

CURRENT OPENINGS

Footwear Design & Development Institute 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 qualified professionals for the posts as mentioned below:

DEPARTMENT	NO. OF POSTS	POST	CAMPUS	UPPER AGE LIMIT	QUALIFICATION	EXPERIENCE	GROSS SALARY (in Rs.)
ITSC	01	MANAGER	HQ, NOIDA	Gen-40	<p>Essential: B. Tech/BE in Computer Science/Information Technology/Information Science/Electronics and Communication with minimum 55% marks from a recognized university/Institute. Or M.Tech. (CS/IT)/ MSc. (CS)/ MSc. (IT)/ MCA with minimum 55% marks from a recognized university/Institute.</p>	<p>Essential: 1. The candidate should have atleast 10 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. 2. Out of total experience, at least 3 years of experience at Dy. Manager (ITSC) Level in FDDI or equivalent or above.</p> <p>Desirable : Candidates having exposure in IT procurements, Campus ERP implementation preferably in higher educational institutions shall be preferred.</p>	50,000 - 60,000
	01	ASSISTANT MANAGER	HQ, NOIDA	Gen-33	<p>Essential: B. Tech/BE in Computer Science/Information Technology/Information Science/Electronics and Communication with minimum 55% marks from a recognized university/Institute. Or MSc. (CS)/MSc. (IT)/MCA/MBA(IT) with minimum 55% marks from a recognized university/Institute.</p>	<p>Essential: 1. Minimum 3 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> <p>Desirable: Candidates having exposure in IT procurements, Campus ERP implementation preferably in higher educational institutions shall be preferred.</p>	25,000 - 30,000
	01	CREATIVE DESIGNER	HQ, NOIDA	Gen-30	<p>Essential: Graduation in any dicipline & Minimum of one year Diploma in Graphic Design from a renowned Institute contianing contents of software like Adobe Photoshop, Ilustrator, In Design, Coraldraw etc. Candidates having Degree in Design, Fine Arts or related field will be given preference.</p>	<p>Essential: 3 years experience in communication design -art and practice of planning and projecting ideas and experiences with visual and textual content. Working Knowledge in adobe Photoshop, Ilustrator, In Design,Coraldraw Softwares etc.</p>	20,000-25,000

