

**F. No. P-27011/5/2022-LEATHER**  
**Government of India**  
**Ministry of Commerce and Industry**

## Department for Promotion of Industry and Internal Trade

### Appointment to the post of Executive Director, Footwear Design & Development Institute (FDDI)

1. Department for Promotion of Industry and Internal Trade (DPIIT) invites the application in prescribed format from eligible candidates for appointment to the post of **Executive Director, Footwear Design and Development Institute (FDDI)**. FDDI is as an institution of national importance for the promotion and development of quality and excellence in education, research and training in all disciplines relating to footwear and leather products design and development and for matters connected therewith or incidental thereto.

2. The applicants from Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or Recognized Research Institute are required to apply through proper channel, who in turn will forward copies of completed Annual Confidential Report/Annual Performance Appraisal Report for the last five years to this Department.

3. The following are the terms and conditions for the post of Executive Director, Footwear Design & Development Institute :

|   |  |
|---|--|
| <b>No. of Post</b>                              | Presently (03) One each at Guna/ Chhindwara/ Kolkata.<br><b>Note-</b> Vacancy may be increased/ decreased by DPIIT at the time of interview, keeping in view requirement of ED at 12 campuses.   |
| <b>Scale of Pay</b>                             | Level - 12 (Rs.78800-209200).  |
| <b>Method of Recruitment</b>                    | On deputation (including short-term contract) basis for a period of five years.  |
| <b>Eligibility Qualification and Experience</b> | Officers of the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous or Statutory Body or University or recognised Research Institute.<br>(i) (a) holding analogous post on regular basis; or<br>(b) with at least eight years' service in Group 'A' or equivalent service in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or recognised Research Institute on the closing date of application;<br>(c) out of the eight years of service in Group 'A' as mentioned above, at least five years of service in level 11 in the pay matrix or equivalent in the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Body or Statutory Body or University or recognised Research Institute on the closing date of application.<br>(ii) <b>Possessing the following qualifications, namely:-</b><br>(a) Bachelor Degree from a recognised University;<br>(b) With at least five years' experience in the field of administration.<br>(iii) <b>Desirable :-</b><br>(a) Experience in Leather Technology or Industry of at least one year.<br>(b) Master in Business Administration. |
| <b>Terms and Conditions</b>                     | (i) The period of deputation including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.<br>(ii) The period of deputation shall be for five years subject to overall ceiling prescribed by the Government of India. The deputation will be on foreign services terms and conditions of the Central Government.<br>(iii) In the event of performance being found unsatisfactory, the competent authority reserves the right to repatriate the officer to his/her parent cadre any time during the tenure. The decision of the competent authority in such cases shall be final and binding.<br>(iv) Other terms and conditions of the deputation shall be governed by the relevant instructions issued by the Central Government from time to time.<br>(v) Individuals serving in a higher level (not higher than 13 or equivalent to the Director in the Government of India can also apply and they shall be considered for appointment, if a suitable candidate from the eligible category is not found.  |
| <b>Age</b>                                      | The maximum age limit for the appointment by deputation shall not be exceeding fifty years as on the closing date of receipt of applications.  |

#### 4. Applicability of other rules etc. -

(i) The officer should be clear from vigilance angle. A certificate to this effect shall have to be furnished by the parent cadre of the applicant while forwarding the application.

(ii) The officer should not have been debarred from Central deputation.

(iii) The officer should have at least "very good" service record in the last five years, however, preference will be given to officers who have "outstanding" service record with a grading of eight and above.

(iv) The officer should not be on study leave or long leave on the date of submitting the application.

(v) The officer should not have been nominated for foreign training or should not be on training or foreign assignment on the date of submitting the application.

(vi) All applicable rules and regulations, including disciplinary rules etc. shall apply to the appointee.

(vii) All the willing and eligible candidates may send their application in the prescribed format through proper channel along with up-to-date Annual Performance Appraisal Report dossier (last 5 years), Integrity Certificate, Vigilance Clearance and Cadre Clearance certificate to the following address within **four weeks from the date of Publication**:

**To,**  
**Shri Bipin Kumar, Under Secretary**  
**Department for Promotion of Industry and Internal Trade**  
**Ministry of Commerce & Industry**  
**US-46, 1st Floor**  
**Vaniya Bhawan, New Delhi-110011**  
**(Email: bipin.kumar83@nic.in)**

### PROFORMA OF APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR, FDDI

- Name in Block Letter:
- Father's Name/Mother's Name:
- Date of Birth (DD/MM/YY) & Age :  
(as on closing date of applications)
- Category-SC/ST/OBC/UR
- Sex-Male/Female
- Nationality:
- Correspondence Address:
- Permanent Address:
- Official Address:
- Contact No. & Email id:
- Present Post held with date and Scale of Pay:
- Date of Regular Appointment in the Present post / Pay Scale.  
Whether belong to All India Service-Yes/No,  
Please mention the Name of Service.
- Details of Educations Qualifications (Please enclose separate sheet, if necessary):

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

- Details of Employment Record (in chronological order starting with present post) (Please enclose separate sheet, if necessary) Total in Year.....Months.....Days.....

| S. No. | Name and Address of Employer | Designation, Scale of Pay whether Regular/ Deputation | Period of service |               | Nature of Work |
|--------|------------------------------|---|-------------------|---------------|----------------|
|        |                              |   | From (DD/MM/YY)   | To (DD/MM/YY) |                |
|        |                              |   |                   |               |                |
|        |                              |   |                   |               |                |
|        |                              |   |                   |               |                |

- Additional information, if any:
- Desirable Qualification:  
(a) Experience in Leather Technology or Industry of at least one year (yes/no): if yes, please give details in chronological order. You may attach separate sheet.  
(b) Master in Business Administration: Yes/No, if yes, please provide details in Column No. 13

(Signature of the Candidate)

Date:

Place:

#### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any point of time, I am found to have concealed/distorted any material information; my appointment shall be liable to be terminated summarily without assigning any reason or notice.

(Signature of the Candidate)

Tele:  
Email: