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, लेदर 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, facilitating the Indian Industries by bridging the gap in the areas of Footwear, Leather Accessory & lifestyle products. FDDI invites applications from experienced professionals for the post as mentioned below:

	DEPARTMENT	DOMAIN	CAMPUS OF POSTING	DESIGNATION	NUMBER OF POST(S)	UPPER AGE LIMIT (IN YEARS)	QUALIFICATION	EXPERIENCE	SALARY (Rs.)
1	Leather Goods & Accessory Design	Leather Goods	Noida/Kolkata/Hyderabad/Banur	Jr. Faculty	05	Gen- 35	**Essential :** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute, **or** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and Bachelor Degree or Diploma(of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute	**Essential:** 1. Academic and/or Industry Experience of at least 3 years in the field of Leather goods. 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses. **Desirable:** 1. Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL,ELITRON,RHINOCEROS etc. 2. Candidates with industrial experience will be given preference.	**Minimum Monthly CTI-45,000**

| 2 | Leather Goods & Accessory Design | Leather Garments | | | | | **Essential :**

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/ Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

or

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute. | **Essential:**
1.Academic and/or Industry Experience of at least 3 years in the field of Leather garments.
2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.

Desirable:
1. Preference will be given to those candidates who have hands on experience on software like TUKACAD, REACHCAD, OPTITEX etc.
2. Candidates with industrial experience will be given preference. | |
| 3 | Leather Goods & Accessory Design | Product Design | | | | | **Essential :**

Master's degree (of minimum02 years duration after Graduation) or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

or

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and | **Essential:**
1. Academic and/or Industry Experience of at least 3 years in the field of Product Design.
2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.
Desirable:
Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc.
2. Candidates with industrial experience will be given preference. | |

						Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university.		
4	**Leather Goods & Accessory Design**	**Leather Goods**	**Noida/Hyderabad/Kolkata/Banur**	**Faculty**	**04**	**Gen- 40**	**Essential :** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute**,** **or** Master's degree (of minimum 02 years duration after Graduation) or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and Bachelor Degree or Diploma(of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute **Desirable:** Doctoral Degree in relevant field from a recognized university/Institute.	**Essential:** 1. Academic and/or Industry experience of at-least 7 years in related field 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses. 3. The candidate should have at least 3.5 years of experience specific to leather goods out of the total experience as stipulated in 1. **Desirable:** 1. Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc. 2. Candidates with industrial experience will be given preference	**Minimum Monthly CTI-65,000**
5	**Leather Goods & Accessory Design**	**Leather Garments**					**Essential :** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories	**Essential:** 1. Academic and/or industry experience of at least 7 years in the field of garments. 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses. 3. The candidate should have at least	

| | | | | | | Design with minimum 55% marks from a recognized university / Institute, **or** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and Bachelor Degree or Diploma(of minimum 3 years duration) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute. **Desirable:** Doctoral Degree in relevant field from a recognized university/Institute. | 3.5 years of experience specific to leather garments out of the total experience as stipulated in 1. **Desirable:** 1.Preference will be given to those candidates who have hands on experience on software like TUKACAD, REACHCAD, OPTITEX etc. 2. Candidates with industrial experience will be given preference | |

						Essential/Desirable (Qualification)	Essential/Desirable (Experience)	
6	**Leather Goods & Accessory Design**	**Product Design**				**Essential :** Master's degree (of minimum 02 years duration after Graduation) or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute, **or** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/institute. **Desirable:** Doctoral Degree in relevant field from a recognized university/Institute.	**Essential:** 1. Academic and/or industry experience of at least 7 years in related field 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses. 3. The candidate should have at least 3.5 years of experience specific to product design out of the total experience as stipulated in 1. **Desirable:** 1.Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc. 2. Candidates with industrial experience will be given preference.	
7	**Leather Goods & Accessory Design**	**Leather Good**	**Noida/Hyderabad/Kolkata/Banur**	**Sr. Faculty Gr.II**	**02**	**Gen- 45**	**Essential :** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute, **or** Master's degree (of minimum 02 years duration after Graduation) or PG Diploma (of minimum 02 years duration after Graduation) in any field from a recognized	**Essential:** 1. Academic and/or Industry experience of at least 10 years in related field. 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses. 3. The candidate should have at least 5 years of experience specific to leather goods out of the total experience as stipulated in 1. **Desirable:** 1.Preference will be given to candidates who have hands on	**Minimum Monthly CTI-80,000**

