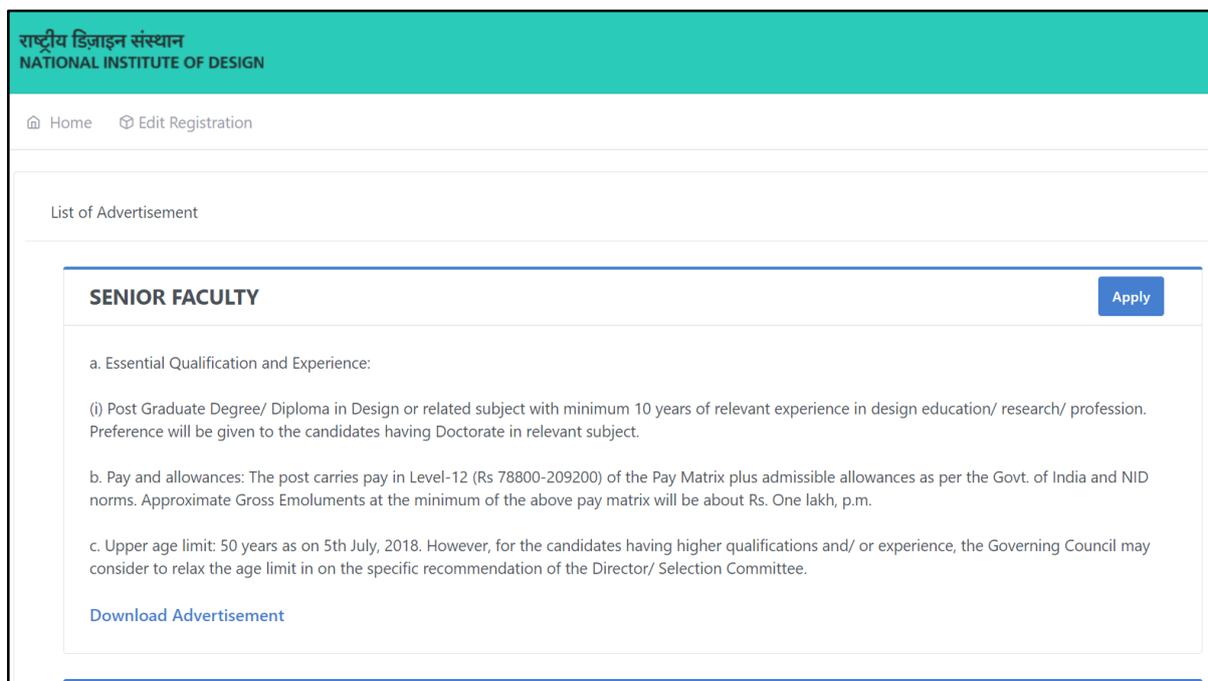


## INSTRUCTIONS AND PROCESS FOR HOW TO APPLY

1. To Apply Online for Job at any branch of **NID** visit <http://careers.nid.edu> as mentioned and below screen with list of advertisements will appear:



The screenshot shows the website of the National Institute of Design (NID). The header is teal with the text "राष्ट्रीय डिजाइन संस्थान" and "NATIONAL INSTITUTE OF DESIGN". Below the header, there are navigation links for "Home" and "Edit Registration". The main content area is titled "List of Advertisement" and features a job advertisement for "SENIOR FACULTY". The advertisement includes an "Apply" button and a "Download Advertisement" link. The details of the job are as follows:

**SENIOR FACULTY** [Apply](#)

a. Essential Qualification and Experience:

(i) Post Graduate Degree/ Diploma in Design or related subject with minimum 10 years of relevant experience in design education/ research/ profession. Preference will be given to the candidates having Doctorate in relevant subject.

