

**ADVERTISEMENT FOR HIRING OF JUNIOR FACULTY
AND ACADEMIC SUPPORT STAFF ON AD-HOC BASIS**

Footwear Design & Development Institute - FDDI, working under the aegis of Ministry of Commerce & Industry, Govt. of India. FDDI, Noida, invites applications from eligible professionals in its School of Fashion Design, 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 Noida 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., Instructors): Rs. 30000 per month.
- For engagement for part of the month, pro-rata payment presuming a 30-day month will be done.
- 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 reached by 04/12/2025.

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

Hard copy of application with self-attested documents should be submitted at Noida campus address given below in the envelop super scribe as “Application for the post of Ad-hoc Faculty” by 04/12/2025. Also send the scanned e-copy of application form to the email address given below:

Address:

The Executive Director

Footwear Design & Development Institute

A-10/A, Sector 24, Noida

Uttar Pradesh – 201301

For any query send email to: edonoida@fddiindia.com

Or call/whatsapp at 9643255132, 7800958893

FOOTWEAR DESIGN AND DEVELOPMENT INSTITUTE, NOIDA

Vacancy detail for Ad-hoc Academic Posts

School of Fashion Design					
School	Post	Domain	Max · Age Limi t	Qualification	Experience
Fashion Design	Junior Faculty	Design Process	35	1. Master's Degree (of min. 02 years duration after Graduation) in Fashion Design/ Graphic Design/ Communication Design/ Apparel Design /Fashion Technology/Fashion Management /Textile & Clothing/Lifestyle Accessory Design/ Knitwear Design/ Leather Design/ Textile Design with min. 55% marks from a recognized University/Institute.	1. Academic and/or Industry Experience of at least 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.
	Junior Faculty	CAD & Illustration	35	1. Master's Degree (of min. 02 years duration after Graduation) in Fashion Design/ Graphic Design/ Communication Design/ Apparel Design /Fashion Technology/Fashion Management /Textile & Clothing/Lifestyle Accessory Design/	1. Academic and/or Industry Experience of at least 3 years in the field of Illustration and CAD. The candidate should have hands on experience on COREL, PHOTOSHOP, CLO/ Reach Cad TUKACAD, and other fashion design related software. 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.

				Knitwear Design/ Leather Design/ Textile Design with min. 55% marks from a recognized University/Institute.	
	Junior Faculty	Textiles & Production	35	1. Master's Degree (of min. 02 years duration after Graduation) in Garment Manufacturing Technology/ Textile & Clothing/Textile Engineering or Textile Technology/ Fabric and Apparel Science with min. 55% marks from a recognized university/Institute.	Academic and/or Industry Experience of at least 3 years in the field of textiles, production and process.

School of Leather Goods & Accessories Design

Leather Goods & Accessories Design	Junior Faculty	Product Design	35	Master Degree of min. 2 years duration after Graduation or PG Diploma of min 2 years duration after UG degree in Leather Design / Accessories Design / Leather goods & Accessories Design/ Product Design/ Industrial Design / Furniture Design / Ceramic Design / Accessories Design/ Visual Design/ Communication Design / UI/UX design with minimum 55% marks from a recognized University /	Academic and / or Industry Experience of at least 3 years in the field of Leather Design / Accessories Design / Leather goods & Accessories Design/ Product Design/ Industrial Design / Visual and Communication Design / Graphic Design / UI/UX Design 2. Academic Experience if any should be of teaching in UG Degree or higher academic courses. Preference would be given to the candidate who have hand-on experience in 3D Design Software. B. Preference will be given for Candidates with Industrial Experience
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				Institute. Or Master’s Degree of minimum 02 years duration or PG Diploma (of minimum 02 years duration after Graduation) in any field from a recognized University or institute and Bachelor Degree of Diploma (of minimum 03 years duration) in Leather Design / Accessories Design / Leather goods & Accessories Design/ Product Design/ Industrial Design / Furniture Design / Ceramic Design / Accessories Design/ Visual Design/ Communication Design / UI/UX design with minimum 55% marks from a recognized University / Institute	
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School of Retail & Fashion Merchandise

Retail & Fashion Merchandise	Junior Faculty	Retail Operations	35	Master Degree (of min. 02 years after Graduation) or PG Diploma (of min. 02 years after Graduation) in Management/ Marketing Mgt. / Retail Mgt. / Supply Chain Mgt./ Operations Mgt. / IT with minimum 55%	Academic and / or Industry Experience of min 3 years in the field of Retail Operations/ Retail & IT Operations/ Supply Chain Mgt. / Operations Mgt.
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				marks from a recognized University / Institute.	
	Junior Faculty	General Management	35	Master Degree (of min. 02 years after Graduation) or PG Diploma (of min. 02 years after Graduation) in Management/ International Business / Marketing / Finance/ Retail / HR with minimum 55% marks from a recognized University / Institute.	<ol style="list-style-type: none"> 1. Academic and/or Industry Experience of at least 3 years in the field of Fashion Merchandising/Retail Merchandising/Apparel Merchandising/Fashion Management. 2. Academic experience, if any, should be of teaching in UG de
	Junior Faculty	Fashion Merchandising	35	Master's Degree (of min. 02 years duration after Graduation) or PG Diploma (of min. 2 years after Graduation) in Management/Apparel Merchandising/ Textiles & Clothing/Fabric & Apparel Science/Fashion Management/Fashion Technology/Retail Merchandising/Retail and Fashion Merchandising/Retail Management with min. 55% marks from a recognized university/Institute.	<ol style="list-style-type: none"> 1. Experience of at least 3 years in the field of Fashion Merchandising/Retail Merchandising/Apparel Merchandising/Fashion Management. 2. Academic experience, if any, should be of teaching in UG degree