							university / Institute, and Bachelor Degree or Diploma(of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute **Desirable:** Doctoral Degree in relevant field from a recognized university/Institute.	experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc. 2. Candidates with industrial experience will be given preference	
8	**Leather Goods & Accessory Design**	**Leather Garments**					**Essential :** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute, **or** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and Bachelor Degree or Diploma(of minimum 3 years duration) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute. Desirable: Doctoral Degree in relevant field from a recognized university/Institute.	**Essential:** 1. Academic and/or industrial experience of at least 10 years in the field of garments. 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses. 3. The candidate should have at least 5 years of experience specific to leather garments out of the total experience as stipulated in 1. **Desirable:** 1.Preference will be given to those candidates who have hands on experience on software like TUKACAD, REACHCAD, OPTITEX etc. 2. Candidates with industrial experience will be given preference.	

| 9 | Leather Goods & Accessory Design | Product Design | | | | | Essential :

Master's degree (of minimum 02 years duration after Graduation) or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

or

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and

Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/institute.

Desirable: Doctoral Degree in relevant field from a recognized university/Institute. | **Essential:**
1. Academic and/or industrial experience of at least 10 years in related field.
2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.
3. The candidate should have at least 5 years of experience specific to product design out of the total experience as stipulated in 1.

Desirable:
Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc

2. Candidates with industrial experience will be given preference | |

| 10 | Leather Goods & Accessory Design | Leather Good | Noida/Hyderabad/Kolkata/Banur | Sr. Faculty Gr.I | 01 | Gen- 50 | **Essential :**

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

or

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and

Bachelor Degreeor Diploma(of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute.

Desirable: Doctoral Degree in relevant field from a recognized university/Institute. | **Essential:**
1. Academic and/or Industry experience of at least 15 years in related field.
2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.
3. The candidate should have at least 5 years of experience specific to leather goods out of the total experience as stipulated in 1.
Desirable:
1.Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc.

2. Candidates with industrial experience will be given preference. | **Minimum Monthly CTI-1,10,000** |

| 11 | Leather Goods & Accessory Design | Leather Garments | | | | | | Essential : Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute, **or** Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and Bachelor Degree or Diploma(of minimum 3 years duration) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute. **Desirable:** Doctoral Degree in relevant field from a recognized university/Institute. | **Essential:** 1. Academic and/or industry experience of at least 15 years in the field of garments. 2. Academic experience, if any, should be of teaching in UG degree or higher academic courses. 3. The candidate should have at least 5 years of experience specific to leather garments out of the total experience as stipulated in 1. **Desirable:** 1.Preference will be given to those candidates who have hands on experience on software like TUKACAD, REACHCAD, OPTITEX etc. 2. Candidates with industrial experience will be given preference | |

| 12 | Leather Goods & Accessory Design | Product Design | | | | | **Essential :**

Master's degree (of minimum 02 years duration after Graduation) or PG Diploma(of minimum 02 years duration after Graduation) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

or

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and

Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/institute.

Desirable:
Doctoral Degree in relevant field from a recognized university/Institute. | **Essential:**

1. Academic and/or industry experience of at least 15 years in related field.

2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.

3. The candidate should have at least 5 years of experience specific to Product design out of the total experience as stipulated in 1.

Desirable:

1.Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc.

2. Candidates with industrial experience will be given preference | |

| 13 | Leather Goods & Accessory Design | Leather Goods | Noida/Hyderabad/Kolkata/Banur | Chief Faculty | 01 | Gen- 53 | **Essential :**

1.Doctoral Degree in relevant field from a recognized university/Institute, and

2 Master's degree (of minimum 02 years duration after Graduation) or PG Diploma(of minimum 02 years duration after Graduation)in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

or

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation)in any field from a recognized university / Institute, and

Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from arecognized university/Institute. | **Essential:**

1. Academic and/or Industry experience of at least 20 years in related field.

2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.

3. The candidate should have at least 5 years of experience specific to Leather goods out of the total experience as stipulated in 1.

