



FDDI/ADV/5/2024

22/07/2024

Current Openings

फुटवियर डिज़ाइन एण्ड डेवलपमेंट इंस्टिट्यूट (एफडीडीआई) वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के तत्वावधान में एक राष्ट्रीय महत्व का संस्थान है। अपनी स्थापना के बाद से एफडीडीआई शिक्षा प्रदान करने में महत्वपूर्ण भूमिका निभा रहा है, फुटवियर, लेद: गुडस एक्सेसरी और जीवनशैली उत्पादों के क्षेत्र में समन्वय बनाकर भारतीय उद्योगों को सुविधा प्रदान कर रहा है। एफडीडीआई निम्नलिखित पदों हेतु अनुभवी एवं पेशेवर भारतीय नागरिकों से आवेदन आमंत्रित करता है/ Footwear Design & Development Institute (FDDI) is an "Institution of National Importance" under the aegis of Ministry of Commerce & Industry, Government of India. Since its inception FDDI is playing an important role in imparting education conducting research and facilitating the Indian Industries by bridging the gap in the areas of Footwear Fashion, Retail and Leather Accessory & lifestyle products. FDDI invites applications from experiencec professionals for the post as mentioned below:

Academic Posts

Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
DEPARTMENT - Academic Administration , DOMAIN - Academic Administration							
1.	Academic Head	T6	1	Gen - 55 OBC - 58 SC/ST - 60	Essential Qualification : Post Graduate degree in any allied subject from a recognized University/Institute Desirable Qualification : PhD in relevant area	Essential Work Experience : Academic and/or Industry Experience of atleast 22 Years in the relevant field. Desirable Work Experience : Academic experience if any shall be of teaching in UG degree or higher academic courses in relevant area. Deliverables: 1. Design Academic regulating to all the courses of each school. 2. Coordinate with the senate after obtaining inputs from the Head of Schools 3. Launch of new academic programmes/short-term courses/certification courses and upgradation of structure and course content of such existing programmes. 4. Overseeing the regular and effective conduct of classes by the Teaching Cadre, in coordinating with the Head of Schools 5. Follow-up on the effectiveness and transparency of the evaluation system in coordination with the Head of Student Affairs and Examination Department. 6. Oversee and coordinate with the	Minimum Monthly CTI - 165000

						<p>Head of Schools to ensure the conducting of student-related activities in all schools viz seminars/workshops/exhibitions/study tours/intercampus visits/industry visit/debate essays competition / cultural activities/fare etc.</p> <p>7. Providing inputs to teaching cadre based on student feedback analysis</p> <p>8. Coordinating with the head of schools to identify prospective training programmes for teaching cadre and academic support cadre based on training need analysis.</p> <p>9. Ensuring a culture of punctuality, creativity & innovation in all the schools</p> <p>10. To coordinate with the head of schools to obtain consultancy assignments in the relevant areas from the industry, central/state government, etc, and oversee its effective completion with in the time and cost frame work</p> <p>11. Any other assignment given by the management from time to time</p>	
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Non Academic Posts

Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
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DEPARTMENT - Engineering and Maintenance , DOMAIN - Engineering Maintenance

2.	Assistant Engineer (Electrical)	E4	1	GEN - 40 OBC - 43 SC/ST - 45	<p>Essential Qualification : B.E/B.Tech in Electrical Engineering with minimum 50% Marks from a recognized university/Institute</p> <p>Desirable Qualification : M.E./M.Tech in Electrical Engineering from a recognized university/institute</p>	<p>Essential Work Experience :</p> <p>1. The candidates should have atleast 5 years of experience in the field of Electrical Engineering in construction works.</p> <p>2. The Candidate should have atleast 3 years of experience at the Junior Engineer Level out of the experience specified at S. No. 1</p> <p>3. The candidate should have handled atleast 2 construction projects and should have in depth knowledge of estimate preparation and knowledge of CPWD manuals.</p> <p>Desirable Work Experience : NA</p>	Minimum Monthly CTI - 60000
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Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
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DEPARTMENT - ITSC , DOMAIN - ITSC