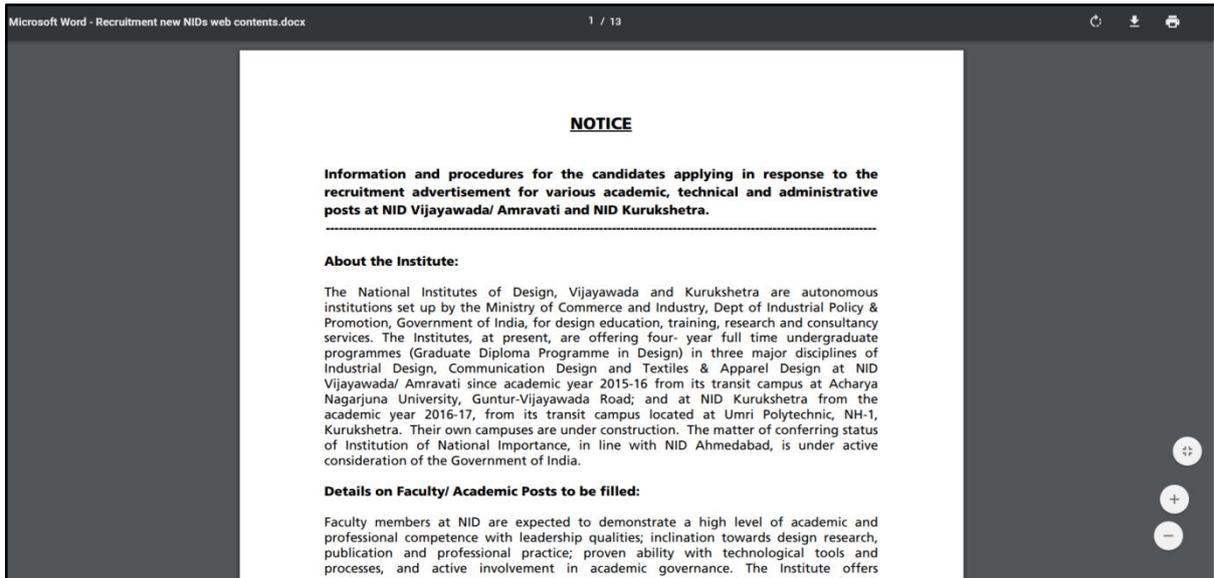
b. Pay and allowances: The post carries pay in Level-12 (Rs 78800-209200) of the Pay Matrix plus admissible allowances as per the Govt. of India and NID norms. Approximate Gross Emoluments at the minimum of the above pay matrix will be about Rs. One lakh, p.m.

c. Upper age limit: 50 years as on 5th July, 2018. However, for the candidates having higher qualifications and/ or experience, the Governing Council may consider to relax the age limit in on the specific recommendation of the Director/ Selection Committee.

[Download Advertisement](#)

2. Now clicking “**Apply**” button to apply or “**Download Advertisement**” button to read about Job in detail on whichever Job you want to apply

On clicking “**Download Advertisement**” button a pdf page containing details about the respective job will appear as shown below:



Read whole document carefully before applying for the job.

On clicking “**Apply**” button, application form will appear on your screen as shown below:

राष्ट्रीय डिज़ाइन संस्थान  
NATIONAL INSTITUTE OF DESIGN

Home Edit Registration

Application

Applying for the post of

SENIOR FACULTY

Vacancy At

Vijayawada

Kurukshetra

Subject Domain

Product Design

Communication Design

Textile and Apparel Design

Design Foundation Studies

Personal Details

**NOTE:** If you are applying for non-faculty post “subject domain” part will not be included in your application form.

3. Before filling application form, make sure you have your “**Resume**” and “**Photo**” of size 200kB ready with you or your application won’t be submitted.

4. Please fill all the details in the application form carefully.

Applying for the post of

SENIOR FACULTY

Vacancy At

Vijayawada

Kurukshetra

Subject Domain

Product Design

Communication Design

Textile and Apparel Design

Design Foundation Studies

1. Here first select the “City” at which you are applying.
2. If you applying for “Faculty” position also select subject domain for which you want to apply.

**NOTE: Candidates are not allowed to apply for more than one “Subject Domain” but can apply at both the campuses at a time.**

Personal Details

First Name

Middle Name

Last Name [Surname]

Date of Birth

Gender  Male  Female

Place of Birth

Religion

Reservation Category

Person with Disability  Yes  No

Blood Group

Nationality

Marital Status

Email ID

Mother Tongue

Aadhaar No

PAN Number

Present/ Local Address

Permanent Address   Same Present/Local Address

Mobile No.

Related to any employee/s at NID  Yes  No

Applied Earlier  Yes  No

5. In the “**First Name**” field please enter only your Name for example if your full name is “MohitDivyeshSharma ” then as your Name is “Mohit” you will fill the box only with your “First Name” as “Mohit”.
6. In the “**Middle Name**” field please enter only your “Middle Name” for example if your full name is “MohitDivyesh Sharma” then as your Middle Name is “Divyesh” you will fill the box only with your “Middle Name” as “Divyesh” .
7. In the “**Last Name/Surname**” field please enter only your surname for example if your full name is “MohitDivyesh Sharma” then as your surname is “Sharma” you will fill the box only with your surname “Sharma”.
8. In the “Date of birth” field, Select date, month and year of your month.

**NOTE: Date of birth once saved cannot be changed.**

9. Select your “**Gender**” Male or Female.
10. In the “**Place of Birth**” field enter name of the city of your birth.
11. In the “**Religion**” field enter your religion.
12. Select your “**Reservation Category**” from SC/ST/OBC/General.  
If you select **SC/ST/OBC** as your reservation Category, following fields will appear:

Caste Certificate No.	Caste Certificate Date	Caste Certificate obtain from which state

- i. Enter your “**Caste Certificate Number**” as given on your certificate.
- ii. Enter your “**Caste Certificate Date**” the date on which your certificate was created.
- iii. Enter your “**Caste Certificate obtain from which state**” name of the state from where you obtained your caste certificate.

13. For “**Person with Disability**” field, choose “yes” if you have any kind of disability and “no” if you do not have any disability.

\_\_\_\_\_ If you will select “**Yes**” in above option another field will appear as shown:

Select Disability Type	Enter % level of PH
Blindness ▼	

- i. Select the “**Disability Type**” you have from the given options.
- ii. Enter the “**percentage(%) level of your Physical Health**”.

**14.**Select your “**Blood Group**” from the dropdown menu.

**15.**Enter your “**Nationality**” in the given field.

**16.**Select your “**Marital Status**” from the given options.

**17.**In the “**Email ID**” field, enter your current valid email id to receive any updates related to your application.

**NOTE: Email ID once saved cannot be changed.**

**18.**Enter your “**Mother Tongue**” in the given field.

**19.**Enter your “**Aadhaar Card number**” in the given field.(Not Mandatory)

**20.**Enter your “**PAN number**” in the given field.(Not Mandatory)

**21.**In the “**Present Address**” field, the candidate has to write the current address where he/she is staying/

**22.**In the “**Permanent Address**” the candidate has to write his/her permanent address where he wishes to be informed regarding the proceedings of the advertisement as his present address may be temporary.

If the Permanent Address is same as Temporary Address, click on the “**Same Present/Local Address**” button given above text field.

**23.**Enter your valid “**Mobile Number**” to get SMS alert regarding your application.

**NOTE: Mobile Number once saved cannot be changed.**

**24.**Select “**Yes or No**” whichever is applicable to you in field if you are **related to any employee/s at NID.**

**25.**Select “**Yes**” in “**Applied Earlier**” option if you have applied for any post at NID and “**No**” if not applied.

Languages Known [Please select min. two language]			
Language	Speak	Read	Write
English	-Select- ▼	-Select- ▼	-Select- ▼
Hindi	-Select- ▼	-Select- ▼	-Select- ▼
Other Language	<input type="text"/>	-Select- ▼	-Select- ▼

**26.**In the “**Languages Known**” fields in the Languages you know select level of “Speak, Read and Write” from “Fluently/Reasonably/Difficulty”.  
 \_\_\_\_\_ **Fill information for minimum 2 languages. You can also add another language of your choice other than English and Hindi.**

Qualifications (State from School-leaving examination)					
Examination	School/University/ Institute	Year of Passing	Class, Division or Grade obtained	Subjects specialised in	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

- 27.**In the “**Qualifications**” fields enter following information:
- i. Enter Name of the Examination in “**Examination**” field.
  - ii. Enter name of “**School/University/Institute**” which conducted the examination.
  - iii. Enter “**year of passing**” from respective school/University/Institute.
  - iv. Enter “**Class, Division or Grade obtained**” from the school/University/Institute.
  - v. Enter “**Specialised Subjects**” during your years in the respective school/University/Institute.