4. Out of the experience specified at S.no.1, the candidate should have experience of at least 5 years at Senior Faculty Grade-I level in FDDI or Associate Professor Level or equivalent or above.

Desirable:

1.Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc.

2. Candidates with industrial experience will be given preference

3.The Candidates having teaching experience, handling independent assignment, working as head of department, developing curriculum and pedagogy and writing papers in reputed journals will be given preference. | **Minimum Monthly CTI-1,50,000** |

| 14 | Leather Goods & Accessory Design | Leather Garments | | | | | | **Essential :**

1.Doctoral Degree in relevant field from a recognized university/Institute, and

2.Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation)in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

 or

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation)in any field from a recognized university / Institute, and

Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Apparel Design/Garment Manufacturing Technology/Fashion design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute. | **Essential:**

1. Academic and/or industry experience of at least 20 years in the field of garments.

2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.

3 The candidate should have at least 5 years of experience specific to Leather garments out of the total experience as stipulated in 1.

4. Out of the experience specified at S.no.1, the candidate should have experience of at least 5 years at Senior Faculty Grade-I level in FDDI or Associate Professor Level or equivalent or above.

Desirable:

1.Preference will be given to those candidates who have hands on experience on software like TUKACAD, REACHCAD, OPTITEX etc. and also who have experience in leather garments.

2. Candidates with industrial experience will be given preference

3.The Candidates having teaching experience, handling independent assignment, working as head of department, developing curriculum and pedagogy and writing papers in reputed journals will be given preference. | |

| 15 | Leather Goods & Accessory Design | Product Design | | | | | | Essential :

1. Doctoral Degree in relevant field from a recognized university/Institute, and

2.Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation)in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university / Institute,

<center>or</center>

Master's degree (of minimum 02 years duration after Graduation)or PG Diploma(of minimum 02 years duration after Graduation) in any field from a recognized university / Institute, and

Bachelor Degree or Diploma (of minimum 3 years duration) in Design/Leather Design/Accessories Design/Product Design/Leather goods and Accessories Design with minimum 55% marks from a recognized university/Institute. | Essential:

1. Academic and/or industry experience of at least 20 years in related field.

2. Academic experience, if any, should be of teaching in UG degree or higher academic courses.

3. The candidate should have at least 5 years of experience specific to Product design out of the total experience as stipulated in 1.

4. Out of the experience specified at S.no.1, the candidate should have experience of at least 5 years at Senior Faculty Grade-I level in FDDI or Associate Professor Level or equivalent or above.

Desirable:

1. Preference will be given to candidates who have hands on experience on software like PHOTOSHOP,COREL, ELITRON, RHINOCEROS etc.

2. Candidates with industrial experience will be given preference

3.The Candidates having teaching experience, handling independent assignment, working as head of department, developing curriculum and pedagogy and writing papers in reputed journals will be given preference. | |

16	Promotions & Admissions	Promotions & Admissions	Any campus	Manager - Digital Marketing	01	Gen-40	**Essential:** MBA/PGDM (of at least 2 years duration) with minimum 55% marks from a recognized University/Institute **Desirable:** Sales and Marketing domain experience	**Essential:** • At least 10 years' experience in the following areas: - Google Adwords promotion - Social media marketing like Facebook, Instagram, Youtube, Twitter, etc - Upgradation of website - Email marketing • Experience in producing online newsletters and promotional emails and organize their distribution through various channels **Desirable:** Experience in conducting social media audits to ensure best practices are being used	**Minimum Monthly CTI- 60,000**
17	Promotions & Admissions	Promotions & Admissions	Any campus	Assistant Manager - Content Writing	01	Gen-35	**Essential:** Graduate with minimum 55% marks from a recognized University/Institute **Desirable:** Degree in English (Hons.) or having English as a subject in Graduation or Degree or PG Diploma in Mass Communication	**Essential:** • Atleast 3 years' experience in producing well-researched content for publication online (website and social media) and in print (newsletters) • Proficiency with computers, especially writing programs, such as Google Docs, G Suite, WordPress and Microsoft Word, Excel, Outlook, and PowerPoint **Desirable:** Experience in developing content for multiple platforms, such as websites, email marketing, product descriptions, videos, and blogs	**Minimum Monthly CTI- 40,000**
18	Promotions & Admissions	Promotions & Admissions	Any campus	Counsellor	05	Gen-30	**Essential:** Graduate with minimum 55% marks from a recognized University/Institute **Desirable:** Degree / Diploma in Public Relations	**Essential:** Experience of 0 - 3 years in admissions counsellor profile **Desirable:** • Experience in review of prospective student applications for college admission • Experience in verifying the accuracy of application information • Experience in conducting follow-up with students to verify any application issues, including discrepancies or missing information • Experience in contacting applicant references to verify information.	**Minimum Monthly CTI- 35,000**

