

**NATIONAL INSTITUTE OF DESIGN**  
**Paldi, Ahmedabad 380 007 web: [www.nid.edu](http://www.nid.edu)**

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**Recruitment on various Teaching, Technical and Administrative Posts**

NID Ahmedabad is assigned with the mentoring and coordination of various activities of four new NIDs, including recruitments.

Applications are invited for various Teaching, Technical and Administrative posts. Details of campus wise posts, eligibility criteria and how to apply will be available on **[www.nid.edu/careers](http://www.nid.edu/careers)** from **19th February** and the last date of submission of online applications is **11th March, 2019**.

Any addendum, corrigendum, extension of dates etc. to the above requirements shall be notified on the above website only.

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**NOTICE**

**Information and procedures for the candidates applying in response to the recruitment advertisement for various teaching, technical and administrative posts at NID Bhopal, NID Jorhat, NID Amaravati and NID Kurukshetra.**

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**About the Institute:**

The National Institutes of Design, **Bhopal, Jorhat, Amaravati and Kurukshetra** are autonomous institutions set up by the Ministry of Commerce and Industry, Department of Industrial Policy & Promotion, Government of India, for design education, training, research and consultancy services.

**NID Bhopal and Jorhat** will be offering four-year full time undergraduate programmes (Graduate Diploma Programme in Design) in three major disciplines of Industrial Design, Communication Design and Textiles & Apparel Design from upcoming academic year 2019-2020 (June-July 2019) from its own campus at Acharpura, Eint Khedi, post - Arwaliya, Bhopal-462038 and at NID Jorhat from its own campus located at Village: Toklai, Rajabari, Jorhat, Assam-785014.

**NID Amaravati and Kurukshetra**, at present, are offering four-year full time undergraduate programmes (Graduate Diploma Programme in Design) in three major disciplines of Industrial Design, Communication Design and Textiles & Apparel Design at NID Vijayawada/ Amravati since academic year 2015-16 from its transit campus at Acharya Nagarjuna University, Guntur-Vijayawada Road; and at NID Kurukshetra from the academic year 2016-17, from its transit campus located at Umri Polytechnic, NH-1, Kurukshetra. Their own campuses are under construction.

The matter of conferring status of Institution of National Importance, in line with NID Ahmedabad, is under active consideration of the Government of India.

**Details on Teaching/ Administrative/ Technical Posts to be filled:**

Officials at NID are expected to demonstrate a high level of academic and professional competence with leadership qualities; inclination towards design- education, academic administration research, publication and professional practice; proven ability with technological tools and processes, and active involvement in academic governance. The Institute offers opportunity to work in a unique, creative work culture and also encourages faculty members for professional consultancy for prescribed number of days per year.

The Institute invites applications from high calibre design educators/ administrators professionals having relevant qualification and proven experience in the relevant subject areas of design for the Teaching Positions on long term basis on appropriate pay scales (as per the 7<sup>th</sup> Central Pay Commission Pay Matrix), initially on two years contractual basis as per following details. On yearly performance review basis, the

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Institute will consider the suitable faculty for long term regular appointment against the sanctioned posts. Benefit of Pay fixation, as per the prevailing rules will be considered for the candidates already in service in other organization.

Retired and experienced faculty members from reputed institutes/ universities matching the following job profiles/ subject domains may also apply and will be considered for contractual appointments on appropriate consolidated salary initially for a period of two years, on yearly performance review basis.

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**ADMINISTRATIVE POSTS**

**1. REGISTRAR**

**Number of post: ONE (1) each at NID Bhopal and Jorhat.**

The Institute invites applications from the eligible candidates on Direct Recruitment basis for NID Bhopal and NID Jorhat.

**Age limit for Direct Recruitment:**

Not exceeding 50 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level- 13 (123100-215900) of the Pay Matrix (6<sup>th</sup> CPC PB-4; GP-Rs. 8,700)

**Eligibility Criteria for filling up the post on Direct Recruitment basis (for NID Bhopal and Jorhat both):**

- Degree in any discipline from a recognized Institute or University. Working knowledge in computers.
  
