



FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

Application form for the posts of the Faculty/Teaching posts at FDDI

Application No.....

(To be filed in by the office)

Affix your self-attested recent passport size photograph here

NOTE:

- i. The application form should be filled properly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the application form. Originals will have to be shown at the time of the interview.
- iii. Weightage of only those documents shall be counted whose self-attested copies are attached.
- iv. The candidates should also submit Self-Assessment proforma duly filled in.
- v. Application not supported with required Self-Assessment proforma, self- attested copies of certificates/testimonials/reprints of Research Publications, title page(s) and contents page(s) of each Journal in which the publication under reference were published will be rejected.

1. a) Post applied for : _____
 b) Name of School/Department : _____

2. Category of the candidate (Gen/SC/ST/OBC/PWDs) : _____
 Sub category of candidate if any (PWD/Ex-Serviceman/ESM) : _____
 (Attach a certificate)

3. Advertisement No. : _____

4. a) Name of the candidate (in block letters): _____
 b) Father's Name : _____
 c) Mother's Name : _____

5. Date of Birth (dd/mm/yyyy) : _____

6. Age as on 14th February 2020 : _____ Year; _____ Months; _____ Days
 a) Present Postal Address : _____

b) Permanent Address : _____

c) Mobile No. : _____

d) E-mail Address : _____

e) Aadhar Card No. : _____
 (Photocopy should be enclosed)

7. a) Nationality of Candidate : _____

b) Male/Female/Trans-gender : _____

c) Marital Status (Married/Unmarried)
(If married, whether you have more
than one living spouse) (say Yes or No) : _____

8. a) Present employment,
If any, with pay & grade (State whether on
Ad-hoc/ temporary/ probation/ permanent) : _____

b) Name of Employer : _____

c) Current Salary : _____

d) Date of next increment : _____

e) Have you obtained prior permission
of your present employer for
submitting this application? : _____

f) Pay acceptable, if selected : _____

g) Period required for joining the post, if selected : _____

9. Have you ever been disqualified from appearing
in any University Examination/ Undertaking University
work (Say Yes or No) : _____

10. Reference: (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be in blood relation to the candidate. Two references should be listed and at least one of them should be a citizen of India. For applicant having done Post Graduate or Post-doctoral research, the Research supervisor must be listed.)

a) Name : _____

Occupation/Position : _____

Address : _____

E-mail : _____

Mobile No. : _____

b) Name : _____

Occupation/Position : _____

Address : _____

E-mail : _____

Mobile No. : _____

11. Educational qualifications (Exact marks and % should be filled, no rounding should be there)

| Exam Passed | Subjects | University/ Board | Year of passing | Class of Division | % of Marks | Distinctions, if any |
|---|----------|----------------------|--------------------|----------------------|---------------|-------------------------|
| Secondary | | | | | | |
| Higher Secondary./ 10+2 | | | | | | |
| Graduation (B.A./ B.Sc. / B.Com/B Des. etc.) | | | | | | |
| Post-Graduation (M.A/M.Sc. / M.Com /M.Des etc.) | | | | | | |
| M.Phil. | | | | | | |
| Ph.D. (Date of Registration / Date of Award) | | | | | | |
| NET/SLET/etc. (Date of eligibility; Date of qualifying NET as per certificate /subject) | | | | | | |
| Any other exam. | | | | | | |

Note: Attested copies/Self Attested copies of certificates in support of qualifications to be attached with this application.

12. Topic of Research in Ph.D. : _____

Date of Registration : _____

Date of Award of Degree : _____

13. Field of Specialization, if any: _____

14. NET/SLET

Category (Gen/OBC/SC/ST etc.): _____

Date of qualifying : _____

Conducting authority : _____

15. Total Experience (Academic & Industrial):

| Name of employer/ Institution | Designation of the post held and its pay scale | Duration of appointment | | Total Period (Year_month_date) |
|----------------------------------|--|-------------------------|--------------------|-----------------------------------|
| | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | |
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| Research Supervision | | | | |
|----------------------|-----------|-------------|-------------|---------|
| | Awarded | Submitted | In Progress | Remarks |
| Ph.D. | | | | |
| M.Phil. | | | | |
| | Completed | In Progress | | |
| Research Projects | | | | |