3.	Deputy Manager	E3	1	Gen - 37 OBC - 40 SC/ST - 42	<p>Essential Qualification : B.Tech/B.E in Computer Science/Technology/ Information Science/ Electronics and Communication with minimum 55% marks from a recognized university/Institute.</p> <p>Or MSc.</p>	<p>Essential Work Experience :</p> <p>1. The Candidate should have atleast 7 years of hands on experience in software /hardware deployments, Installation & updating of servers (preferably on Windows Platform) networking setups, business firewalls, data backup, data protection, document management systems etc.</p>	Minimum Monthly CTI - 45000
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Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
					(CS)/MSc.(IT)/MCA/MBA(IT) with minimum 55% marks from a recognized university/Institute.	2. Out of total experience, at least 4 years of experience at Assistant Manager (ITSC) Level in FDDI or equivalent or above Desirable Work Experience : Candidates having exposure in IT procurements, Campus ERP implementation preferably in higher educational institutions shall be preferred.	
DEPARTMENT - Admin , DOMAIN - Administration							
4.	Chief Administrative Officer - CAO	E6	3	GEN-55 OBC-58 SC/ST-60	Essential Qualification : MBA/PGDM/Masters degree (at least 2 years duration after Graduation) with minimum 50% of marks from a recognized University/Institute Desirable Qualification : MBA/PGDM With specialization in the field of Human Resource Management / Personnel Management	Essential Work Experience : • Atleast 15 years of handling Administration matters in Govt./Semi-Govt./PSUs/Autonomous Bodies/Reputed private Institutions/Industry/organization • Should have handled vendors • Should have experience, as Manager - Admin or equivalent for atleast 5 years or Deputy Manager - Admin or equivalent for atleast 8 years • Should have strong written and oral communication skills Desirable Work Experience Deliverable: • The incumbent shall be responsible for Security, Housekeeping and Mess facilities and contracts thereof, of the campus • Shall be the overall supervisor for Hostel Warden(s) of campus • Shall monitor costs and expenses to assist in savings for the campus • Shall be responsible for Rajbhasha Hindi implementation, RTI, Grievance, etc at the campus • Liaison with local Central / State Govt offices and law & order authorities • Shall be in-charge of Library of the campus • Shall be responsible for all protocol activities of the campus including Guest house • Shall assist the various departments for organizing events / occasions in the campus. • Shall monitor the performance of different departments and provide support to ensure that campus activities align with institutional goals. • Shall closely associate with the Executive Director in various day-to-day matters as directed. • In the absence of the Executive Director, the CAO will be responsible for addressing any unforeseen challenges and making critical decisions to maintain campus operations.	Minimum Monthly CTI - 120000

5.	Personal Secretary	E1	3	Gen - 30 OBC - 33 SC/ST - 35	Essential Qualification : 1. Graduation or Diploma in Secretarial Practice or Diploma in Office Automation, with minimum 55% marks from a recognized university/institute 2. Working knowledge of MS Office 3. Should have typing speed of 40wpm (35 wpm for OBC/SC/ST candidates) - test shall be only qualifying in nature Desirable Qualification : Short hand speed of 80 - 100 wpm - test shall be only qualifying in nature	Essential Work Experience : NA Desirable Work Experience : Experience of working as Personal Secretary/ Personal Assistant or similar job role in any organization.	Minimum Monthly CTI - 35000
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6.	Hostel Warden - Girls	E1	2	GEN - 37 OBC - 40 SC/ST - 42	Essential Qualification : Bachelor's degree in any discipline with minimum 55% marks from a recognized Institute / University Desirable Qualification : Bachelor / Master Degree in psychology, education, or a related field shall be given preference.	Essential Work Experience : 1. At least 02 years' experience of supervision work of running hostel (having at least 100 inmates) of any University/institutions of repute/ state or central /Public Sector undertaking. 2. Should have hands on Microsoft Office. Desirable Work Experience : NA	Minimum Monthly CTI - 35000
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Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
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DEPARTMENT - Student Affair and Examination Department, DOMAIN - Student Affairs & Examination