- A Minimum of 15 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have experience in a supervisory position with Academic activities and working procedure in higher educational institutions, preferably in design/ fashion technology or similar institution.

**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 Descriptions for the post of Registrar:**

- The Registrar shall be in charge of all academic and general administration of the Institute and responsible for implementing directives of the Government of India in respect of all administrative, financial, establishment, academic and student matters and assist the Director/specified authorities in all academic and administrative matters relating to admission, course delivery, assessment, evaluation, award of grades / diplomas etc. and such other academic administration related tasks and responsibilities as may be entrusted by the Director.
  
- The Registrar shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Governing Council shall commit to his charge.

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- The Registrar shall act as the Secretary of the Governing Council, the Senate and such committees as may be prescribed by the Governing Council.
- The Registrar shall be responsible to the Director for the proper discharge of his functions and shall exercise such other powers and perform such other duties as may be assigned to him by the Governing Council/Director.
- In the absence of Chief Administrative Officer, shall be in charge of the Establishment matters, General Administration matters, liaisoning with the Government of India and other authorities, purchase and stores, land-buildings and maintenance, etc. functions.
- The Registrar shall execute all contracts and legal documents for and on behalf of the Institute, when authorized by a resolution of the Governing Council or approved by the Director and shall not be personally liable in respect of anything under such contract or legal document.
- The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters.
- The Registrar shall coordinate with all Heads of Departments and Discipline Leads for administrative support for all academic related works and facilities of the Institute and arrange for the same in consultation with the Activity Chairperson (Education/specified authority).
- The Registrar shall chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.

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**2. CONTROLLER OF FINANCE & ACCOUNTS**

**Number of post: ONE (1) each at NID Bhopal and Jorhat.**

Applications are invited on Direct Recruitment basis only for this post.

**Eligibility Criteria:**

- Master degree in Commerce/ Financial Management from recognized University/ Institution or C.A. or equivalent
- A minimum of 10 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules

**Desirable:**

- Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post.
- Passing the Departmental Accounts examination
- Members of the Organized Accounts Cadre of Government of India/ State Government.

**Age limit for Direct Recruitment:**

Not exceeding 50 years, as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level- 12 (78800-209200) of the Pay Matrix (6<sup>th</sup> CPC PB-3; GP-Rs. 7,600).

**Job Descriptions:**

- The Controller of Finance and Accounts shall be in charge of the finance and accounts matters, maintenance of books of accounts (double entries accounting system), internal audits, statutory audit, CAG audit and annual accounts of the Institute. Liaisoning with the Government of India and other statutory authorities on finance, grants, accounts and audit matters and compliances.
- He shall also be responsible for accounts and finance services, taxations, complying with statutory requirements for maintenance and presentation of accounts and compliance of all conditions of grants and shall also assist the Director in preparing financial data and presentation for the Standing Committee or Governing Council and such other tasks and responsibilities as may be entrusted by the Director.
- The Controller shall chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted by the Director and shall exercise such powers as may be

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delegated under the delegation of administrative and financial powers by the  
Governing Council.

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**3. CHIEF ADMINISTRATIVE OFFICER**

**Number of post: ONE (1) each at NID Bhopal, Jorhat and Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

Degree in any discipline of a recognized institute or University. Working Knowledge in computer.

A Minimum of 10 years of relevant experience in a Government/ Educational/ Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution.

**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.

**Age limit for Direct Recruitment:**

Not exceeding 50 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level- 12 (78800-209200) of the Pay Matrix (6<sup>th</sup> CPC PB-3; GP-Rs. 7,600)

**Job Description:**

- Function as HoD of Establishment, Personnel and General Administration matters including Contracts Management.
- Function as facilitator for all the matters related to the academic administration and students affairs by the concerned Academic Coordinators etc.
- Providing necessary administrative support to NID' Faculty Advisor Committee and Registrar NID Campus.
- To maintain records/attendance of faculty and staff, etc. at NID Campus, especially for monthly salaries and leave records purposes.
- To look after Security arrangements, Housekeeping service, Transportation (Bus, Taxies), Canteen –Mess Contracts etc.
- To coordinate Transport & Travel arrangements for faculty, students and staff, education trips of students, etc.