14. Total No of Publications:

Research Papers: _____; Books: _____; Patents: _____

List of publications (Research Papers, Books / Patents) provided in the following format (Please attach the copy thereof:-

| 16 (a) Research Paper Published in International Journals | | | | | |
|---|-----------|-------------------------|-------|---|---------------------|
| Sr. No. | Author(s) | Year of publication | Title | Name of International Journal/ with ISSN No. approved by the UGC /AICTE | Vol. No. & Page No. |
| | | | | | |
| | | | | | |
| | | | | | |
| 16 (b) Chapter published | | | | | |
| Sr. No | Author(s) | Year of publication | Title | Name of International Publisher with ISBN No. | Vol. No. & Page No. |
| | | | | | |
| | | | | | |
| | | | | | |
| 16 (c) Patent awarded | | | | | |
| Sr. No. | Author(s) | Year of Grant of Patent | Title | Name of Agency who awarded Patent | Vol. No. & Page No. |
| | | | | | |
| | | | | | |
| | | | | | |
| 16 (d) Research Paper published in National Journal | | | | | |
| Sr. No. | Author(s) | Year of publication | Title | Name of National Journal with ISSN No. Approved by UGC or AICTE | Vol. No. & Page No. |
| | | | | | |
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| 16 (e) Chapter published in Book/Book published by National Publisher | | | | | |
| Sr. No. | Author(s) | Year of publication | Title | Name of National Publisher with ISBN No. | Vol. No. & Page No. |
| | | | | | |
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| 16 (f) Paper published in Conference Proceedings | | | | | |
|--|-----------|---------------------|-------|---|---------------------|
| Sr. No. | Author(s) | Year of publication | Title | Name of Conference whose proceedings (National/ International with ISSN/ISBN No.) | Vol. No. & Page No. |
| | | | | | |
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| | | | | | |
| 16 (g) Paper published in Journal of public funded Universities and Institutions of National Importance such as ICSSR/ IIPA/IIT/NIT/NIFT/NID etc. published prior to year 2019 irrespective of ISSN/ISBN | | | | | |
| Sr. No. | Author(s) | Year of publication | Title | Name of Journals of Public funded Institutions of National importance/IITs/NITs, NIFT, NIDs etc | Vol. No. & Page No. |
| | | | | | |
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15. Give Particulars of Prize, Medal and Merit won, distinctions, if any: -

- i)..... iii).....
- ii)..... iv).....

16. List of the certificates (attested copies) attached:

- i) ii)
- iii) iv)
- v) vi)
- vii) viii)
- xi) Total no. of pages including application form.....

17. Additional information, if any _____

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the FDDI.

Place:
 Date:

.....
 (Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/ Mrs./ Shri./ Dr....., who is at present working as in the(Dept./Organization) is recommended and forwarded for consideration for the post ofto the FDDI. In case, he/she is selected for employment in the FDDI, he/she will be relieved of his/her present position.

Place:

Date:

(Signature of the Head of the Office/ organization)
(Seal of Office)

SELF ASSESSMENT PROFORMA TO BE FILLED AND SUBMITTED BY EACH APPLICANT FOR APPOINTMENT TO THE POST OF Faculty at FDDI

Total Marks-55

| | | | | |
|--|---|-----------------------|-------------------------------|-------------------------|
| Name & Father's Name of the Applicant | | | | |
| Date of Birth | | | | |
| Post applied for and subject/School | | | | |
| Sr. No. | | Max. Marks | Self-Assessment Score* | Verified Score** |
| A) | Academic Record | Max. 30 Marks | | |
| a) | Minimum Academic Qualifications | 00 Marks | | |
| b) | 1 Mark each for obtaining more than 55% but less than 60% marks at Bachelor's and Master's Level | 02 Marks | | |
| c) | 4 Marks for 80% & above in Matric 4 Marks for 75% & above in 10+2 | 08 Marks | | |
| d) | 5 Marks for each 1 st Division in Bachelor Degree and Master's Degree | 10 Marks | | |
| e) | Additional marks for obtaining 75% or above marks at Master's level | 05 Marks | | |
| f) | M.Phil. Or Ph.D., if not considered towards eligibility | 05 Marks 08 Marks | | |
| B) | Research Performance/ Publications (with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels. | Max 20 Marks | | |
| a. | Paper published in International Journal with ISSN No./ approved by the U.G.C./ AICTE (As per Sr. No. 16 (a) of Application Form) | 04 Marks each | | |
| | | Total No. of papers | Marks | |
| | | | | |
| b. | Chapter published in Book/ Book published by International Publisher with ISBN No. (As per Sr. No. 16 (b) of Application Form) | 04 Marks each | | |
| | | Total No. of chapters | Marks | |
| | | | | |
| c. | Patent awarded (As per Sr. No. 16 (c) of Application Form) | 04 Marks each | | |
| | | Total No. of patents | Marks | |
| | | | | |
| d. | Paper published in National Journal with ISSN No./ approved by the UGC /AICTE (As per Sr. No. 16 (d) of Application Form) | 03 Marks each | | |
| | | Total No. of papers | Marks | |
| | | | | |

