

# NIFT TEA Knitwear Fashion Institute

Skill Division, 160, TEKIC, Mudalipalayam, Tirupur – 641 606

[www.nifttea.in](http://www.nifttea.in) / e.mail: [info@nifttea.in](mailto:info@nifttea.in)

## Recruitment: 1/2018/24.01.2018

**NIFT TEA Knitwear Fashion Institute**, an exclusive institute for Skill Development and Vocational Education in the field of textile and apparel, invites applications for following posts.

### 1. Administrative Secretary (AS)

#### Eligibility:

1. Must be a Post Graduate with sound experience in administration of society based organization, financial management and acts / laws. Experience in educational background administration will be an added advantage.
2. Fluent in verbal and writing skills, both in English and Tamil.
3. Strong in people building towards common cause.

#### Skills and Knowledge required:

- Assist management in identifying members, opportunities and resources by properly coordinating.
- Maintain all administrative details and take care of statutory formalities of society and regulatory requirements of the institute.
- Prepare and distribute the pamphlets, annual directory and communicate all necessary information.
- Assist management in planning & coordinate with all concerned divisions and write reports of institute literatures and articles.
- Function as administrative head and responsible for the day-to-day operations of the society / institute and provide full support to management.
- Hire and supervise any paid office staff, coordinate with all divisions of institute and its other ambit initiatives & routinely handle the needs and solves problems if any.
- Act as liaison between management levels within the organization, support committee chair with information, materials and assist in handling of funds.
- Maintain Institute policy manual and up-to-date records.
- Assist institute for all kinds of Meetings and manage all correspondence.

- Maintain all society books and accounts, receives and disburses funds, and handles all corporate financial transactions in accordance with accounting standards and recommendations and guidelines.
- Provide the Management with financial information as required; identifies financial resources; prepares grant applications; assists the management and supports division heads in fundraising campaigns and programs.
- Participate in the preparation and maintenance of budget; handles all billing and collection of funds; maintains inventory of tangible assets for audit and tax purposes; maintains good financial and business relationships with banking institutions and maintains good corporate relationships with all stakeholders with NIFT TEA.
- Assist the management in maintaining website; assists with the writing, editing, production and distribution of promotion materials, the Periodical Newsletter; negotiates for printing and mailing of publications; secures and manages bulk mailing permits as required; meets all reporting obligations of the postal service; and fills requests from individuals, organizations and governments for NIFT TEA publications and software.
- Provide all necessary forms and information to the Payroll Service and Accountants; coordinates and remits payment for all division employees' benefits; and assures that all payroll taxes are paid promptly, and associated forms prepared accurately and submitted in a timely manner.
- File all forms, maintain all records, and submit all evidence necessary to maintain NIFT TEAs tax exempt and non profit status, and to maintain the society's registration documents.
- Fluent in computer operations and digital modes, with good writing and speaking skills, both English and Tamil

## **2. Coordinator – cum - Trainer:**

### **Self Employment and Entrepreneurship Development.**

#### **Eligibility:**

- i. PG in Management / finance / commerce with EDP subjects and relevant experience.
- ii. Must be fluent in Communication skill (English and Tamil) & computer proficiency.
- iii. Coordinating and training as per the EDP module for the candidates for setting up of MSME units and facilitate the training programme
- iv. Maintain records of training schedules, attendance of beneficiaries and trainers and prepare the progress reports.

- v. Provide inputs in designing the training schedule and syllabus and report to Leader / Sanctioning body on the progress of the training programmes.
- vi. Updated knowledge on *MSME schemes and its sector* especially in *Tamil Nadu* is preferable.
- vii. Aptitude for training and knowledge of EDP schemes.
- viii. Experience in handling EDP schemes will be an added advantage.

### **3. Coordinator – cum - Trainer:**

#### **Art and Craft / Needle Craft / Jute Products**

##### **Eligibility:**

- i. Textile / Fashion graduate or diploma with good communication skill in english / tamil.
- ii. Work experience under government supported schemes, will be an added advantage
- iii. Must be good in creative thinking and development of eco & sustainable products
- iv. Must be a movement designer and facilitator for Jute and needle craft and hand crafts.
- v. Aptitude for training.

### **4. Digital and Web Management Coordinator**

##### **Eligibility:**

- i. Any degree or diploma in relevant subjects, with relevant experience.
- ii. Experience in web site management / content designing and development
- iii. Must be good e-office and digital document management / publications
- iv. Need to have good communication skills.
- v. Good interpersonal skills are a must.
- vi. Must have innovative thinking in developing digital contents
- vii. Sound knowledge and skill in blog management and social media promotions.

### **5. Front Office Executive (Female)**

##### **Eligibility:**

- i. Any degree or diploma.
- ii. Must have good communication and computer skills.
- iii. Good interpersonal skills and positive minded thinking.
- iv. Typewriting speed will be an added advantage.