						Essential / Desirable	Essential / Desirable	CTI
19	Placements	Placements	Any Campus	**General Manager / Deputy General Manager - Placements** **(GM and DGM level post – either one of the post to be filled up)**	01	Gen-50	**Essential:** MBA/PGDM (of at least 2 years duration) or Graduation / Masters degree / PGD (of atleast 2 years duration) in Mass Communication, with minimum 55% marks from a recognized University/Institute **Desirable:** Sales and Marketing domain experience	**Essential:** • Atleast 22 years (in case of GM level) or 20 years (in case of DGM level) experience of working in Placement Cell / Department in more than one college / institute / university / organization or should have worked in fashion/footwear/retail industry or has a right mix experience of both • Should possess excellent written and oral communication skills **Desirable:** • Knowledge and experience in data collection, data analysis and data interpretations • Experience in handling the industry connect in footwear, fashion, retail and leather good & accessories • Complete understanding of the changing business scenario of the industry and Government policies / guidelines in this regard • Knowledge on the skills being looked for by the industry in the students during placement • Have proven leadership quality	**For GM level:** **Minimum Monthly CTI-1,50,000** **For DGM level:** **Minimum Monthly CTI-1,20,000**
20	Placements	Placements	Any Campus	**Assistant Manager - Placements**	03	Gen-33	**Essential:** MBA/PGDM (of at least 2 years duration) with minimum 55% marks from a recognized University/Institute Or Masters in Mass Communication with minimum 55% marks from a recognized University/Institute	**Essential:** • Atleast 03 years' experience in one or more of placement cell of a reputed college / university, head hunting, corporate sales and corporate & public relations **Desirable:** • Knowledge of and relationships in footwear, fashion, retail and leather good & accessories industries	**Minimum Monthly CTI-40,000**

21	Accounts & Finance	Accounts & Finance	**Any Campus**	**General Manager / Deputy General Manager (GM and DGM level post – either one of the post to be filled up)**	01	Gen-50	**Essentials:** MBA(Finance)/CA/CWA/CMA **OR** i) B.COM with minimum 55% marks from a recognised university/ Institute and ii) Diploma/Certificate in Computer Application (a)MS Office (Word,Excel and Power Point), and (b) Accounts related softwares	**Essentials:** 1) The candidate should have experience at least 22 years (in case of GM) and 20 Years (in case of DGM) of handling accounts, audit and finance related matters in Govt./semi-Govt./PSUs/Autonomous Bodies/Reputed Private Institutions/Industry. 2) Should be well versed with working on accounts related software such as Tally,TDSMAN,TALLY,ERP,GST software etc. 3) Should have experience in preparation of balance sheet and financial data bases and reports. 4) Should have worked in a leadership role as DGM or equivalent for alteast 2 years (in case of GM) and worked as Sr. Manager or equivalent for atleast 5 years (In case of DGM). **Desirable:** 1) Should have experience of atleast 2 years (in case of GM)and 1 year (in case of DGM) in heading finance/accounts department at the corporate level or Head Office level. 2) Should have adequate experience of central GFR and also Taxation matters.	**For GM level: Minimum Monthly CTI-1,50,000** **For DGM level: Minimum Monthly CTI- 1,20,000**
22	**Engineering Maintenance**	**Engineering Maintenance**	**Any Campus**	**Chief Engineer (CE)/Superintending Engineer (SE)** **(CE and SE level post – either one of the post to be filled up)**	01	Gen-55	**Essentials:** B.E/B.Tech/B.Sc in Civil Engineering with minimum 55 % marks from a recognized university/institute. **Desirable:** M.E/M.Tech/M.Sc (Engg) in Civil Engineering from a recognized university/institute.	**Essentials:** The candidate should have experience at least 22 years (in case of chief engineer) or 20 years (in case of Superintending Engineer) experience in planning, designing, organising, controlling Civil Infrastructures and in handling at least 5 civil construction projects. 2) The candidate should have knowledge and experience in managing the Tendering process 3) The candidate should have experience in preparation of works estimate and in-depth knowledge of CPWD manuals. 4) The candidate should have experience in civil maintenance works.	**For CE level: Minimum Monthly CTI- 1,50,000** **For SE level: Minimum Monthly CTI- 1,20,000**