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|------------|--|-----------------------|-------|--|--|
| | | | | | |
| e. | Chapter published in Book/Book published by National Publisher with ISBN No. (As per Sr. No. 16 (e) of Application Form) | 02 Marks each | | | |
| | | Total No. of chapters | Marks | | |
| | | | | | |
| f | Paper published in Conference Proceedings (National/ International) with ISSN/ ISBN No. (As per Sr. No. 16 (f) of Application Form) | 02 Marks each | | | |
| | | Total No. of papers | Marks | | |
| | | | | | |
| g | Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR/ IIPA/ IIT/ NIT/ NIFT/ NID etc. published prior to year 2019 irrespective of ISSN/ ISBN number being treated these papers published in National Journal. (As per Sr. No. 16 (g) of Application Form) | 02 Marks each | | | |
| | | Total No. of papers | Marks | | |
| | | | | | |
| (C) | Teaching/Research/Industrial Experience (1 marks for each year of teaching/research/industry experience, subject to maximum of 5 marks). Teaching/Research/industry experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/research/industry period devoted towards M.Phil./ Ph.D. | 05 Marks | | | |
| | Total | 55 Marks | | | |

Note: Supporting documents/evidence for claiming the score, wherever required are to be attached.

** To be filled by the applicant.*

*** To be verified by the FDDI's Scrutiny Committee.*

(Name & Signature of the applicant)

Scrutiny Committee

(_____)
Name and Signature

(_____)
Name and Signature

(_____)
Name and Signature

APPENDIX-I**Selection Committee criteria/ weightage for award of scores for direct recruitment to the post of FACULTY at FDDI****Total Marks- 100**

| A) | Academic Record | Maximum 30 Marks |
|-----------|---|-------------------------|
| a) | Minimum Academic Qualifications | 00 Marks |
| b) | 1 Mark each for obtaining more than 55% but less than 60% marks at Bachelor's and Master's level | 02 Marks |
| c) | 4 Marks for 80% & above in Matric 4 marks for 75% & above in 10+2 | 08 Marks |
| d) | 5 Marks for each 1st Division in Bachelor Degree and Master's Degree | 10 Marks |
| e) | Additional marks for obtaining 75% or above marks at Master's level | 05 Marks |
| f) | M.Phil. Or Ph.D., if not considered towards eligibility | 05 Marks 08 Marks |
| B) | Research Performance/Publications(with respect to number and quality) Quality to be assessed w.r.t. publication(s) at National and International levels | Maximum 20 Marks |
| a. | Paper published in International Journal with ISSN No./ approved by the UGC/ AICTE | 04 Marks each |
| b. | Chapter published in Book/Book published by International Publisher with ISBN No. | 04 Marks each |
| c. | Patent awarded | 04 Marks each |
| d. | Paper published in National Journal with ISSN No./ approved by the UGC/ AICTE | 03 Marks each |
| e. | Chapter published in Book/Book published by National Publisher with ISBN No. | 02 Marks each |
| f. | Paper published in Conference Proceedings (National/ International) with ISSN/ ISBN No. | 02 Marks each |
| g. | Paper published in Journals of public funded Universities and Institutions of National importance such as ICSSR/ IIPA/ IIT/ NIT/ NIFT/ NID etc. published prior to year 2019 irrespective of ISSN/ ISBN numbers being treated these papers published in National Journal. | 02 Marks each |
| C) | Research / Industry Experience / Teaching Skills | Maximum 05 Marks |
| 1. | Teaching/Research Experience (1 marks for each year of teaching/ research/industry experience, subject to maximum of 5 marks). Teaching/ Research/industry experience may be considered only for the concerned subject and after acquiring the eligibility qualifications and no weightage will be given for teaching/ research/industry period devoted towards M.Phil./ Ph.D. | 05 Marks |
| D) | Teaching Skills | Maximum 20 Marks |
| | Teaching Skills to be judged in terms of communication, expression, Confidence and response to queries through a pre prepared presentation on the subject before selection Committee | 20 Marks |
| E) | Interview Performance | Maximum 25 Marks |
| | Suitability with respect to: i) Domain Knowledge ii) Communication Skill iii) Confidence level iv) Quality of response v) Overall personality | 25 Marks |



