Recruitment of various positions at NID Ahmedabad Campus

The Institute invites online applications from the eligible candidates for the below **positions** for **NID Ahmedabad Campus**.

1) **Senior Library Assistant** for Knowledge Management Centre, Ahmedabad Campus
2) **Technical Assistant** for Animation Film Design Lab, Furniture and Interior Design Lab and Textile Dyeing and Printing Lab, Ahmedabad Campus
3) **Senior Assistant** for Academic Office, Ahmedabad Campus

For details on the post, eligible criteria, job description, how to apply, online application form etc. visit **www.nid.edu/careers**.

Last date of submission of online application is **27th October 2023 (up to 05:00 p.m. IST)**.

Any modification, addendum, etc. will be posted on the above referred website only.

Recruitment of various positions at NID Ahmedabad Campus

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is an internationally acclaimed as one of the finest educational and research institutions for Industrial, Communication, Textile and IT Integrated design domains. The institute has its campuses in Ahmedabad, Gandhinagar and in Bengaluru. NID has been declared 'Institution of National Importance' by the Act of Parliament, by virtue of the National Institute of Design Act, 2014 and is a statutory and autonomous institution under the DPIIT, Ministry of Commerce and Industry, Government of India. The institute offers higher professional qualifications in several disciplines of design at both undergraduate

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NID Ahmedabad invites applications from eligible candidates for the below posts, on Direct Recruitment basis for **Ahmedabad Campus (on regular employment/fixed tenure contract).**

*Please note that Candidates on Deputation/ Lien shall not be considered for selection.

RECRUITMENT RULES FOR THE POST OF SENIOR LIBRARY ASSISTANT

Scale of Pay   :   **Pay Level - 05 (29200 - 92300)** of the Pay Matrix

Number of Post   :   **01 (One)**

Place   :   **NID Ahmedabad Campus**

Age limit   :   Not exceeding **35 years** as on the last date of submission of online application.

Eligibility Criteria:

Essential:
   i)   Bachelor's Degree in Library and Information Science from a recognised university.

   ii)   Minimum 4 years' experience in library administration, excluding training/ apprenticeship

Desirable:
Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognised institution. Proficiency in English Language in terms of Drafting, Noting and other Office Correspondence.

RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT

Scale of Pay	:	**Pay Level - 4 (25500 - 81100)** of the Pay Matrix
Number of Post	:	**03 (Three), as per details below:**
		01 - Animation Film Design Lab
		01 - Furniture and Interior Design Lab
		01 - Textile Dyeing and Printing Lab
Place	:	**NID Ahmedabad Campus**
Age limit	:	Not exceeding **30 years** as on the last date of submission of online application.

Eligibility Criteria:

Essential:

Diploma of minimum one year duration in relevant field (i.e. Animation Film Design, Furniture and Interior Design, Textile Dyeing and Printing Lab or equivalent) from a recognised institute with two years post qualification experience in industry in the relevant field, excluding training/ apprenticeship

<p align="center">OR</p>

SSC with ITI in relevant trade from a recognised institution with minimum four years post qualification experience in the industry in the relevant field.

<p align="center">OR</p>

B.Voc. in relevant field (ie Animation Film Design, Furniture and Interior Design, Textile Dyeing and Printing) from a recognised Institute with One year post qualification experience in relevant field.

Desirable:

Working knowledge of relevant softwares ;
1) Animation Film Design Lab : Adobe Photoshop/ Adobe After Effects/ Adobe Premiere Pro, etc.
2) Furniture and Interior Design Lab : Autocad and other related softwares, etc.
3) Textile Dyeing and Printing Lab : Experience and working knowledge in Natural Dyes and Bandhani/ Tie-dye/ Shibori Techniques.
4) Good in routine office correspondence in English.

RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT

Scale of Pay	:	**Pay Level - 05 (29200 - 92300)** of the Pay Matrix
Number of Post	:	**01 (One),**
Place	:	**NID Ahmedabad Campus**
Age limit	:	Not exceeding **35 years** as on the last date of submission of online application.

Eligibility Criteria:

Essential:
i) Bachelor's Degree in any stream from recognised university
ii) Minimum 4 years' administrative experience, excluding training/ apprenticeship
iii) Proficiency in working with MS Word, MS Excel, MS PowerPoint

Desirable:
Post Graduate Diploma in Computer Applications or equivalent from a recognised institution. Proficiency in English Language in terms of Drafting, Noting and other Office Correspondence.

Experience in working with ERP.

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES

1. Reservation and relaxation in age limit for eligible categories as per Govt. of India Rules.

2. The Institute reserves the right to relax age limit in exceptional cases having higher and relevant experiences, or in the case of persons already holding analogous positions in an Institution of National Importance/ Centrally funded Institution / University / Research Institution.

3. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.

4. The Institute reserves the right to empanel/ waitlist candidate(s) for future vacancies.

5. Degrees etc. in support of educational qualifications should have been awarded by a recognized University / Institute.

6. NID will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate. Thereafter, No RTI on the subject shall be entertained.

7. Mere eligibility will not entitle any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.

8. If the number of applicants for a particular post is large, the Institute reserves the right to call only the requisite number of candidates for selection process after screening and shortlisting in consideration of candidates' qualification, suitability, relevant experience, etc.

9. The institute also reserves a right to conduct elimination tests in case of large numbers of applications. Decision of the Director of the institute will be final in such cases.

10. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

11. Incomplete applications or applications received after the last date are liable to be rejected.

12. Candidates are required to apply through online mode only. Application in any other form will not be accepted and will be summarily rejected. No communication in this regard will be entertained.

13. Persons employed in Government / Semi Government Organizations / Autonomous Bodies will have to submit 'No Objection Certificate (NOC)' and Vigilance Clearance Certificate from their present employer at the time of interview.

14. Candidates are required to upload all educational certificates, professional experiences, last salary slip, latest CV etc. at the time of online applying. All relevant certificates in original with a self-attested copy will be required at the time of interview. At the time of interview, shortlisted candidate will be required to carry his/her educational qualifications certificates, experience, age, caste/disability certificate-if applicable and current salary certificate/pay-slip from the existing employer or from the last employer.

15. To-and-fro rail fare by the shortest route being limited to AC- 3 tier will be reimbursed to the candidates who are called and appear before the Selection Committee/ Interview.

16. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

17. The age will be calculated on the closing date for receipt of applications.

18. For any legal dispute, Ahmedabad courts of law will be the jurisdiction.

19. Institute will not arrange any boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending interview/ test etc.

20. NID will not be responsible for any candidate for not being able to submit his/ her online application within the last date on account of system error or any other reasons.

21. **Please note that to upload Qualifications and Professional Experience Documents latest resume, passport size photograph and latest salary slip, file type should be jpg/jpeg/ png/pdf and individual size should not be more than 100 kb.**

22. Candidates possessing requisite qualification and relevant experience are required to apply online in the prescribed format which has been uploaded on our website **http://careers.nid.edu**

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

For any other details please contact through - Phone: 079-26629500, **Email: recruitment@nid.edu** during office hours. NID is open from Monday to Friday (excluding public holidays) between 09:00 a.m. and 06:00 p.m.