

**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, Chennai invites applications from eligible professionals in its School of Fashion Design for the position of Junior Faculty and Academic Support Staff on ad-hoc engagement basis to meet the urgent academic requirements at Chennai Campus. The following are the criteria and terms and conditions for the selection of the candidates:

1. Eligibility

- Qualification, experience and age criteria of Junior Faculty and Academic Support Cadre shall apply as per the Recruitment Rules for the engagement against the respective positions.
- However, the pay scales shall not apply and consolidated pay mentioned in this policy shall apply.
- 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 attached

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 1 Week from the date of notification of this advertisement** at Chennai campus by registered post/Courier. Application can also be submitted online using the link given below or through email mentioned below:

<https://forms.gle/YhRUaT1j4MDJyCje7>



Physical application to be submitted at Chennai campus address given below: To, The Executive Director Footwear Design and Development Institute E-1 7Th Main Road, Industrial Park, Irrungatukottai Kanchipuram Dist. PIN602117, TamilNadu.

For any query send E mail to : Chennaicampus@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, CHENNAI

Vacancy detail for Ad-hoc Academic Posts

No.	Designation	Vacancy	Max Age	Domain	Qualification	Job Description	Experience
1	Lab Assistant	1	Gen : 35 yrs. OBC :38 Yrs, SC/ST : 40 Yrs PWD : 45 Yrs	Lasting & Finishing	12th Pass or above , 1 Year relevant experience	Candidates must possess Working knowledge in Lasting and Finishing technics should possess skill set in setting up and operating of all lasting/finishing department machines Demonstration to students. Must be responsible for the documentation, record keeping and upkeep of the department.	Academic and/or Industry experience of at least 02- 03-years of working skill in manual/machine lasting experience with demonstration capability.
2	Lab Assistant	1	Gen : 35 yrs. OBC :38 Yrs, SC/ST : 40 Yrs PWD : 45 Yrs	New Product Development (Footwear)	12th Pass or above , 1 Year relevant experience	Candidates must possess Working knowledge in manual pattern making for footwear and should possess skill set in setting up and operating of all closing department machines Demonstration to students. Must be responsible for the documentation, record keeping and upkeep of the department.	Academic and/or Industry experience of at least 02- 03 years of working skill in Footwear Designing/manual pattern making and upper making experience with demonstration capability.
3	Lab Assistant	1	Gen : 35 yrs. OBC :38 Yrs, SC/ST : 40 Yrs PWD : 45 Yrs	Non Leather Footwear	12th Pass or above , 1 Year relevant experience	Candidates must possess Working knowledge in operating injection moulding machine and should possess skill set in setting up of moulds and machines for new production. Demonstration to students. Must be responsible for the documentation, record keeping and upkeep of the department.	Essential Work Experience 02- 03 years of industrial experience & practical knowledge in Footwear Injection Moulding operations, and upper knitting operation Desirable Work Experience: Knowledge of,, maintenance and production of injection moulded Footwear with demonstration capability.
4	Jr Faculty	1	Gen : 35 yrs. OBC :38 Yrs, SC/ST : 40 Yrs PWD : 45 Yrs	Non Leather Footwear	Essential Qualification: 1.Bachelor's degree or Master's Degree (of minimum 02 years duration after Graduation) in any field with minimum 55% marks from a recognized university/Institute, and Diploma (of minimum 1 year duration) in Footwear manufacturing/Footwear Technology /Footwear Design and production/Footwear Production/Accessories	Candidates must possess sound knowledge in injection moulding process and knowledge of trouble shooting in injection moulds process for new production and should working knowledge in kitting machine. Should possess strong communication skill in teaching students within class room and demonstration to students	Essential Work Experience: 1. Academic and/or Industry Experience of at least 3 years in the field of non-leather footwear assembly 2. Academic experience, if any, should be of teaching in UG degree Desirable Work Experience: Knowledge of, maintenance and production of injection moulded Footwear with trouble shooting and new development capability. Knowledge of Knitting process (pre and post processing such as LASER cutting, Calendaring etc., machine programming, calibration, and

					design/Footwear Science and Engineering from a recognized university/Institute Or 2. Bachelor's degree or Master's Degree in Footwear manufacturing/Footwear Technology /Footwear Design and production/Footwear Production/Accessories design/ Footwear Science and Engineering/Engineering with 55% marks from a recognized university/Institute. Desirable Qualification: 1. Preference will be given to candidates with degree in science in case of S.no.1 of		operation
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