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**4. DEPUTY REGISTRAR**

**Number of post: ONE (1) each at NID Bhopal and Jorhat.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- Degree in any discipline of a recognized institute or University. Working Knowledge in computers.
  
- A Minimum of 10 years of relevant experience in a Government/ Educational/ Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in Design/Fashion Technology or similar institution.

**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.

**Age limit for Direct Recruitment:**

Not exceeding 45 years, as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level- 11 (67700 - 208700) as per the 7<sup>th</sup> CPC (6<sup>th</sup> CPC PB-3; GP-Rs. 6,600)

**Job Description:**

Deputy Registrar will function under the supervision and directions of the Registrar and will be assigned with the tasks and responsibilities in the areas of academic, examinations and students matters, establishment and administration, etc. as may be assigned by the Registrar/Director. Shall exercise such powers and perform such other functions as may be assigned to him by the Registrar/Director and the authorities of the Institute.

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**5. HEAD SECURITY SERVICES**

**Number of post: ONE (1) each at NID Bhopal, Jorhat and Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- Degree from a recognized University
  
- At least 5 years of professional supervisory level experience in similar areas of job in reputed educational institution/ organization/ university.

**Desirable:**

- Experience in Army/Para Military forces/ House Keeping/Sanitation
  
- Diploma in Housekeeping/Sanitation

**Age limit for Direct Recruitment:**

Not exceeding 35 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level - 7 (44900 - 142400) of the Pay Matrix (6<sup>th</sup> CPC PB-2, GP-Rs. 4600)

**Job Description:**

- Managing the affairs and quality control of campus security services at the Institute and its campuses.
  
- To monitor and manage security requirements/deployment in different shifts.
  
- To supervise maintenance of registers, visitor's book, Key register, etc. and appropriate log book and other security registers while on duty. Overseeing the Housekeeping of the institute.
  
- Security checking at different points in the campus as per the security rules and regulations of the Institute.
  
- To identify appropriate technology and provide security intelligence services and surveillance to ensure safety of its students, residents, employees, guests, visitors and property of the Institute.
  
- Contract Security Management and building synergy between institute's own security personnel (internal employees, if any) and contractor's (outsourced) security personnel. Training and Development of the security personnel.
  
- All other services requiring the attention of the security needs of the Institute as may be assigned from time to time.

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**6. HEAD LIBRARIAN/ RESOURCE CENTRE**

**Number of post: ONE (1) each at NID Bhopal, Jorhat, Amaravati and Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- Degree in Library Science/ Information Science from a recognized University
- Degree/ Diploma in Computer from a recognized institute
- Experience in Library Automation and Administration
- 5 years' service as Deputy Librarian or equivalent in a recognized institution in the grade pay of Rs. 5,400 or with 8 years in grade pay Rs. 4,600.

**Desirable:**

M. Phil/Ph. D in Library Science/ Information Science and Documentation.

**Age limit for Direct Recruitment:**

Not exceeding 45 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level- 11 (67700 - 208700) as per the 7<sup>th</sup> CPC (6<sup>th</sup> CPC PB-3; GP-Rs. 6,600)

**Job Description:**

- Head and overall in charge of Library/ Resource Centre and shall function under the guidance of Director/ Library Advisory Panel and Activity Chairperson, Resource Centre.
- Digitization of the important and valuable resources in the KMC, procurement of relevant e-books, e-magazines/journals, to ensure and strengthen the security systems at the Library- Resource Centre.
- Library- Resource Centre Memberships, circulation, reader related issues, etc.
- Acquisition procedures, approvals, sanctions, etc. from the competent authorities.
- Classification of books and AV materials.
- Archival Collection, classification, restoration, maintenance, etc.
- Institutional contacts (memberships, Inter Library Loans, reference services, etc.)