7.	Senior Manager	E5	1	Gen - 45 OBC - 48 SC/ST - 50	Essential Qualification : Graduate with minimum 50% marks from a recognized University/Institute Desirable Qualification : MBA/PGDM (of at least 2 years duration) from a recognized University/Institute	Essential Work Experience : At least 15 years of handling matters related to students such as record management, examination, and other student related matters in a higher education institution(s) with experience working as a Deputy / Assistant Controller of Examination or Deputy / Assistant Registrar or equivalent Out of total experience, should also have experience of at least 2 years at Manager (Training/Student Affairs & Examination) level in FDDI or equivalent or above	Minimum Monthly CTI - 75000
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Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
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DEPARTMENT - Promotions & Admissions, DOMAIN - Promotions & Admissions

8.	Regional Manager	E4	2	GEN - 40 OBC -	Essential Qualification : MBA / PGDM (of at least 2 years duration) with minimum 50%	Essential Work Experience : 1. At least 10 years experience in looking after admission and / or	Minimum Monthly
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			43 SC/ST - 45	marks from a recognized University/Institute.	promotions in any recognized institute/ university / organizations. 2. Have handled corporate sales, seminars, webinars, workshops, etc. for college/ university / organizations. 3. Have hands on experience in data collection, data analysis, data interpretation & lead management. Desirable Work Experience : 1. Adequate working experience in promotion & brand building exercises. 2. Experience in making standard operating procedures for promotion. 3. Knowledge / experience in Digital Marketing 4. Knowledge / experience on content writing	CTI - 60000
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General Conditions :

