

## **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**

- 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 reached within 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](mailto: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 Footwear Design and production	Junior Faculty	Lasting and Finishing, Footwear Chemical & Rubber Polymer, Upper Closing / Graphic Design and Tinkering Lab	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/Orthopaedic) . Must have ability for critical analysis of footwear design and to demonstrate through practical work.	1. Batchelors /Masters Deegree (2 years after graduation) and 1 yr diploma in Footwear manufacturing with specilization in Footwear Design/production with minimum 55% Marks. 2. Batchelors /Masters Deegree (2 years after graduation) in Footwear Technology with specilization 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	3
School of Retail and Fashion Merchandise	Junior Faculty	Fashion Studies and Product Knowledge, Advance Research, Business Accounting & Managerial Economics, Soft Skills, Store Design	Gen : 35 yrs. OBC :38 Yrs, SC/ST : 40 Yrs PWD : 45 Yrs	Candidate must be Proficient in fashion design and pattern-making for garments/apparel, with expertise in different styles and categories. Ability to demonstrate practical skills required.	1. Master's Degree in (of min. 02 years duration after Graduation) in Fashion Design/Apparel Design / Life style Accessory Design/Knitwear Design/ Leather Design/ Textile Design with min. 55% marks from a recognized university/Institute.	1. Academic and/or Industry Experience of atleast 3 years in the field of Design Process. 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses in the area of Design.	2
School of Footwear Design and production	Lab Assistant		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	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)  Desirable Qualification :  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.  <b>Desirable Work Experience :</b>  Candidates with experience in Footwear Upper in footwear industry footwear sample making.	1