

# ADVERTISEMENT FOR HIRING OF 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, Kolkata 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 requirements at Kolkata Campus. The following are the criteria and terms and conditions for the selection of the candidates:

## 1. Eligibility

- Qualification, experience and age criteria of 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 GEN/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

- Academic Support Cadre staff (e.g., Lab assistant): Rs. 30000/- per month (maximum).
- 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 may 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 one to one 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 Kolkata campus by registered post/Courier.

The hard copy of the application in prescribed format along with self attested supported documents to be submitted in a sealed envelope at Kolkata campus address given below:

To, The Executive Director

Footwear Design and Development Institute

Gate no-3, Leather Complex, 32-35, JL No, Mauza, Gangapur, Kolkata, Gangapur, West Bengal 743502

## **FOOTWEAR DESIGN AND DEVELOPMENT INSTITUTE, Kolkata**

### **Vacancy detail for Ad-hoc Academic Posts**

<b>No</b>	<b>Designation</b>	<b>Max Age</b>	<b>Domain</b>	<b>Qualification</b>	<b>Job Description</b>	<b>Experience</b>
1.	Lab Assistant, No. of Post- 01	Gen : 40 Yrs. OBC :43 Yrs, SC/ST : 45 Yrs PWD : 50 Yrs	Pattern Making and Garment Construction	12th Pass or above , 1 Year relevant experience	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	Minimum 1 year of experience in operating sewing machines, possess knowledge on garment construction.