

**Recruitment on various Administrative and Technical Posts at
NID Ahmedabad and Bengaluru Campus**

The Institute invites online applications from the eligible candidates for the recruitment of **Chief Administrative Officer, Purchase & Stores Officer, Senior Civil Engineer (Retd. only), Assistant Civil Engineer**. For details on the posts, eligibility criteria, job description, how to apply, online application form etc. visit **www.nid.edu/careers**.

Last date of submission of online application is **14th August 2020 (up to 05:00 p.m. IST)**.

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

(FOR WEBSITE)

**RECRUITMENT ON VARIOUS ADMINISTRATIVE AND TECHNICAL POSTS AT
NID AHMEDABAD / BENGALURU 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 and post-graduate levels.

The institute invites applications from qualified and experienced candidates for the following positions:

- 1) Chief Administrative Officer** for its NID Ahmedabad Campus
- 2) Purchase & Stores Officer** for its NID Ahmedabad Campus
- 3) Sr. Civil Engineer (retired only)** for the new construction projects at NID Ahmedabad and Gandhinagar Campuses
- 4) Assistant Engineer (Civil)** for its NID Bengaluru Campus, on contract basis.

For essential and desirable qualifications and experience required, age limit, job descriptions, pay and allowances, general instructions on recruitment process, online application form and how to apply etc. visit www.nid.edu/careers. Any addendum, corrigendum, extension of dates etc. to the above recruitments shall be notified on the above website only.

Last date of submission of online applications is 14th August 2020 (up to 05:00 p.m. IST).

DETAILS OF RECRUITMENT FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER

The Institute invites applications from the eligible candidates for the above post on Direct Recruitment basis.

This post is to be filled from September 2020.

Scale of Pay : Pay Level - 12 (78800-209200) of the Pay Matrix (6th CPC PB-3;
GP - Rs. 7600)

Age limit : Not exceeding **50 years** as on the last date of submission of online application.

Eligibility Criteria for filling up the post on Direct Recruitment basis:

Essential :

- i) Master Degree in any discipline of a recognized institute or University. Working Knowledge in computer.
- ii) A minimum of **ten years of relevant administrative experience** in a Government/ Educational/Research Institution/ Private Organisation. The candidate would be expected to have familiarity with academic and administrative activities and working procedures in higher educational institutions preferably in design, fashion, technology or similar institution. **Out of the total ten years of experience mentioned above, minimum five years' experience should be in General Administration and Establishment matters on an administrative post carrying Pay Level-11 of the Pay Matrix as per 7th CPC (GP of Rs. 6600 in 6th CPC) or in case of other pay structures, current gross pay should be Rs. 1,00,000/- p.m. or above.**

Desirable:

Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.

Job Description :

- CAO shall be in charge of the General Administration/ Establishment/ Service matters and Land-building & Maintenance, Purchase & Stores activities of the Institute and its campuses, Liaisoning with the Government of India and other authorities on implementation of various directives and such other administrative responsibilities as may be entrusted to him by the Director.
- CAO shall chair such Committees and Panels as may be nominated by the Director and carry out such other tasks and functions as may be entrusted by the Director.
- CAO shall exercise such administrative and financial powers as per the Delegation of Administrative and Financial Powers as delegated by the Governing Council, from time to time.
- Liaison with the DPIIT for submission of required information, monthly progress reports complying with various conditions of Establishment, Administration, etc. matters.
- Overseeing Purchase and Stores related functions, Human Resource Management related matters, Buildings and Campus maintenance related matters, General administration and establishment matters including maintenance of service records, Campus service matters including health and hygiene matters, and matters relating to emergency services in the Campus, Campus Security, Housekeeping, Horticulture, etc., all legal and labour welfare matters and related matters as per the Delegation of Administrative and Financial Powers related matters including executing all contracts with administrative, financial and legal implications for and on behalf of the NID after approval of competent authority. The ambit excludes MOUs and bilateral and other agreements with organizations in the areas of education, research, design promotion, etc.
- Any other tasks and responsibilities as may be assigned by the Director from time to time.

DETAILS OF RECRUITMENT FOR THE POST OF PURCHASE & STORES OFFICER

The Institute invites applications from the eligible candidates for the above post on Direct Recruitment basis.

Scale of Pay : Pay Level - 11 (67700 - 208700) of the Pay Matrix (6th CPC PB-3; **GP - Rs. 6600**)

Age limit : Not exceeding **50 years** as on the last date of submission of online application.

Eligibility Criteria for filling up the post on Direct Recruitment basis:

Essential :

- i) Master degree in any discipline from a recognized University. Working knowledge in computers.
- ii) A minimum of **ten years of relevant experience** in the purchase procedures in Central/ State Government Organisation/ Central or State Government funded Institutions of Higher Education or Central PSUs following Government of India's purchase procedures. **Out of the total ten years of experience mentioned above, minimum five years experience should be on a Supervisory Position carrying Pay Level-9 of the Pay Matrix as per 7th CPC (GP of Rs. 5400 in 6th CPC) or in case of other pay structures, current gross pay should be Rs. 80,000/- p.m. or above.**

Desirable:

Familiarity with the Govt. of India's GFR Purchase and Procurement procedures, GeM Process, purchase through imports, material management, disposal of old obsolete goods processes, etc.

