

ANNEXURE-I

BIO-DATA / CURRICULUM VITAE PROFORMA (While applying on Deputation basis)		Affix your recent passport size photograph duly self attested by signing across in full
Advertisement No: 06/Estt./HO/2021		Post applied for: _____
1.	<u>Choice of preferred location of NIFT-H.O./ Campuses:</u> 1. _____ 2. _____ 3. _____	
2	Name (In Capital Letters)	
3	Correspondence address	
4	Date of Birth (in Christian Era)	
5	Date of Retirement under Central Govt. Rules.	
6	Educational Qualifications (Starting from highest qualification to lowest. Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
7	Do you hold analogous post on regular basis in the parent cadre or department/Ministry	
8	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band alongwith Grade Pay or equivalent in the parent cadre or department.	
9	Do you possess eligibility conditions as indicated in the vacancy circular for which you are applying (Please mention 'Yes' or 'No' as applicable)	

10		Details of employment in chronological order (Starting from entry in the Service). Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)						
	Office / Organization	Post held with scale of pay	Period of service		Nature of appointment (Regular / Ad-hoc / Deputation)	Basic Pay (Revised)		
			From	To		Pay in PB	G.P.	Basic Pay
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
11	Nature of present employment i.e. Ad-hoc or Temporary or Permanent							
12	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment on deputation c) Name of parent office/Organization to which you belong to							
13	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale							
	Date	Pay scale (pre-revised)	Basic Pay (pre-revised)	Date of revision of pay	Revised scale of pay and Pay Level	Revised basic pay		
	(1)	(2)	(3)	(4)	(5)	(6)		
14	Total emoluments drawn per month as on the date of applying against this Vacancy Circular.							
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.							
16	Full postal address including PIN Code number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority.							
17	Whether belongs to SC/ST							
18	Remarks, if any							
Signature of the Candidate								
Name of the Candidate								
Complete Office Address								
E-mail address of the candidate								
Telephone Number of the candidate								
Mobile Number of the candidate								
Date :								
Place:								

INTEGRITY CERTIFICATE

After scrutinizing the Service records of Shri/Smt./Ms. _____ who has applied for deputation to the post of _____ NIFT, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. _____, who has applied for deputation to the post of _____ in NIFT.

- i. *No major/minor penalty has been imposed on him/her during the last ten years.
- ii. *A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

*(*Strike out which is not applicable)*

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. _____, who has applied for deputation to the post of _____ in NIFT.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms. _____ applying for the post of _____ on deputation basis in NIFT. It will be possible to relieve Shri/Smt./Ms. _____ from this Office without any delay, in case he/she is selected for the said post of _____.

It is also certified that particulars furnished by Shri/Smt./Ms. _____ are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

FORWARDING OF APARS FOR LAST FIVE YEARS

APARs for the last five years duly attested (by an officer not below the rank of an Under Secretary to the Government of India) in respect of Shri/Smt./Ms. _____, who has applied for deputation to the post of _____ NIFT, are attached herewith as per the details given below:

Sl. No.	Year	Overall Grading	Reference page no. of APAR
1.	2015-16		
2.	2016-17		
3.	2017-18		
4.	2018-19		
5.	2019-20		

Note: If due to some administrative reason, APAR of any year is under process/ can not be submitted, then one year back APAR will be accepted.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

National Institute of Fashion Technology

(A Statutory Institute governed by the NIFT Act 2006 and set up in 1986 under the Ministry of Textiles, Govt. of India)

निफ्ट कैंपस, हौज़ खास, निकट गुलमोहर पार्क, नई दिल्ली – 110016

NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016

APPLICATION FOR APPOINTMENT DIRECT RECRUITMENT ON CONTRACT BASIS

(All the columns are to be filled neatly in capital letters)

(Please tick appropriate brackets below as applicable)

Affix your recent
passport size photograph
duly self attested
by signing across in full

1.	Choice of preferred location of NIFT-H.O./ Campuses:			
	1.	_____		
	2.	_____		
	3.	_____		
2.	Advertisement No.			
3.	Post applied for			
4.	Demand Draft/ Banker's Cheque Payment Detail	Bank Name	DD No. / Banker's Cheque No.	Date Amount(Rs.)
5.	Name of the Applicant (in block letters)			
6.	Gender	Male ()	Female ()	Transgender ()
7.	Father's /Husband's name			
8.	Whether citizen of India	Yes ()	No ()	
		If yes, whether- Domicile () By birth ()		
		If foreign nationals, please state nationality with supporting documents		
9.	NIFT Employee	Yes()	No ()	
10.	i) Whether Council / Government / Autonomous Bodies / PSU Employee ii) Others (Please specify)	Yes()	No ()
11.	Correspondence Address with pin code			
		Pincode		

12.	Permanent Address with pin code	:				
			Pincode			
13.	Contact Details	:	Phone No.			
			e-mail:			
14.	Nearest Railway Station	:				
15.	Date of Birth	:	(DD/MM/YYYY)			
16.	Age as on closing date of application	:	Years	Months	Days	
17.	Community (Tick and enclose attested copy of certificate)	:	SC() ST() OBC() PWD() UR() EWS () (If PWD, please also tick SC/ST/OBC/UR as applicable)			
18.	Are you related to any NIFT employee, working in any campus/HO on Regular or Contract basis, if so please state:					
	Name	Designation	NIFT Campus where working		Relationship	
19.	Particulars of all examinations passed and degrees and technical qualifications obtained at College, University or other Institutions of technical education (commencing with the Matriculation or equivalent examination) :					
	Sl. No.	Examination/Degree / Diploma	Name of College/ Institution/University	Year of passing	Subjects/ Specialization	Percentage of Marks*
20.	Professional training, if any :					
21.	Work Experience, starting from the present employment: (Furnish a resume of work experience with supporting documents, if any, separately)					
	Name and address of the employer	Post held	Period From	Period To	Permanent / Temporary	Salary & Grade
	Total Experience:					
22.	Are you under any bond / contractual obligation to serve Central / State Government / PSU / Autonomous or any other body? If yes, give details:					
23.	Joining time required from date of offer of appointment, if selected		Minimum:			
			Maximum:			

24.	Details of Honours, Awards, Publications & Patents (Attach a signed separate sheet for details)	
25.	Any other relevant information (Attach additional sheets)	
26.	List of enclosures: Please enclose all passing certificates & marks sheets from class 10th and onwards. For Diploma, Graduation, Post-graduation & other higher qualifications marks sheets of each year is required to be enclosed. Experience Certificates should be in the order specified at serial number 20.	
	(1)	(7)
	(2)	(8)
	(3)	(9)
	(4)	(10)
	(5)	(11)
	(6)	(12)

**OBC–Other Backward Class, SC–Scheduled Caste, ST–Scheduled Tribe,
PWD–Person with Disability,UR-Unreserved, EWS-Economically Weaker Section**

27. Please attach a Statement of Purpose (SOP) not exceeding 1000 words covering the following:

- (a) Why do you wish to join NIFT?
- (b) Why you think you are suitable for the job?
- (c) How will you bring value to NIFT?
- (d) What has been a significant defining experience in your professional life?

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/withheld/distorted any material information, or furnished false particulars, my appointment is liable to be summarily terminated without notice.

I have informed my employer in writing that I am applying for the above post (in case of candidate who is already employed) and shall produce the no objection certificate to attend the interview/ test, if called, and relieving order at the time of joining NIFT, if selected.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)