- केवल भारतीय नागरिक आवेदन कर सकते हैं।/Only Indian Nationals need apply.
- उपरोक्त सभी पद दीर्घकालिक अनुबंध के आधार (05 वर्ष अनुबंध) पर होंगे। प्रबंधन के विवेक पर एफडीडीआई की आवश्यकता और व्यक्ति के प्रदर्शन के आधार पर अनुबंध को बढ़ाया जा सकता है।/All above posts will be on long term contract basis (05 years contract). The contract would be extendable based on the requirement of FDDI and performance of the individual, at the discretion of Management.
- एफडीडीआई परिणामी क्षति, यदि कोई हो, के लिए आवेदक को मुआवजा देने के लिए उत्तरदायी नहीं होगा। इसके अलावा, एफडीडीआई के पास भर्ती विज्ञापन में निर्धारित पात्रता शर्तों के अनुरूप पद के स्तर के लिए चयन/साक्षात्कार के लिए उम्मीदवार को बुलाने या न बुलाने का अधिकार भी सुरक्षित है, साथ ही उम्मीदवार के पास मौजूद वास्तविक योग्यता/अनुभव भी, जो इसलिए यह उम्मीदवार द्वारा आवेदित पद के स्तर से अधिक/निचला हो सकता है।/ FDDI will not be liable to compensate the applicant for the consequential damages, if any. Besides, FDDI also reserves the right to call or not to call the candidate for selection / interview for the level of post commensurate with the eligibility conditions stipulated in the recruitment advertisement vis-a-vis the actual qualification / experience possessed by the candidate, which could be therefore higher / lower to the level of the post applied for by the candidate.
- भर्ती प्रक्रिया के किसी भी चरण में किसी भी डाक विलंब/गलत डिलीवरी/संचार की गैर-डिलीवरी के लिए एफडीडीआई जिम्मेदार नहीं होगा।/FDDI will not be responsible for any postal delay/wrong delivery/non-delivery of communication at any stage of the recruitment process.
- उल्लिखित न्यूनतम योग्यता किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से होनी चाहिए।/Minimum qualifications mentioned shall be from a recognized University /Institution.
- केवल नौकरी की आवश्यकताओं के अनुरूप होने से कोई उम्मीदवार साक्षात्कार के लिए बुलाए जाने का हकदार नहीं होगा। एफडीडीआई बिना कोई कारण बताए आवेदन को अस्वीकार करने और आवश्यकता के आधार पर पदों की संख्या को बढ़ाने/घटाने या लिखित परीक्षा/साक्षात्कार के लिए बुलाए जाने वाले उम्मीदवारों की संख्या को सीमित करने के लिए विशिष्टताओं के मानक को बढ़ाने का अधिकार सुरक्षित रखता है।/Mere conformity to the job requirements will not entitle a candidate to be called for interview. FDDI reserves the right to reject the application without assigning any reason and to increase / decrease the number of posts depending on the requirement or to raise the Standard of Specifications to restrict the number of candidates to be called for written test/ interview.
- अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / पीडब्ल्यूडी / भूतपूर्व सैनिक श्रेणी से संबंधित उम्मीदवारों को सक्षम प्राधिकारी द्वारा जारी भारत सरकार द्वारा निर्धारित प्रमाण पत्र की एक प्रति संलग्न करनी चाहिए।/Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen category should enclose a copy of the certificate prescribed by the Government of India, issued by Competent Authority.
- भारत सरकार की आरक्षण नीति के अनुसार आयु में छूट प्रदान की जाएगी। महिला अभ्यर्थियों को आयु में 5 वर्ष की छूट प्रदान की जाएगी। Age relaxation shall be provided as per Reservation Policy of Government of India. Female candidates shall be given 5 years of age relaxation.
- चयनित उम्मीदवारों की नियुक्ति संस्थान के निर्देशों के अनुसार मेडिकल परीक्षा के आधार पर ऐसी नियुक्ति के लिए उनकी मेडिकल फिटनेस के अधीन होगी।/The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Institute.
- जिन उम्मीदवारों को शॉर्ट-लिस्ट नहीं किया गया है उनके साथ कोई पत्राचार नहीं किया जाएगा।/No correspondence will be entertained with the candidates who are not short-listed.
- अपूर्ण आवेदन या अस्वीकार्य आवेदन के संबंध में किसी भी प्रकार के पत्राचार पर विचार नहीं किया जाएगा।/Incomplete application or applications will be rejected and no further correspondence in this regard will be entertained.
- भर्ती लिखित परीक्षा/साक्षात्कार के माध्यम से की जाएगी।/The recruitment will be done through written test/ interview.
- केवल शॉर्टलिस्ट किए गए उम्मीदवारों को इंटरव्यू के बारे में ईमेल/पोस्ट के माध्यम से सूचित किया जाएगा। Only shortlisted candidates will be intimated regarding the Interview through email/post.
- ऊपरी आयु सीमा विज्ञापन अधिसूचना की रिलीज तिथि के अनुसार प्रदान की गई है।/Upper age limit provided is as on release date of the advertisement notification.

15. दिखाया गया वेतन मासिक लागत-से-संस्थान (सीटीआई) है जिसमें मूल वेतन, मकान किराया भत्ता, विशेष भत्ता, भविष्य निधि, अवकाश नकदीकरण लाभ, अवकाश यात्रा रियायत, मोबाइल फोन खर्चों की प्रतिपूर्ति, चिकित्सा व्यय की प्रतिपूर्ति और ग्रेच्युटी शामिल है। /Salary shown is monthly Cost-to-Institute (CTI) which includes Basic pay, House Rent Allowance, Special Allowance, Provident Fund, Leave Encashment benefit, Leave Travel Concession, Reimbursement of mobile phone expenses, reimbursement of medical expenditure and Gratuity.
16. प्रबंधन का निर्णय अन्तिम होगा। /The decision of Management regarding selection will be final.
17. उम्मीदवार जो सरकारी संगठनों/सार्वजनिक क्षेत्र के उपक्रमों में काम कर रहे हैं, उन्हें अपने वर्तमान नियोक्ता से अनापत्ति प्रमाण पत्र जमा करना होगा। /Applicants who are working in Government Organisations / PSU must submit NOC from their current employer.
18. साक्षात्कार परीक्षा में भाग लेने के लिए कोई परिवहन भत्ता/दैनिक भत्ता का भुगतान नहीं किया जाएगा। /No Transport Allowance / Daily Allowance shall be paid for attending the interview.