DEPARTMENT	NO. OF POSTS	POST	CAMPUS	UPPER AGE LIMIT	QUALIFICATION	EXPERIENCE	GROSS SALARY (in Rs.)
PLACEMENT	01	SR. MANAGER	HQ, NOIDA	Gen-45	Essential: MBA/PGDM (of atleast 2 years duration) with minimum 55% marks from a recognized University/ Institute or Master's in Mass Communication with minimum 55% marks from a recognized University/ Institute	Essential: Experience of atleast 10 years in one or more of placement cell of a reputed college/university in the area of headhunting, corporate sales, and corporate & public relations. Desirable: Knowledge of and relationships in footwear, fashion, retail, and leather goods & accessories industries.	60,000-75,000
	02	ASSISTANT MANAGER	HQ, NOIDA	Gen-33	Essential: MBA/PGDM (of atleast 2 years duration) with minimum 55% marks from a recognized University/ Institute or Master's in Mass Communication with minimum 55% marks from a recognized University/ Institute	Essential: Experience of atleast 3 years in one or more of placement cell of a reputed college/university in the area of headhunting, corporate sales, and corporate & public relations. Desirable: Knowledge of and relationships in footwear, fashion, retail, and leather goods & accessories industries.	25,000 - 30,000
HR & ADMIN.	01	MANAGER(LLEGAL)	HQ, NOIDA	Gen-40	Essential: LLB with minimum 55% marks from a recognized University/ Institute. Desirable: MBA/PGDM (of atleast 2 year 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 & Admin) level in FDDI or equivalent or above out of the total Experience specified at S.no. 1. Desirable: Experience in handling service related matters	50,000 - 60,000
	01	DY. MANAGER	HQ, NOIDA	Gen-35	Essential : MBA/PGDM (of atleast 2 year 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 of 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 and Admin) level in FDDI or equivalent level in any other organisaiton out of the total Experience specified at S.no. 1.	35,000-45,000
	01	ASSISTANT MANAGER	HQ, NOIDA	Gen-30	Essential : MBA/PGDM (of atleast 2 year duration) with specialization in the field of Human Resource Management/ Industrial Relations with minimum 55% marks from a recognized University/ Institute.	Desirable: Candidate with experience of handling HR matters such as operations, Employee Life cycle Management, Employee Welfare, grievances, RTI, HR policy, vigilance matter, and disciplinary proceedings.	25,000 - 30,000
ACCOUNTS & FINANCE	01 01 01 01	ASSISTANT MANAGER	ANKLESHWAR GUNA KOLKATA PATNA	Gen-33	Essential: (i) MBA(Finance)/CA/CWA /CMA OR (i) M. COM. with minimum 55% marks from a recognized university/Institute, and (ii) Diploma/Certificate in Computer Applications: (a) MS Office (Word, Excel, and Power Point) and (b) Accounts Related Software	Essential : 1. The candidate should have experience of atleast 3 years in accounts, audit and finance related matters in Govt./Semi-Govt./PSUs/ Autonomous Bodies/Reputed private institutions/industry. 2. The candidate should be well versed with working on accounts related software such as Tally, TDSMAN, TALLY ERP, GST software etc.	25,000 - 30,000
ADMINISTRATION	01 01	ASSISTANT MANAGER	KOLKATA CHENNAI	Gen-30	Essential : Graduate with minimum 55 % marks from a recognized university/Institute. Desirable: MBA/PGDM(of atleast 2 year duration) from a recognized University/Instittue.	Desirable: Candidate with experience of handling Administration works such as security, housekeeping, procurement Employee Welfare, grievances, and RTI will be given preference.	25,000 - 30,000

*As per requirement

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General Conditions

- i. Only Indian Nationals need apply.
- ii. Appointment will be on Contract basis for a period of 03 years (extendable at the discretion of Management).
- iii. Selected candidates can 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.
- iv. 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.
- v. FDDI will not be responsible for any postal delay/wrong delivery/non-delivery of communication at any stage of the recruitment process.
- vi. Minimum qualifications mentioned shall be from a recognized University /Institution
- vii. 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.
- viii. 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.
- ix. 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.
- x. Reservation Policy, including age relaxation shall be as per Government of India Rules.
- xi. 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.
- xii. No correspondence will be entertained with the candidates not short listed.
- xiii. Incomplete application or applications will be rejected and no correspondence in this regard will be entertained.
- xiv. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
- xv. Only shortlisted candidates will be intimated regarding Interview by Post/e-mail.
- xvi. Management will not be responsible for delayed receipt / non-receipt of applications.
- xvii. Candidates are allowed to answer in Hindi medium also.
- xviii. Upper age limit provided is as on 10.04.2021.
- xix. Candidates who wish to apply for more than one post must submit separate applications for each post.
- xx. Pay and allowances will be fixed commensurate with the applicant's qualification, experience and current pay. Higher pay can be given to the deserving candidates.
- xxi. The decision of Management regarding selection will be final.
- xxii. Applicants who are working in Government Organisations/PSU must submit NOC & Vigilance Certificate from their current employer.
- xxiii. Applicants may submit their application vide speed post to the Faculty(HQ-HR), Human Resource Department, FDDI, HQ-Noida.
- xxiv. Last date of receipt of application : 10.04.2021

Instructions

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

Faculty(HQ-HR)
Human Resource Department
Footwear Design & Development Institute
(An Institution of National Importance)
A-10/A, Sector-24, NOIDA-201301, Distt. Gautam Budh Nagar (UP)