						Essentials/Desirable (Qualification)	Essentials/Desirable (Experience)	
						Desirable: • The candidate should have experience in handling modification works in old civil projects • The candidate should have experience in coordination and monitoring of projects centrally for multi locations. • The candidate should have experience in supervising the civil/electrical/mechanical maintenance works at multi locations. • The candidate should have the proven leadership quality.		
23	Engineering Maintenance	Engineering Maintenance	Any Campus	Executive Engineer	01	Gen-50	**Essentials:** B.E/B.Tech/B.Sc in Civil Engineering with minimum 55 % marks from a recognized university/institute. **Desirable:** M.E/M.Tech in Civil Engineering from a recognized university/institute.	**Essentials:** 1) The candidate should have at least 10 years of experience in the field of Civil Engineering in construction work 2) The candidate should have atleast 5 year of experience at the Assistant Engineer level out of the experience specified at S. no.1 3) The candidate should have atleast 3 construction projects and should have in depth knowledge of estimate preparation and knowledge of CPWD manuals.	**Minimum Monthly CTI-75,000**
24	Information Technology Service Centre	Information Technology Service Centre	Any Campus	System Assistant	01	Gen-30	**Essential:** Diploma of at least 3 years duration in Computer Science/ Information Technology/ Information Science/ Electronics and Communication with minimum 55 % marks from a recognized university/institute. Or BCA or Graduation with atleast 1 year diploma in Computer Hardware & Networking with minimum 55 % marks from a recognized university/institute.	**Essential:** NIL **Desirable:** Candidate with working knowledge on Desktop level hardware/ software support, network support shall be preferred.	**Minimum Monthly CTI-25,000**

						Essential / Desirable (Qualification)	Essential / Desirable (Experience)	CTI
25	Human Resources & Admin	Human Resources	**Noida**	**Manager (Legal)**	01	Gen-40	**Essential:** LLB with minimum 55% marks from a recognized university / institute **Desirable:** MBA/PGDM (of atleast 2 years duration) with specialization in the field of Human Resource Management / Industrial Relations	**Essential:** 1. Experience of atleast 10 years in handling legal matters. 2. The candidate should have experience of atleast 5 years at the Deputy Manager (HR & Admn) level in FDDI or equivalent or above out of total experience specified at sl. No. 1 **Desirable:** Experience in handling service related matters	**Minimum Monthly CTI- 60,000**
26	Human Resources & Admin	Human Resources	**Noida**	**Deputy Manager**	01	Gen-35	**Essential:** MBA/PGDM (of atleast 2 years duration) with specialization in the field of Human Resource Management / Industrial Relations with minimum 55% marks from a recognized University / institute	**Essential:** 1. Experience of atleast 5 years in handling HR matters such as operations, employee life cycle management, employee welfare, grievances, RTI, HR Policy, vigilance matter and disciplinary proceedings. 2. The candidate should have experience of atleast 3 years at the Assistant Manager (HR & Admn) level in FDDI or equivalent or above out of total experience specified at sl. No. 1	**Minimum Monthly CTI- 45,000**
27	Human Resources & Admin	Human Resources	**Noida**	**Assistant Manager**	01	Gen-30	**Essential:** MBA/PGDM (of atleast 2 years duration) with specialization in the field of Human Resource Management / Industrial Relations with minimum 55% marks from a recognized University / institute	**Desirable:** Candidates with experience of handling HR matters such as operations, employee life cycle management, employee welfare, grievances, RTI, HR Policy, vigilance matter and disciplinary proceedings.	**Minimum Monthly CTI- 40,000**
28	राजभाषा विभाग/ Official Language	राजभाषा विभाग/ Official Language	नोएडा/Noida	हिन्दी अधिकारी/ Hindi Officer	01	Gen-40	**अनिवार्य योग्यता/ Essential –** किसी मान्यता प्राप्त विश्वविद्यालय से हिन्दी विषय में परास्नातक के साथ स्नातक स्तर पर अंग्रेजी अनिवार्य विषय के रूप में उपाधि। / Master's degree of a recognized university in Hindi with English as a compulsory subject at the degree level. **अथवा/or** किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी विषय में परास्नातक के साथ स्नातक स्तर पर हिन्दी अनिवार्य विषय के रूप में उपाधि।/ किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी विषय में परास्नातक के साथ स्नातक स्तर पर हिन्दी	**अनिवार्य अनुभव/ Essential–** केन्द्र सरकार/ राज्य सरकार/सार्वजनिक उपक्रम एवं शिक्षण संस्थान के तहत निम्नलिखित– 1. अंग्रेजी से हिन्दी तथा हिन्दी से अंग्रेजी में अनुवाद। 2.संसदीय राजभाषा समिति/मंत्रालय के निरीक्षण हेतु प्रश्नावली तैयार करना। 3.राजभाषा नियम तथा राजभाषा अधिनियम 1963 की धारा 3(3) के तहत जारी दस्तावेजों का द्विभाषीकरण करना। 4.तिमाही, छमाही एवं वार्षिक रिपोर्ट तैयार करना। **कम से कम 03 वर्ष का अनुभव।/** Central Government/State	**Minimum Monthly CTI-35,000**

