentation, record keeping and upkeep of the department	1. 10th or 12 Pass or Bachelor's degree (of minimum 01 year duration after Graduation) in any field from a recognized university/Institute, and Diploma (of minimum 06 Months duration) 2. Desirable Qualification : 3. Preference will be given to candidates with diploma / certificate course in case of S.no.1 of essential qualification.	1. Academic and/or Industry Experience of at least 03 year in the field of footwear sample making. 2. Desirable Work Experience : 3. Candidates with experience in Footwear Upper in footwear industry footwear sample making.	1