



# FDDI



फुटवियर डिजाइन एण्ड डेवलपमेन्ट इंस्टिट्यूट  
वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार  
FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE  
MINISTRY OF COMMERCE & INDUSTRY, GOVERNMENT OF INDIA



ADARSH KUMAR  
Executive Director

No. FDDI/SECY/APPT/2017  
Date: 23rd March 2017

Joint Secretary,  
Department of Personnel  
Government of Haryana  
Harayana, Civil Secretariat  
Chandigarh-160009

Sub: Appointment to the post of Secretary, Footwear Design & Development Institute, NOIDA.

Dear Sir,

1. FDDI, a premier institute in the area of Footwear, Leather Products Design Technology, Fashion & Business Entrepreneurship set up under the aegis of Ministry of Commerce & Industry
2. Applications are invited from eligible candidates for appointment to the post of Secretary, Footwear Design & Development Institute

The following are the terms and conditions for the post of Secretary, Footwear Design & Development Institute

Scale of Pay	1. ₹ 15600-39100 with Grade Pay of ₹ 7600 possessing > 9 years of experience/Pay Band ₹ 37400-67000 with Grade pay of ₹ 8700
Method of Recruitment	1. On deputation basis for a period of three years
Eligibility, Qualification and Experience	1. The candidate shall be group 'A' officer of All India Civil Services (AICS)/ Central Civil Services (CCS) in the scale of ` 15600-39100 with Grade Pay of ` 7600 possessing > 9 years of experience/Pay Band ` 37400-67000 with Grade pay of ` 8700 or analogous post of State Government, Central or State Government Autonomous bodies/institutions/ PSUs. 2. The officer shall possess sound administrative &

“(हम हिन्दी में पत्राचार का स्वागत करते हैं।)”

ए-10/ए, सेक्टर-24, नौएडा-201301, जिला गौतमबुद्ध नगर (उ.प्र.) भारत

दूरभाष : 91-120-4500100, फ़ैक्स : 91-120-2411301, ई-मेल : contact@fddiindia.com वेबसाइट : www.fddiindia.com

A-10/A, SECTOR-24, NOIDA-201301, DISTT. GAUTAM BUDHA NAGAR (U.P.) INDIA

Ph. : +91-120-4500100 Fax : 91-120-2411301 E-mail : contact@fddiindia.com Website : www.fddiindia.com

	<p>managerial capabilities, knowledge and leadership qualities</p> <ol style="list-style-type: none"> <li>3. The officer should have a degree from a recognized University / Institution.</li> <li>4. The Officer should have at least 09 years of experience in the field of administration and finance.</li> </ol>
Terms and Conditions	<ol style="list-style-type: none"> <li>1. The post shall be on deputation basis.</li> <li>2. Officer joining on deputation shall normally have tenure of 3 years extendable up to 05 years.</li> <li>3. The extension of tenure of Secretary , FDDI may be accorded by GC for as many times as it deems appropriate with the concurrence/approval of Ministry of Commerce &amp; Industry and as per the rules and regulations of DoPT and other Govt of India guidelines amended from time to time.</li> <li>4. All other Terms of employment in terms of pay and allowances shall be as per the General Service Rules as laid down by the GC from time to time.</li> </ol>

Group 'A' Officers of Central Civil Services/ All India Services in the above mentioned scale of Director to the Government of India or analogous post of State Government, Central or State Government Autonomous bodies/institutions/ PSUs may send their application in Duplicate through proper channel along with up-to-date Annual Performance Appraisal Report dossier (Last 5 years), Integrity Certificate , Vigilance clearance and Cadre Clearance certificate. In case of such officers the concerned parent Ministry / Department / Organization forwarding the application should strictly ensure that the applicant fulfils the eligibility criteria stipulated for the post as explained above.

The details of the application format are also available on the website of FDDI. ([www.fddiindia.com](http://www.fddiindia.com)).

Further ,the names of willing officers along with their service details may kindly be forwarded by the Forwarding authorities , latest by 18<sup>th</sup> April 2017 to the following address,

Manager (Admin&Personnel)  
 Footwear Design & Development Institute (FDDI)  
 (Ministry of Commerce & Industry)  
 A-10/ A, Sector-24, NOIDA-201301, Uttar Pradesh, INDIA  
 Tel:0120-4500100: Fax:0120-2412556/2411301  
 Email:shilpa@fddiindia.com Website: www.fddiindia.com

  
 (Adarsh Kumar)



Annexure-I

PROFORMA FOR THE POST OF Secretary , FDDI

Self - attested Passport size colour photograph
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1. Name in Block Letters

2. Date of Birth (DD/MM/YY)

& Age (as on closing date of applications):

3. Nationality

4. Correspondence Address :

5. Permanent Address:

6. Contact No & Email id:

7. Present Post held with Date and scale of Pay :

8. Date of Regular Appointment in the Present post/Pay Scale:

9. Details of Educational Qualifications (Please enclose separate sheet, if necessary):

S.No	Name of University/ Board/Institution	Degree/Equivalent Examination	Division % of Marks	Year of Passing