Click on “**Add**” to add your qualification and fields for other qualification will appear below it. You can add as many qualifications as you like but order should be maintained from “**State level**” qualification to “**School level**” qualification.

Professional Experience (from current to previous)

Name & Address of Organisation <input style="width: 95%;" type="text"/>	Position held <input type="checkbox"/> Is Current <input style="width: 95%;" type="text"/>	From (mm/dd/yyyy) <input style="width: 95%;" type="text"/>
To (mm/dd/yyyy) <input style="width: 95%;" type="text"/>	Nature of Work <input style="width: 95%;" type="text"/>	Salary Drawn <input style="width: 95%;" type="text"/>
Location <input style="width: 95%;" type="text"/>	Supervisor (Name & Designation) <input style="width: 95%;" type="text"/>	<input type="button" value="Add"/>

**28.** In the “**Professional Experience**” fields enter following information:

- i. Enter “**Name and Address of Organisation**” you worked for.
- ii. Enter name of “**position**” you held at that organisation and select “**Is Current**” if you still hold that position.
- iii. Select “**from**” date i.e. the date when you started working at the organisation.
- iv. Select “**end**” date i.e. the date when you left the organisation. If you have selected “Is current” option end date will be automatically set to current date.
- v. Enter “**Nature of work**” you did/do at the organisation.
- vi. Enter “**Salary Drawn**” from the organisation to you.
- vii. Enter “**Location**” i.e. city in which the organisation/branch of organisation is situated.
- viii. Enter “**Name of your Supervisor and Designation**” at the organisation.

Click on “**Add**” to add your Professional Experience and fields for other experiences will appear below it. You can add as many experiences as you like but order should be maintained from “**Current**” to “**Previous**” experience.

References [Please enter min. two references]

Sr. No	Name	Address	Phone	Email ID	Position / Organisation Name
1	<input type="text"/>				
2	<input type="text"/>				
3	<input type="text"/>				

**29.**In “**References**” fields, add references of other people from your previous University/Institute or Workplace/s by giving their following information:

- i. Enter “**Name**” of the person.
- ii. Enter “**Address**” of the person.
- iii. Enter “**PhoneNumber**” of the person.
- iv. Enter “**EmailID**” of the person.
- v. Enter “**Position and Organisation**” of the person.

**NOTE: Minimum two references should be provided.**

Upload Resume, Photograph and Signature

Please upload your latest resume

No file chosen

Please upload your passport size photograph

No file chosen

**30.**In the “**Upload Resume, Photograph**” field you have to upload your Resume and passport size photograph.

- i. Click on “**Choose file**” below “**Please upload your latest resume**” and choose your ‘**pdf**’ file to be uploaded.
- ii. Click on “**Choose file**” below “**Please upload your passport size photograph**” and choose your ‘**jpeg**’ or ‘**jpg**’ file to be uploaded. Note that image file should be less than or equal to **200kb of size**.

**Declaration:** I hereby declare that I have carefully read and understood all the instructions, terms and conditions regarding the advertisement/ application. I solemnly declare that particulars furnished in this application are true and correct to the best of my knowledge and understanding. I clearly understand that any misstatements of facts contained herein or willful concealment of any materials/ facts will disqualify me for the selection.  
By clicking submit you are agreeing to the Declaration.