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

Ref: FDDI/HO/48(2)/HR/ADVT/2020/01

(Affix your self-attested recent passport size colour photograph)

1. Name of the Post Applied for: Designation : _____
Department : _____
2. Full Name of the Candidate: _____
(in block letters)
3. Fathers Name : _____
4. Date of Birth: ____ (dd) ____ (mm) ____ (yy) Age as on 14th Feb2020: ____ (yy) ____ (mm) ____ (dd)
5. Gender _____
6. Marital Status (Single/Married/Divorced/widow/Widower/Others) : _____
7. Present Address: _____

8. Permanent Address: _____

9. Nationality: _____
10. Aadhar Number: _____
11. Whether Person with Disability? (Write "1" for Yes, "2" for No): _____
12. Contact number : _____
13. Email ID : _____
14. Academic background (Starting from highest) upto class 10

| S. No. | Name of Board/Institute/ University | Exam Passed | Division / Grade | % of Marks | Year of Passing | Duration of the Degree/Diploma From_ to__ | Specialization Subject | Name of School/College/ Institute |
|--------|-------------------------------------|-------------|------------------|------------|-----------------|---|------------------------|-----------------------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |

15. Category of the Candidate:-

- General
 SC
 ST
 OBC
 Sub Category:
 PWD
 ESM
 Ex-Serviceman

16. Experience (Start from Current Experience)

| S. No. | Name of the Organisation | Designation | Pay-Scale (IDA-CDA with GP) | Current CTC | Duration of the post | | Total Service |
|--------|--------------------------|-------------|--------------------------------|-------------|----------------------|----|---------------|
| | | | | | From | To | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

17. Total years of Experience as on 01st Jan 2020 -

18. Trainings and workshops attended if any:

| SN | Topic | Institution/Organization | Duration From ___ to ___ |
|----|-------|--------------------------|-----------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

19. Current CTC

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

20. Details of Relative working in FDDI (if any):

| S. No. | Name | Designation | Department | Relationship | Contact number |
|--------|------|-------------|------------|--------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

Whether any penalty imposed in any disciplinary proceeding in previous organizations, if YES (please specify)

.....
.....

Whether under any disciplinary proceeding in current organization, if YES (please specify)

.....
.....

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. I have informed my Head Office/Department in writing that I am applying for this selection.

(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 Contract basis for a period of 03 years (extendable at the discretion of Management).
- iii. Selected candidates may 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 last date of submission of application.
- xix. Candidates who wish to apply for more than one post must submit separate applications for each post.
- xx. Those who send application by e-mail should send hard copy of the same by speed-post with all enclosures.
- xxi. Salary shown is monthly CTC & pay and allowances will be fixed in that range commensurate with the applicant's qualification, experience and current pay / last pay drawn.
- xxii. The decision of Management regarding selection will be final.
- xxiii. Applicants who are working in Government Organisations / PSU must submit NOC from their current employer.
- xxiv. Applicants may submit their application vide e-mail/speed post to Deputy Manager-HR, FDDI, Noida.
- xxv. No TA/DA will be paid for this purpose.
- xxvi. Last date of receipt of application : 14th February 2020

How to Apply:

Application in the 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 to 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 Deputy Manager (HR)
FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE
A-10/ A, Sector-24, NOIDA-201301
Email- jobs@fddiindia.com. Website: www.fddiindia.com

***Interested candidates may apply 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.

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/ Mrs./ Shri./ Dr....., who is at present working as in the(Dept./Organization) is recommended and forwarded for consideration for the post ofto the FDDI. In case, he/she is selected for employment in the FDDI, he/she will be relieved of his/her present position.

Place:

Date:

(Signature of the Head of the Office/ organization)

(Seal of Office)