					अनिवार्य विषय के रूप में उपाधि। **वांछनीय योग्यता/ Desirable –** किसी मान्यता प्राप्त विश्वविद्यालय से अनुवाद में (अंग्रेजी से हिन्दी या हिन्दी से अंग्रेजी) डिग्री/डिप्लोमा धारक को प्राथमिकता दी जाएगी। / Preference will be given to the holder of Degree/Diploma in Translation (English to Hindi vice-versa) from a recognized University.	Government/Undertaking and Educational Institution- **1.**Translation from English to Hindi Vice-versa. **2.**Prepration of questionnaire for inspection of Parliamentary Official Language committee/Ministry. **3.**To bilingual the documents issued under the Official Language Rules and section 3(3) of the Official Language Act 1963. **4.** Preparation of quarterly, half yearly and annual reports. **At least 03 years' experience.**	

सामान्य निर्देशः–/General Conditions

1. केवल भारतीय नागरिक आवेदन कर सकते है। /Only Indian Nationals need apply.

2. नियुक्ति अनुबंध के आधार पर 05 वर्ष की अवधि के लिए होगी (एफडीडीआई की आवश्यकता और प्रबंधन के विचार से कार्मिक के कार्य निष्पादन के आधार पर अवधि बढाई जा सकती है) /Appointment will be on Contract basis for a period of 05 years (extendable based on the requirement of FDDI and performance of the individual, at the discretion of Management).

3. चयनित उम्मीदवार को दिए गये पदस्थान के अलावा एफडीडीआई के 12 परिसरों अथार्त, नोएडा, फुर्सतगंज, रोहतक, चण्डीगढ़, हैदराबाद, चैन्नई, कोलकाता, अंकलेश्वर, गुना, जोधपुर, छिंदवाडा और पटना में आवश्यकता के अनुसार स्थानानंतरित किया जा सकता है।/Besides, the indicated campus's place of posting, the selected candidates may also be posted in any of the 12 campuses of FDDI, viz. Noida, Fursatganj, Rohtak, Banur-Chandigarh, Hyderabad, Chennai, Jodhpur, Kolkata, Chinndwara, Guna, Ankleshwar and Patna; or as per requirement.

4. पदों की संख्या प्रबंधन के निर्देशो के अनुसार बिना किसी कारण बताए घटायी या बढ़ायी जा सकती है। आवेदक को यदि कोई नुकसान होता है तो एफडीडीआई किसी भी क्षतिपूर्ति के लिए जिम्मेदार नही होगा, इसके अलावा, विज्ञापन में दिए गये पद के लिए वास्तविक योग्यता/अनुभव जिसके लिए आवेदक ने आवेदन किया है उस पद के लिए योग्यता में बदलाव करने तथा आवेदक को आवेदित पद हेतु चयन/साक्षात्कार के लिए बुलाने या न बुलाने का अधिकार एफडीडीआई के पास सुरक्षित है।/Number of vacancies against the post may be increased or decreased at discretion of the management without assigning any reason. FDDI will not be liable to compensate the applicant for the consequential damages, if any. Besides, FDDI also reserves the right 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.