Submit

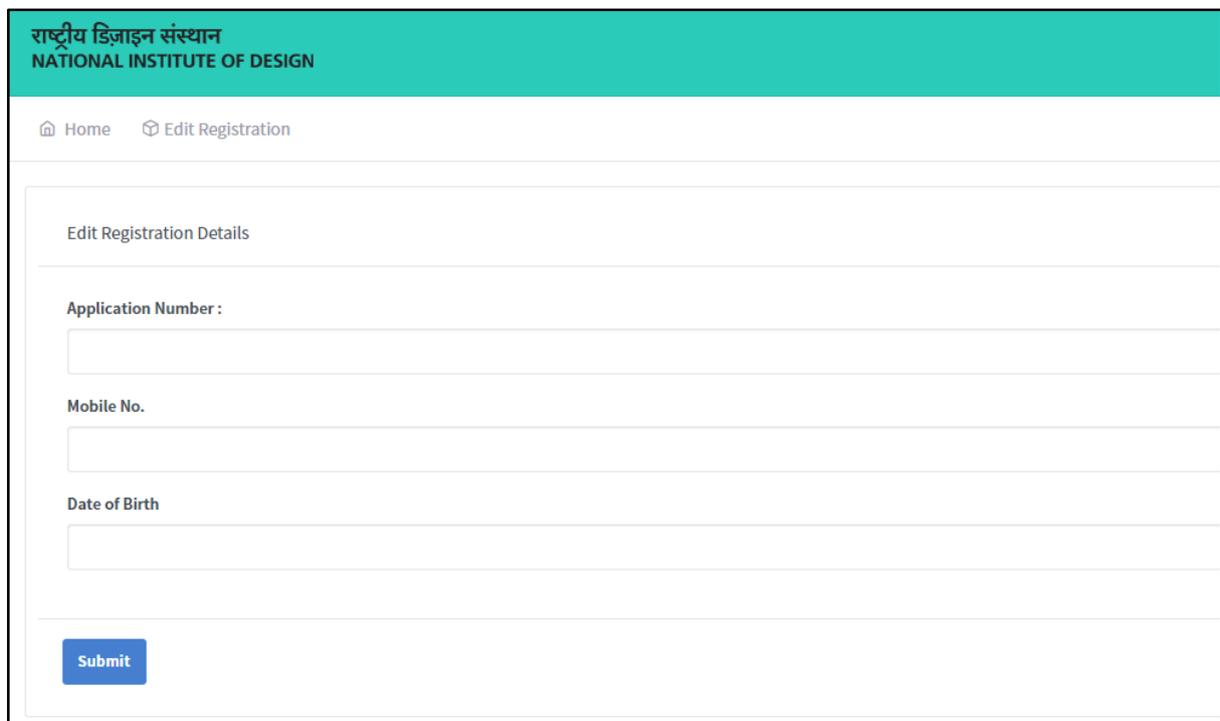
- 31.** Before clicking on “**Submit**” button read the “Declaration” carefully and also check all your application details once more to assure there is no error and then continue to “Submit” button.
- 32.** You will Receive “**Confirmation mail**” at your given email ID in which your “Application Number” will be provided to you.
- 33.** You can “Edit” your application information(**Except Birth Date**) by clicking on “**Edit Registration**” on the top of the page and providing Application Number, Birth Date and Mobile number.

## HOW TO EDIT APPLICATION FORM DETAILS?

1. Click on “**Edit Registration**” button on Home Page of the Website.



2. On Clicking “**Edit Registration**” following page will be displayed:



3. Enter following information in the text fields
  - a. Application Number as assigned to you via Email.
  - b. Mobile Number same as you entered in application form.
  - c. Date of Birth same as you entered in application form.
4. Click on “**Submit**” button after filling all three fields. If the information you entered matches our data, then one OTP (One-time Password) will be generated and sent your mobile number.
5. Enter **OTP** in given text field and edit your application.

**CAN I EDIT MY DATE OF BIRTH/MOBILE NUMBER/EMAIL ID?**

No , you cannot edit your date of birth/mobile number/email ID .

Once entered in Application Form and saved, Date of birth, Mobile Number and Email ID cannot be changed. It will remain same for the respective application.