

ADVERTISEMENT FOR HIRING OF ACADEMIC SUPPORT STAFF
(LAB ASSISTANT) 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, Fursatganj invites applications from eligible professionals in its School of Fashion Design for the position of Academic Support Staff on ad-hoc engagement basis to meet the urgent academic lab requirements at Fursatganj 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 Academic Support Staff shall apply as per the annexure given at the end of this document.
- Merit, practical knowledge in pattern making, garment construction, demonstration and sample development shall be given due importance.
- Candidates from SC/ST/OBC/EWS and differently able 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

- Academic Support Cadre staff (e.g., Instructors): Rs. 30,000/- 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.
- 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 and demonstration basis.

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). Application can also be submitted online using the link given below or scan the QR Code or through email mentioned below:

Link for Ad Hoc Lab Assistant: https://docs.google.com/forms/d/16Gom7k44V9PVvc-yg670A3Og_FRzidZj52EPJuRbPz8/edit?pli=1



The last date of submission of application in the prescribed format along with CV shall be reached within 15 days from the date of notification of this advertisement at Fursatganj campus by registered post/Courier.

Physical application to be submitted at Fursatganj campus address given below in the Envelope super scribe as “**Application for the post of Academic Support Staff**”.

To,
The Executive Director,
Footwear Design and Development Institute
Raebareli- Sultanpur Road,
Fursatganj 229302 (UP)

For any query send E-mail to:
richa.arora@fddiindia.com
Or call/ whatsapp at 9648026281

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, FURSATGANJ

Vacancy detail for Ad-hoc Academic Support Staff Posts

SCHOOL	POST	DOMAIN	UPPER AGE LIMIT	QUALIFICATION	EXPERIENCE	NUMBER OF POST
School of Fashion Design	Sr. Lab Assistant	Pattern making and Garment Construction (Fashion Design)	45 Years	Essential: 8th Pass Desirable: 10th Pass	Essential: Academic and/or Industry Experience of at least 10 years of working on variety of materials, machinery, and general workshop. The proficiency in pattern making and garment construction required.	1



Scan the QR Code to fill the Google form with requisite documents.