5. एफडीडीआई भर्ती प्रक्रिया के किसी भी चरण, डाक विलंब/गलत वितरण या वितरण न होने की स्थिति में एफडीडीआई जिम्मेदार नही होगा।/FDDI will not be responsible for any postal delay/wrong delivery/non-delivery of communication at any stage of the recruitment process.

6. उल्लेखित न्यूनतम योग्यता किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से होनी चाहिए। /Minimum qualifications mentioned shall be from a recognized University /Institution.

7. केवल नौकरी की आवश्यकताओं के अनुरूप होने से उम्मीदवार साक्षात्कार हेतु बुलाए जाने का हकदार नही होगा। एफडीडीआई बिना कोई कारण बताए आवेदन को स्वीकार करने अथवा आवश्यकता के आधार पर पदों की संख्या बढ़ाने/घटाने या लिखित परीक्ष/साक्षात्कार के लिए बुलाए जाने वाले उम्मीदवारों की संख्या को सीमित करने के लिए विनिर्देशों के मानक को बढ़ाने का अधिकार सुरक्षित 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.

8. अनुसूचित जाति/अनुसूचित जनजाति /अन्य पिछड़ा वर्ग /पीडब्ल्यूडी / भूतपूर्व सैनिक श्रेणी से संबंधित उम्मीदवारों को सक्षम प्राधिकारी द्वारा जारी किए गए प्रमाण पत्र की एक प्रतिलिपि संलग्र करनी चाहिए।/Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect.

9. ओबीसी श्रेणी से संबंधित उम्मीदवारों को सक्षम प्राधिकारी द्वारा जारी भारत सरकार द्वारा निर्धिरित प्रारूप में हाल ही में प्राप्त ओबीसी प्रमाण पत्र (नॉन-क्रीमी लेयर) (विज्ञापन की तारीख के अनुसार 6 माह से अधिक पुराना नही) को संलग्र करना आवश्यक है।/ Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government of India, issued by Competent Authority.

10. आरक्षण नीति, आयु में छुट सहित, भारत सरकार के नियमों के अनुसार होगी। Reservation Policy, including age relaxation shall be as per Government of India Rules.

11. चयनित उम्मीदवारों की नियुक्ति संस्थान के निर्देशों के अनुसार चिकित्सा परीक्षण के आधार पर तथा इस तरह की नियुक्ति के लिए उनकी चिकित्सा योग्यता 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.

12. जिन उम्मीदवारों को शॉर्ट-लिस्ट नही किया गया है उनके साथ कोई पत्राचार नही किया जाएगा।/No correspondence will be entertained with the candidates who are not short-listed.

13. अपूर्ण आवेदन या अस्वीकार्य आवेदन के संबंध में किसी भी प्रकार के पत्राचार पर विचार नही किया जाएगा।/Incomplete application or applications will be rejected and no further correspondence in this regard will be entertained.

14. प्रबंधन इस विज्ञापन के पदों के लिए आवेदन करने वाले उम्मीदवारों को लिखित परीक्षा/साक्षात्कार हेतु बुलाने या ना बुलाने का अधिकार सुरक्षित है।/Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.

15. केवल शॉर्ट-लिस्ट उम्मीदवारों को साक्षात्कार के लिए डाक/ई-मेल द्वारा सूचित किया जाएगा।/Only shortlisted candidates will be intimated regarding Interview by Post/e-mail.

16. आवेदनों की देरी से पावती या पावती न होने की स्थिति में प्रबंधन जिम्मेदार नही होगा। /Management will not be responsible for delayed receipt / non-receipt of applications.

17. उम्मीदवारों को लिखित परीक्षा/साक्षात्कार में हिन्दी भाषा में भी उत्तर देने की अनुमति होगी। /Candidates are allowed to answer in Hindi language also.

18. अधिकतम आयु की गणना आवेदन की अंतिम तिथि के अनुसार होगी। /Upper age limit provided is as on last date of submission of application.