## **II. ASPIRE-LBI Centre for Skilling on Design and Production of Garments**

(Established with the support of Ministry of MSME, Govt. of India, under PPP with National Small Industries Corporation, New Delhi)

### **Lecturers / Instructors:**

- Textile and Garment Designing (CAD) & Manufacturing Technology
- Apparel Industrial Engineering / Quality Control

### **6. Eligibility for Lecturers:**

- i. Post graduate in relevant field with or without experience.
- ii. Deserving undergraduates with sound industry experience will be considered.

### **7. Eligibility for Instructors:**

- i. Under graduate or diploma in relevant field with or without experience.
- ii. Deserving H.Sc. / ITI candidates with sound industry experience will be considered.

### **Skills and Knowledge required: (Both for Lecturer and Instructors)**

- Sound knowledge in relevant subjects, communication skills and computer proficiency are most important.
- Highly Talented and experienced Lecturers / Instructors will get chance of additional role as Master Trainers and Project Coordinators / head.

### **8. Lab Technicians:**

- Textile and Garment CAD
- Computerised embroidery
- Pattern Making & Cutting
- Sewing & Garment Sampling.

#### **Eligibility:**

Diploma / ITI / H.Sc. / SSLC with sound experience in relevant field.

#### **Skills and Knowledge required:**

- Sound skill in operation of equipments & machines and demonstrate effectively.
- Handling of equipments & machines for routine maintenance is must.

### **III. NIFT TEA Knitwear Fashion Institute - DDU-GKY Skill Academy**

(Supported by Ministry of Rural Development, Govt. of India)

#### **9. Project / Regional Coordinators / Head**

##### **Eligibility:**

- i. Any graduate with experience in skill missions and working with rural skills
- ii. Experience in skill centres management.
- iii. Need to have good administrative and communication skills.
- iv. Will have to handle the centre coordinators, trainer and Students.
- v. Good interpersonal skills are a must.
- vi. Good contact with industry and allied skill institutions
- vii. Must work for students placement and their career progression

#### **10. Finance Coordinator / Head**

##### **Eligibility:**

- i. Should be M.Com / MBA finance / CA Inter / ICWA
- ii. Have minimum **5 years relevant experience** in handling finance and accounts.
- iii. Experience with **PFMS Portal** is an added advantage.

##### **Key Skills and brief job Description.**

- a. Maintaining books of accounts on accrual basis.
- b. Preparation of approval notes and checking of bills and vouchers.
- c. Ensure that the account lines are created in the accounting system as per the approved budget lines and donor approved budget lines.
- d. Ensuring that no expenditure is booked if budget line item under which it has to be booked is not mentioned on the bill or supporting documents.
- e. To be part of procurement committee for items to be procured for the projects.
- f. Ensure all the bills of specific parties related to travel, hotel bookings, conferences etc. are reviewed and process for payment in time.
- g. Ensuring timely payment of salaries and related benefits in line with organizational approvals and norms and statutory requirements;
- h. Assist reporting head of the institutions / management for monthly reconciliation of project accounts and fulfil other financial activities related to the project.
- i. Ensure timely preparation of the financial reports required to comply with statutory laws balance sheet, income & expenditure account & receipt and payment account on a quarterly basis.

- j. Ensure all the reconciliations (Bank, Advances, Accruals, etc.) are made on monthly basis and follow up are done accordingly;
- k. Manage vendor payments

## **11. Q Team Coordinator / Head**

### **Eligibility:**

- i. Any graduate with experience in skill mission initiatives.
- ii. Experience in quality management of skill centres.
- iii. Need to have good administrative and Communication skills.
- iv. Will have to monitor the quality and standards of training centre, trainer, training content, training and progress of students.
- v. Good interpersonal skills are a must.
- vi. Good contact with industry and allied skill centres and its development

## **12. MIS Coordinator / Head**

### **Eligibility:**

- i. Any graduate with experience in skill mission and working with rural skills
- ii. Experience in skill MIS / skill centres management.
- iii. Need to have good computer proficiency and e-communication skills.
- iv. Will have to handle the centre coordination's and portal management for all MIS jobs.
- v. Good interpersonal skills are a must.
- vi. Good contact with industry and allied skill institutions
- vii. Must work for periodical MIS report and its progress.

