



FDDI/ADV/2/2024

09/02/2024

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 experienced professionals for the post as mentioned below:

Non Academic Posts

Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
DEPARTMENT - PLACEMENT , DOMAIN - Placement							
1.	Assistant Manager	E2	3	GEN - 33 OBC - 36 SC/ST - 38	Essential Qualification : 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 Work Experience : Experience of atleast 3 years in one or more of placement cell of a reputed college/university, headhunting, corporate sales, and corporate & public relations. Desirable Work Experience : Knowledge of and relationships in footwear, fashion, retail, and leather goods & accessories industries	Minimum Monthly CTI - 40000
Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
DEPARTMENT - Human Resources , DOMAIN - Human Resource							

2.	Deputy General Manager	E6	1	GEN- 55 OBC - 58 SC/ST - 60	<p>Essential Qualification : MBA/PGDM/Masters degree (at least 2 years duration) with specialization in the field of Human Resource Management / Personnel Management / IR with minimum 50% marks from a recognized University/Institute</p> <p>Desirable Qualification : Degree in Law / Diploma in Labour Laws</p>	<p>Essential Work Experience :</p> <ul style="list-style-type: none"> • Atleast 20 years of handling HR matters in Govt./Semi-Govt./PSUs/Autonomous Bodies/Reputed private Institutions/Industry/organization • Should have handled Recruitment, HR-establishment, Employee Welfare, Grievances, RTI, HR Policies formulation, and Disciplinary proceedings • Should have worked as Senior Manager or equivalent for atleast 5 years <p>Desirable Work Experience :</p> <ul style="list-style-type: none"> • Experience in heading HR department at the Corporate level or Head Office level • Experience in deft handling of employee relations • Experience in formulating training policies and handled training of employees • Experience in handling performance management of employees and its policies • Experience in Administration matters • Knowledge on Central Government Rules & practices • Proven leadership quality 	Minimum Monthly CTI - 120000
3.	Deputy Manager	E3	1	Gen- 35 OBC- 38 SC/ST - 40	<p>Essential Qualification : 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.</p>	<p>Essential Work Experience :</p> <ol style="list-style-type: none"> 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 or above out of the total Experience specified at S.no. 1. 	Minimum Monthly CTI - 45000
4.	Assistant Manager	E2	1	GEN - 30 OBC - 33 SC/ST - 35	<p>Essential Qualification : 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.</p>	<p>Essential Work Experience : NA</p> <p>Desirable Work Experience :</p> <p>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.</p>	Minimum Monthly CTI - 40000

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

5.	Deputy General Manager	E6	1	GEN - 55 OBC - 58 SC/ST - 60	Essential Qualification : MBA (Finance)/CA/CWA/CMA OR B.COM with minimum 50% marks from a recognized University/Institute and working knowledge on MS Office and Finance Software	Essential Work Experience : 1. Atleast 20 years 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 as Sr. Manager or equivalent for atleast 05 years. Desirable Work Experience : 1. Should have experience of atleast 01 year 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.	Minimum Monthly CTI - 120000
6.	Assistant Manager	E2	4	GEN - 33 OBC - 36 SC/ST - 38	Essential Qualification : (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 Work Experience : 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.	Minimum Monthly CTI - 40000

Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
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DEPARTMENT - Physical & Chemical Laboratories , DOMAIN - Business Development

7.	Assistant Manager	M1	1	Gen - 30 OBC - 33 SC/ST - 35	<p>Essential Qualification : B.E/B.Tech/Graduation in Science or MBA/ /PGDM (atleast 2 years) in Marketing, with a minimum of 55% marks from a recognized University/Institute</p> <p>Desirable Qualification : MBA/PGDM in Digital Marketing</p>	<p>Essential Work Experience :</p> <ul style="list-style-type: none"> • Total relevant experience of atleast 03 years in sales / sales operations. • Understanding of laboratory testing services • Strong interpersonal & relationship-building skills • Excellent verbal & written communication skills and good presentation skills <p>Desirable Work Experience :</p> <ul style="list-style-type: none"> • Experience in sales of Lab Testing Services sales for products like Footwear/Leather/Textile/Toys/ PPE etc is desirable • Knowledge of MS Word, Excel and PowerPoint 	Minimum Monthly CTI-40,000
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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 - Engineering and Maintenance , DOMAIN - Engineering Maintenance

