



(MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA)
A-10/A, Sector-24, NOIDA

Ref: FDDI/NOIDA/APPT-(AD-HOC)/18

| | | |
|--------------------------|--|--|
| Post Applied for: | | (Please affix a recent passport size color photograph) |
|--------------------------|--|--|

| | |
|---|--|
| Full Name | |
| Present Address | |
| Permanent Address | |
| Age as on 01 st January 2018 | |
| Phone Number with STD Code | |
| Mobile Number | |
| E-mail | |
| Father's/ Husband's | |
| Date of Birth DD/MM/YYYY | |
| Marital Status | |
| Nationality | |

Academic background (Starting from highest)

| SN | School/Institute/University | Qualification | Year of passing | Percentage of Marks/ grades obtained (if any) |
|----|-----------------------------|---------------|-----------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Tick the appropriate box

- General
- SC
- ST
- OBC
- PH

Experience (Start from Current Experience)

| Sl.No. | Name of the Organisation | (Grade / Designation) | Period | | Last Salary (Gross / Month) | Total Service |
|--------|--------------------------|-----------------------|--------|----|-----------------------------|---------------|
| | | | From | To | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

Total years of Experience as on 01st January 2018 -

Trainings and workshops attended

| SN | Topic | Institution/Organization |
|----|-------|--------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Present CTC

Any other information that the candidate would like to give in support of his/her candidature (attaché details accordingly)

Declaration: I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge. In case any information being found false or incorrect my candidature shall stand cancelled and all claims of recruitment will stand forfeited.

(Signature of the Candidate)

Place:

Date:

Note: The candidate may use additional paper if required.

General Conditions

- i. Only Indian Nationals need apply.
- ii. Appointment will be on Ad-hoc basis for a period of 11 months (extendable).
- iii. Selected candidates will be required to serve anywhere in India.
- iv. The application should be send in envelope.
- v. No. of vacancies shown against the post can be increased or decreased or even reduced to zero, at the discretion of the management without assigning any reason. FDDI will not be liable to compensate the applicant for the consequential damages, if any.
- vi. FDDI will not be responsible for any postal delay/wrong delivery/non-delivery of communication at any stage of the recruitment process.
- vii. Minimum qualifications mentioned shall be from a recognized University /Institution
- viii. Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management 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.
- ix. 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.
- x. 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.
- xi. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
- xii. 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.
- xiii. No correspondence will be entertained with the candidates not short listed.
- xiv. Incomplete application or applications will be rejected and no correspondence in this regard will be entertained.
- xv. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
- xvi. Only shortlisted candidates will be intimated regarding Interview by Post/email.
- xvii. Management will not be responsible for delayed receipt / non-receipt of applications.
- xviii. Candidates are allowed to answer in Hindi medium also.
- xix. The decision of Management regarding selection will be final

Mode of Selection:

The eligible candidates short-listed based on the initial scrutiny will be called for test and interview as applicable. Suitable instructions in this regard will be sent to the candidates individually.

How to Apply:

Application in the following prescribed format duly filled and a set of attested photocopies of the relevant certificates in proof of qualifications, age, category and affixing passport size photograph at the space provided should be sent in a sealed cover duly super scribing the "NAME OF THE POST / CATEGORY" as the case may be so as to reach the undersigned.

Instructions

1. Duly filled applications along with relevant enclosures, super scribing the envelope with the name of the post & category, to be sent to:

The Dy. Manager (Admin & Pers)
FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
(Ministry of Commerce & Industry)
A-10A, Sector-24, NOIDA-201301
Tel: 0120-4500100, Fax: -120-2412556/2411301
Email- jobs@fddiindia.com. Website: www.fddiindia.com

***Interested candidates may apply within 15 days for the advertisement in the applicable format (available on the institute's website)**

2. Please apply only for post advertised. Non-compliance may result in rejection of application