## **13. Placement and Career Developments Coordinator / Head**

### **Eligibility:**

- i. Any degree with experience in skill / vocational training and career development.
- ii. Experience in skill & placement coordination.
- iii. Need to have good computer proficiency and communication skills.
- iv. Will have to handle and coordinate job melas, mobilization camps.
- v. Take care of candidates' mobilization and candidates' career development strategies.
- vi. Good interpersonal skills are a must.
- vii. Good contact with industry and allied skill institutions
- viii. Must work for students placement and their career progression

## **14. Operation Team Members / Centre In charges**

### **Eligibility / Job descriptions:**

- a. Any degree with experience in Skill Training Operations and Management.
- b. They will have to manage all the aspects of running the vocational skill centre starting from the hiring of competent faculty to the placement of the candidates trained.
- c. They will be expected to run the centre optimally and will be responsible for achievement of training and placement outcomes.
- d. The candidate will be supported by a team of mobilizers and trainers at the centre level and support managers at the head office level.
- e. Extensive training must be given to candidates before commencement of the role.
- f. Coordinating the various aspects of setting up a training centre and ensuring that it runs well.
- g. Coordinating with nearby companies and placement team for OJT and placements
- h. Coordinating for mobilizing students from colleges & schools to get good admissions.
- i. Ensuring that the day to day running of the centre is smooth
- j. Counselling of candidates and parents for admission in the courses
- k. Managing students and faculty at the centre
- l. Maintaining close communication with candidates and parents
- m. Hiring of competent faculty and ensuring proper learning outcomes

## **15. Master Trainers and Trainers (Apparel)**

### **Eligibility:**

- i. Diploma or Degree with relevant field experience.
- ii. +2 candidates with rich experience may also be considered.

### **Skills and Knowledge required:**

1. Sound skill in operation of equipments & machines used in garment industry.
2. Experience in teaching and demonstration of machines & equipments, will be given preference.

## **16. Soft Skill Trainers and Language Trainers (English / Hindi)**

### **Eligibility:**

- Diploma or degree with relevant field experience.

### **Skills and Knowledge required:**

- Experience in teaching of soft skills and above languages will be given preference.

## **General Instructions:**

1. Eligible candidates may send their resume, strictly written or typed in standard format (Annexed), *only thru email* to [info@niftea.in](mailto:info@niftea.in) within ten days from the date of this advertisement.
2. Email subject to be mentioned as  
**“2018\_Application for \_\_\_\_\_ / <Name>/<Mobile Number>”**
3. No hard copies of the application to be sent.
4. If required additional write ups may please be annexed to standard resume.

24.01.2018

Tirupur

Chairman



# NIFT TEA Knitwear Fashion Institute

Skill Division, 160, TEKIC, Mudalipalayam, Tirupur – 641 606

Application for \_\_\_\_\_

1. Name (In Caps) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date Of Birth & Age : \_\_\_\_\_ & \_\_\_\_\_
4. Sex : \_\_\_\_\_
5. Nationality / Religion : \_\_\_\_\_ / \_\_\_\_\_
6. Address (Permanent) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Contact Details : Residence: \_\_\_\_\_  
Mobile : \_\_\_\_\_ Mail Id : \_\_\_\_\_

9. Educational Qualifications: Put (NA), if not applicable to you. (No attachments please)

Qualification	Year of Passing	Specialization	Name of Institution	University / Board	Marks %
SSLC					
HSc. / +2					
Diploma					
UG ( )					
PG ( )					
Others1 ( )					
Others2 ( )					
Ph.D.					

10. Technical skills and / or specialized programs acquired: **(No attachments please)**

Sl	Name of skills / Program attended	Name of Institutions	Month / Year
1			
2			
3.			
4.			
5.			

11. Details of Experience. **(No attachment please)** (Start from current employment)

Sl	Type of Experience / Designation	Total		Name of Organization (Incl. Present)	Specialized in Areas / Divisions / Topics
		Years	Months		
1					
2					
3.					
4.					
5.					
6.					
7.					
Total					

12. Languages Known

Read				
Write				
Speak				

13. Give reference of two persons, who knows you well (Not of relative)

Name	Designation / Organization	Address	Mobile / Mail

**14. Personal Details:**

- a. Aadhar Number : \_\_\_\_\_
- b. PAN Number : \_\_\_\_\_
- c. Driving License Number : Two Wheeler / Four Wheeler / \_\_\_\_\_
- d. Passport Number : \_\_\_\_\_

**15. Family Detail**

- a. Mother Name : \_\_\_\_\_
- b. Marital Status : Married / Unmarried
- c. If married, spouse name : \_\_\_\_\_
- d. Qualification and Occupation of spouse : \_\_\_\_\_
- e. No. of Children's with age : Male Child : \_\_\_\_\_ / \_\_\_\_\_  
Female Child : \_\_\_\_\_ / \_\_\_\_\_
- f. Mother Tongue : \_\_\_\_\_

16. Any other important information's, which you wish to communicate to us for consideration:

(You may have attachments' here if needed, but not more than one or two pages)

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I hereby declare that all statements made herein above are true, complete and are not false or misleading. I understand that in the event of any information so furnished being found false or incorrect or misleading the Institute shall be at liberty to dismiss me from its service, besides proceedings against me for giving false statements, under appropriate law.

Date:

Signature:

Place:

Name :

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**For office Use**