19. HOW TO APPLY:

- i. इच्छुक उम्मीदवारों को <https://www.fddiindia.com/career.php> पर पंजीकरण और ऑनलाइन आवेदन जमा करना होगा। ऑनलाइन आवेदन भरने के अलावा, उन्हें संबंधित पदों के लिए ऑनलाइन फॉर्म में उल्लिखित आवश्यक दस्तावेज भी अपलोड करने होंगे। ऑनलाइन आवेदन सफलतापूर्वक जमा करने पर, उम्मीदवार अपने आवेदन की पीडीएफ फाइल डाउनलोड करेंगे और आवश्यक संलग्नक/दस्तावेजों के साथ, उन्हें पद और उसके डोमेन के नाम के साथ स्पष्ट रूप से लेबल किए गए एक लिफाफे में रखेंगे और अपना आवेदन स्पीड पोस्ट के माध्यम से जमा करेंगे। प्रबंधक एचओ-एचआर, प्रशासनिक ब्लॉक, चौथी मंजिल, कमरा नंबर 405, एफडीडीआई, नोएडा, उत्तर प्रदेश 201301 को आवेदन प्राप्ति की तारीख समाप्त होने से पहले/ Interested candidates must register and **submit online applications at <https://www.fddiindia.com/career.php>**. Besides filling the application online, they must upload required documents as mentioned in the online form for the respective positions. Upon successful submission of the online application, candidates will download the PDF file of their application and, together with the required enclosures/documents, place them in an envelope clearly labelled with the name of the post and its domain and **submit their application via speed post to Manager HO-HR, Administrative Block, 4th Floor, Room No. 405, FDDI, Noida, Uttar Pradesh 201301 before the date of closing of advertisement.**
- ii. उम्मीदवारों के लिए आवेदन पत्र को सफलतापूर्वक पूरा करने के बाद भौतिक रूप में भी आवेदन भेजना अनिवार्य है, ऐसा न करने पर आवेदन को अपूर्ण माना जाएगा और तदनुसार अस्वीकार कर दिया जाएगा। / It is mandatory for candidates to send applications in physical form also, after successful completion of the application form, failing which the applications shall be treated **AS INCOMPLETE** and shall be **REJECTED** accordingly.
- iii. ऑनलाइन पंजीकरण 22 जुलाई 2024 को सुबह 11:00 बजे शुरू होगा और 21 अगस्त 2024 को रात 11:59 बजे बंद हो जाएगा। केवल ऑनलाइन पंजीकृत आवेदन ही स्वीकार किए जाएंगे। पंजीकरण/आवेदन के लिए <https://www.fddiindia.com/career.php> पर **लॉग ऑन करें**/ONLINE REGISTRATION shall commence at **11:00AM on 22 July 2024 and will close at 11:59PM on 21 August 2024**. Only ONLINE REGISTERED applications shall be accepted. **For registration/Apply log on to <https://www.fddiindia.com/career.php>**
- iv. **ऑनलाइन आवेदन करने की अंतिम तिथि/Last date for applying online application: 21 August 2024**
- v. **आवेदन प्राप्त करने की अंतिम तिथि/Last date of receipt of application: 26 August 2024**
- vi. इस भर्ती विज्ञापन के संबंध में बाद में कोई भी परिवर्तन/सूचना/अद्यतन FDDI वेबसाइट पर अपलोड किया जाएगा। Any Subsequent changes/ Information/ updates regarding this Recruitment Advertisement shall be uploaded in the FDDI Website.