8.	Junior Engineer - Electrical	E1	1	Gen - 35 OBC - 38 SC/ST - 40	<p>Essential Qualification : Diploma in - Electrical Engineering with minimum 55% marks from a recognized University/Institute</p>	<p>Essential Work Experience :</p> <ol style="list-style-type: none"> 1. Atleast 02 years experience in the field of engineering maintenance 2. Should have experience in maintenance works in infrastructure projects 3. Knowledge of estimate preparation <p>Desirable Work Experience : Knowledge of CPWD manuals</p>	Minimum Monthly CTI - 35000
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9.	Junior Engineer - Civil	E1	1	GEN - 30 OBC - 33 SC/ST - 35	<p>Essential Qualification : Diploma in civil engineering (3 years) with minimum 55% marks from a recognized University/Institute</p> <p>Desirable Qualification : Working Knowledge of MS Office</p>	<p>Essential Work Experience : NA</p> <p>Desirable Work Experience : Experience of working as Junior Engineer or Similar job role looking after Civil Engineering works/projects (construction, maintenance, etc) in any organization</p>	Minimum Monthly CTI - 35000
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10.	Junior Engineer - Mechanical Maintenance	E1	2	Gen - 35 OBC - 38 SC/ST - 40	<p>Essential Qualification : Diploma in - Mechanical Engineering with minimum 55% marks from a recognized University/Institute</p>	<p>Essential Work Experience :</p> <ol style="list-style-type: none"> 1. Atleast 02 years experience in the field of engineering maintenance 2. Should have experience in maintenance works in infrastructure projects 3. Knowledge of estimate preparation <p>Desirable Work Experience : Knowledge of CPWD manuals</p>	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 - Promotions & Admissions , DOMAIN - Promotions & Admissions

11.	Assistant Manager - Promotions & Admissions	E2	3	GEN - 40 OBC - 43 SC/ST - 45	Essential Qualification : MBA/PGDM (of at least 2 years duration) with minimum 55% marks from a recognized University/Institute Desirable Qualification : Sales and Marketing domain experience	Essential Work Experience : • Atleast 3 years experience in looking after admissions and/or promotions in one or more college / institute / University / organization • Should have experience in handling corporate sales, Seminars, Webinars, Workshops etc for college / institute / University / organization Desirable Work Experience : • Experience in setting systems and processes for promotions and admissions • Knowledge of Digital marketing and / or content writing	Minimum Monthly CTI - 40000
12.	Manager - Digital Marketing	E4	1	GEN - 40 OBC - 43 SC/ST - 45	Essential Qualification : MBA/PGDM (of at least 2 years duration) with minimum 50% marks from a recognized University/Institute Desirable Qualification : Sales and Marketing domain experience	Essential Work Experience : • Atleast 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 Work Experience : Experience in conducting social media audits to ensure best practices are being used	Minimum Monthly CTI - 60000
Sr No.	Designation	Post Code	No. of Vacancy	Upper Age limit in Years	Qualification	Work Experience	Salary (Rs.)
DEPARTMENT - Admin , DOMAIN - Administration							
13.	Deputy Manager	E3	1	Gen - 35 OBC - 38 SC/ST - 40	Essential Qualification : Graduate with minimum 55% marks from a recognized university/institute. Desirable Qualification : MBA/PGDM (of atleast 2year duration) from a recognized University/Institute.	Essential Work Experience : 1. Experience of atleast 5 years of handling Administration work such as security, housekeeping, procurement employee welfare, grievances, and RTI. 2. Out of the experience specified at S.No.1, the candidate should have experience of atleast 5 years at Assistant Manager level in FDDI or equivalent or above.	Minimum Monthly CTI - 45000

14.	Assistant Manager	E2	1	GEN - 30 OBC - 33 SC/ST - 35	Essential Qualification : Graduate with minimum 55% marks from a recognized university/Institute. Desirable Qualification : MBA/PGDM (of atleast 2 year duration) from a recognized University/Institute	Essential Work Experience : NA Desirable Work Experience : Candidate with experience of handling Administration works such as security, housekeeping, procurement Employee Welfare, grievances, and RTI will be given preference.	Minimum Monthly CTI - 40000
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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। विज्ञापन के क्रम संख्या 5 में उल्लिखित डीजीएम (लेखा एवं वित्त) का पद नियमित पद के रूप में भरा जाना 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. The post of DGM (Accounts & Finance) mentioned in serial numbers 5 of the Advertisement is to be filled up as a regular post.
- 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.
- आरक्षणनीति, आयुमेंछूटसहित, भारतसरकारकेनियमोंकेअनुसारहोगी।/Reservation Policy, including age relaxation shall be as per Government of India Rules.
- 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.
- 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. इसके अलावा, कृपया ध्यान दें कि जिन उम्मीदवारों ने विज्ञापन संख्या: एफडीडीआई/एडीवी/02/2023 दिनांक: 06.08.2023 के माध्यम से जीएम/डीजीएम लेखा और वित्त के लिए पहले आवेदन किया है, उन्हें दोबारा आवेदन करने की आवश्यकता नहीं है क्योंकि इन पदों के लिए उनके आवेदन स्वचालित रूप से विचार किए जाएंगे। Also, please note that the Candidates those have applied earlier for the GM/DGM Accounts & Finance through **advertisement no: FDDI/ADV/02/2023 dated : 06.08.2023 need not apply again** as their applications will automatically be considered for these posts.

20. **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 09 फरवरी 2024 को सुबह 11:00 बजे शुरू होगा और 01 मार्च 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 09 February 2024 and will close at 11:59PM on 01 March 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: **01 March 2024**
- v. **आवेदन प्राप्त करने की अंतिम तिथि** Last date of receipt of application: **08 March 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.