

## **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, Hyderabad invites applications from eligible professionals in its School of Leather Goods and Accessories Design 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 Hyderabad 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 15 days from the date of notification of this advertisement at Hyderabad campus by registered post/Courier. Application can also be submitted online using the link given below or through email mentioned below:

Link:

[https://docs.google.com/forms/d/e/1FAIpQLSfZAT29Hzuekm2S21KRkFI9vvyo9YiiND-B-3b3QrRFBPoW\\_nw/viewform?usp=sharing&oid=112617040712757528731](https://docs.google.com/forms/d/e/1FAIpQLSfZAT29Hzuekm2S21KRkFI9vvyo9YiiND-B-3b3QrRFBPoW_nw/viewform?usp=sharing&oid=112617040712757528731)



Physical application to be submitted at Hyderabad campus address given below:

To,

The Executive Director

Footwear Design and Development Institute

Sy No 6-38, TSLIPC-NILEX CAMPUS, HS Darga Rd, Gachibowli, Rai Durg, Telangana 500008

For any query send E mail to : [Hyderabadcampus@fddiindia.com](mailto:Hyderabadcampus@fddiindia.com)

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

## 1. Staff requirement for Footwear Design & Production

S. NO.	Department	Area	Post	Age Limit	Essential Qualification	Desirable Qualification	Experience	Other Preferences
I.	Footwear Design & Production	New Product Development	Junior Faculty 1 No.	35	<p>1. Bachelor's degree or Master's Degree (minimum 2 years after Graduation) in any field with minimum 55% marks from a recognized university/institute, and Diploma (minimum 1 year duration) in Footwear Design and Manufacturing or Production/Footwear Technology (specialization in design)/Product Design/Design/Accessories Design/Fashion Design from a recognized university/institute.</p> <p>OR</p> <p>2. Bachelor's or Master's Degree in Footwear Technology (specialization in design/Footwear Design and Manufacturing or Production/Product Design/Design/Accessories Design/Fashion Design) with minimum 55% marks from a recognized university/institute.</p>	Preference will be given to candidates with degree in Fine Arts/Visual Arts in case of Sr. No. 1 of essential qualification.	<p>1. Academic and/or Industry experience of at least 3 years in the field of design.</p> <p>2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.</p>	<p>1. Candidates with design experience in footwear industry will be given preference.</p> <p>2. Preference will be given to candidates having hands-on experience on 2D or 3D design software like CorelDRAW, Photoshop, Maya, Shoemaster, Crispin, SolidWorks, etc.</p>
II.	Footwear Design & Production	Manufacturing Excellence	Junior Faculty 1 No.	35	<p>B.Tech./B.E./B.Sc. Engineering (minimum 4 years duration) OR</p> <p>M.Tech./M.E./M.Sc. Engineering (minimum 2 years duration) in Industrial Engineering / Mechanical Engineering / Production Engineering / Production Technology with minimum 55% marks from a recognized university/institute.</p>		<p>1. Academic and/or Industry experience of at least 3 years in the field of Production.</p> <p>2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.</p>	<p>1. Preference will be given to candidates having experience in footwear production.</p> <p>2. Candidates having experience in planning, merchandising, implementing quality standards, and improving productivity and efficiency will be given preference.</p>