19. उम्मीदवार एक से ज्यादा पदों के लिए अलग–अलग आवेदन कर सकता है। /Candidates who wish to apply for more than one post must submit separate applications for each post.

20. जो उम्मीदवार ई–मेल के माध्यम से आवेदन कर रहे है उन्हें आवश्यक रूप से प्रसागिक दस्तावेज डाक के माध्यम से भेजने होगें। /Those who send application by e-mail should also necessarily send hard copy of the same by speed-post with all relevant enclosures.

21. विज्ञापन में निर्दिष्ट सकल मासिक वेतन (सीटीआई) और वार्षिक सीटीआई है, जिसमें मूल वेतन, मकान किराया भत्ता, विशेष भत्ता, भविष्य निधि, नकदीकरण लाभ, छुट्टी यात्रा रियायत, मोबाइल फोन खर्च की प्रतिपूर्ति, चिकित्सा व्यय की प्रतिपूर्ति और ग्रेच्युटी शामिल है।/Salary shown is monthly Cost-to-Institute (CTI) and Annual 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.

22. प्रबंधन का निर्णय अन्तिम होगा । /The decision of Management regarding selection will be final.

23. 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.

24. आवेदक अपना आवेदन स्पीड पोस्ट के माध्यम से संकाय, मानव संसाधन विभाग, एफडीडीआई, नोएडा को जमा कर सकते है।/Applicants may submit their application vide speed post to Faculty HR, FDDI, Noida.

25. साक्षात्कार में भाग लेने के लिए कोई यात्रा भत्ता/दैनिक भत्ता देय नही होगा।/No Transport Allowance / Daily Allowance shall be paid for attending the interview.

26. वे उम्मीदवार जिन्होंने एफ. डी. डी. आई, के पहले विज्ञापन सं. - एफ.डी.डी आई/एच ओ/48(3)/एच आर/एन ओ टि फ/ 2021/03 में , उपरोक्त तालिका के पद क्र.सं. 20, 25, 26 एवं 27 के संदर्भ मे आवेदन दिया था। उन्हे पुन: आवेदन करने की आवश्यकता नहीं है।/Those candidates who had applied earlier against the advertisement no. FDDI/HO/48(3)/HR/NOTIF/2021/03 dated 13.03.2021 in respect of post mentioned at S.No. 20, 25, 26 and 27 of the above table, need not to apply again.

27. आवेदन प्राप्त करने की अंतिम तिथि/Last date of receipt of application: **14th February 2022**

पदों के लिए उम्मीदवार, क्रमांक – 28 को छोड़कर (क्रमांक 28 पर, पद के लिए आवेदन करने वाले उम्मीदवारों को केवल भौतिक आवेदन पत्र के माध्यम से आवेदन करने की आवश्यकता है) से अनुरोध है कि वे एफडीडीआई वेबसाइट के कैरियर अनुभाग में दिए गए Google लिंक में आवेदन करे तथा उसके साथ- साथ सभी पदों (क्रमांक- 1 से 27) के लिए उम्मीदवारों को भौतिक आवेदन पत्र में प्रासंगिक संलग्नकों के साथ आवेदन करने की आवश्यकता है। लिफाफे को पोस्ट के नाम और उसके डोमेन के साथ सुपर-स्क्राइब करके, भेंजे/ **Candidates for the posts except s.no. 28 (candidates applying for the post at S.No. 28 need to apply through Physical Application form only) are requested to apply in the Google link provided in the career section of the FDDI Website and also all candidates for the posts, (S.No. 1 to 27) should simultaneously apply in the physical application form along with relevant enclosures, super-scribing the envelope with the name of the post and its domain, to be sent to:**

संकाय/ **FACULTY**

मुख्यालय मानव संसाधन विभाग/ **HEADQUARTERS HR DEPARTMENT**

फुटवियर डिज़ाइन एण्ड डेवलपमेंट इंस्टिट्यूट (एफडीडीआई) / **FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE (FDDI)**

(राष्ट्रीय महत्व का संस्थान) / **(AN INSTITUTION OF NATIONAL IMPORTANCE)**

ए–10/ए, सेक्टर–24, नोएडा–201301/ **A-10/A, SECTOR-24, NOIDA-201301**

जिला– गौतम बुद्ध नगर (यूपी) / **DISTT. GAUTAM BUDH NAGAR (U.P.)**