Good command over written and oral communication skills are desirable.

Job Description :

- Implementing and Supervising the institute's Purchase and Stores processes.
- Evaluating vendors, negotiating contracts and preparing various reports including cost analyses.
- Empanelment of vendors, suppliers, service providers.
- Track orders and ensure timely delivery
- Review quality of purchased products
- Maintain updated records of purchased products, delivery information and invoices
- Import of goods processes
- Inventory Management of Stores and Consumables
- Tendering/ e-tendering etc procedures as per Govt. of India's GFR for procurement of goods & services.
- Outsourced facility/ services and AMC
- Procurement through GeM
- Disposal of old obsolete assets & materials
- Training and Development of the staff in purchase and stores section, on above functions.
- Any other tasks and responsibilities as assigned by the institute

DETAILS OF RECRUITMENT FOR THE POST OF SR. CIVIL ENGINEER (RETIRED ONLY)

The Institute invites applications from the eligible candidates for the above mentioned post on **contractual and project based requirements** for few constructions projects to be executed on Ahmedabad and Gandhinagar Campuses.

Salary : Fixed consolidated salary in commensurate with the experience and expertise

Age limit : Not exceeding **65 years** as on the last date of submission of online application.

Eligibility Criteria :

Essential :

- (i) Degree/ Diploma in Civil Engineering from an Institute recognised by Government
- (ii) 20 years post qualification experience on supervisory positions in CPWD/State PWD Central/ State construction PSUs like NBCC or Govt. Organisation/Autonomous Bodies/PSU.

Desirable:

Experience of campus/ estate management in large residential educational institute.

Job Description :

- Supervision of new Building construction projects and assisting the Executive Engineer of the institute in routine Maintenance Services related matters.
- Assisting in Checking and certifying the contractor bills, measurements, as well checking & certifying extra item rates/deviation in quantity etc.
- Co-ordination with the local authorities for drawing approval, water & drainage connection, electric power etc. for the new construction projects.
- Assisting the Architects of the institute in preparing tender documents with respect to bill of quantities, DSR rates estimation, etc.

DETAILS OF RECRUITMENT FOR THE POST OF ASSISTANT ENGINEER (CIVIL)

The Institute invites applications from the eligible candidates for the above post to be appointed on fixed tenure contract on consolidated pay basis.

Scale of Pay : Fixed consolidated salary in commensurate with the experience and expertise.

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

Eligibility Criteria :

Essential :

- (i) A degree in Civil Engineering from University/Institute of repute
- (ii) Minimum three years post qualification experience

Desirable :

Proficiency in AutoCAD, project management and experience of campus/ estate management.

Job Description :

- Assisting the Executive Engineer of the NID and Dean of the Bengaluru Campus in Supervision of the new construction works, including work of contractors engaged in various civil works.
- Assisting in the process of the technical, administrative and financial matters related to the civil, electrical and general maintenance related matters of the campus.
- Any other tasks and responsibilities as assigned by the institute.
- Overall in charge of building/ campus/ estate management of the campus.

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. Full time regular/ confirmed employees of NID Ahmedabad and its campuses, subject to fulfilment of the eligibility criteria including relevant experience, qualifications, etc may be considered for age-relaxation of up to three years in upper age limit mentioned against each post.
4. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
5. The Institute reserves the right to offer appointment on contract/ lower position than applied for.
6. The Institute reserves the right to empanel/ waitlist candidate(s) for future vacancies.
7. Degrees etc in support of educational qualifications should have been awarded by a recognized University / Institute.
8. 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.
9. 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.
10. 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.

11. 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.
12. Persons employed in Government / Semi Government Organizations / Autonomous Bodies will have to submit 'No Objection Certificate (NOC)' from their present employer at the time of interview.
13. Candidates from the above referred Government/ semi-Government/ Autonomous Institutions will also have to submit a certificate from the employer/competent authority at the time of interview that no vigilance/ disciplinary case is either pending or contemplated against him/her.
14. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
15. Incomplete applications or applications received after the last date are liable to be rejected.
16. 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.
17. Candidates are not required to attach copies of any educational, experience etc certificates at the time of 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.
18. To-and-fro rail fare by the shortest route being limited to AC- 2 tier (for posts in the 6th CPC Grade Pay of Rs 6600 or above) or AC- 3 tier (for all other posts) will be reimbursed to the candidates who are called and appear before the Selection Committee/ Interview.
19. For the candidates eligible to be paid travelling expenses for appearing in the interview, will be required to submit a cancelled cheque of his/her bank account for transferring (through RTGS etc) the eligible amount to be paid in his/ her bank account. Such candidates will have to submit proof of arrival/ one-way ticket/ boarding pass in original and copy of reservation / e-ticket etc. at the time of interview.

20. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
21. The age will be calculated on the closing date for receipt of applications.
22. For any legal dispute, Ahmedabad courts of law will be the jurisdiction.
23. 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.
24. 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.
25. Candidates possessing requisite qualification and relevant experience are required to apply online in the prescribed format which has been uploaded on our website www.nid.edu/careers

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

For any other details please contact through - Phone: 079-26629671/ 500, Email: admin@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.