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- Reference services to NID community and ongoing research related projects at NID.
- Research based services to faculty and project teams
- Tasks related to reorganizing the Design Classic Collection
- Managing Acquisition Procedures, Classification and Cataloguing,
- Subscriptions/Renewals, Managing the special collection of Documents & AV materials.
- Tasks related to developing a Material Sample Library at NID.
- Annual budgeting and advance planning for procurement of Library- Resource Centre resources.
- Continuous collaborative support to Research and Publications dept. for NID's own publication projects.
- Convening Library- Resource Centre Advisory Panel meeting periodically.
- Planning and organizing various events like book reading, book reviews displays, etc. in consultation with the Library- Resource Centre Advisory Panel, to increase the users of the services.
- To create proactive Library- Resource Centre linkages with NID's academic programmes and research projects by collaborating with the coordinators and faculty members. Active support of Library- Resource Centre for courses as per the annual timetable should be provided.
- Close coordination with Research & Publications for realising publications from NID archives.
- To explore possibilities for revenue generation for Library- Resource Centre through various means.
- Development of prototype collection and material library.
- To take proactive initiatives for Digitization of NID archives.
- Any other tasks as assigned by the Director.

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**7. WARDEN**

**Number of posts: 1-FEMALE & 1-MALE each at NID Bhopal, Jorhat, Amaravati and Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- Bachelor's degree from a recognized University/Institution
  
- A minimum of 5 years' experience as a Warden in a reputed educational institution/ organization/ university in the GP of Rs. 2400 as per the 6<sup>th</sup> CPC or Pay Level – 04 as per the 7<sup>th</sup> CPC or equivalent emoluments.
  
- Computer Knowledge

**Desirable:**

Experience in managing residential campus hostels of reputed national level institute of professional and higher education.

**Age limit for Direct Recruitment:**

Not exceeding 50 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level - 5 (29200-92300) of the Pay Matrix (6<sup>th</sup> CPC PB-1, GP-Rs. 2800)

**Job Description:**

- Overall management and coordination of Hostel's Students at NID Campus, under supervision of the Registrar.
  
- Observance of Hostel Rules and Regulations and Instructions issued from time to time with respect to hostel and students discipline affairs.
  
- Regular reporting of the discipline issues/ incidents to the Registrar.
  
- Maintaining a register at the hostel foyer for students to register their complaints regarding plumbing, leakages, water issues, electrical etc. This register will need to be checked every day to coordinate with concerned maintenance personnel to get the things done in a timely and efficient manner.
  
- Taking regular rounds of hostel and checking if students are sick and need medical attention. Calling the NID Doctor immediately and reporting any serious illness.

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- Taking rounds of the hostel to ensure that the hostel rooms, hostel corridors, hostel bathrooms and toilets are cleaned regularly by the House keeping staff.
- Ensuring there is no use of Drugs or Alcohol or any other abusive material, in the Hostel/Campus by the students, and that if any such instance is found it must be reported immediately to the Registrar.
- Ensuring that late night-out of Campus by hostel residents, after 10:00 pm permission forms are filled in duly by the students in advance, and before leaving the campus
- Keeping records of the non-hosteller senior students allowed to stay on payment basis for hostel rooms, maintaining receipt book, and submitting the amount to the Accounts on a regular basis.
- Coordination with Student Activity Committee's (SAC), various student task teams in upkeep and maintenance of hostels, surrounding, facilities, canteen, cafeteria, students' store, medical facilities, Campus Fitness Centre (GYM), Recreation Hall, Sports activities and extra-curricular/ cultural activities, etc., and monitoring health and wellbeing of hostel inmates.
- Assist the Registrar in building a healthy campus culture at NID.
- Implementation of the NID Hostel Rules and Regulations, in consultation with the Registrar, NID Campus.
- Dealing with parents, guardians and guests of students and related hostel matters.
- Ensuring there is no defacing of NID property in any way possible, such as painting graffiti, breaking NID property or damaging it. Records of students doing this must be maintained and duly reported to Dean. These students will have to pay fines for these by deduction of their deposits.
- Ensuring that ragging or such undesirable incidents are prevented through prompt and timely action.
- Any other tasks and responsibilities as may be assigned to you from time to time by the Institute.

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**8. ADMINISTRATIVE OFFICER**

**Number of posts: TWO (2). Administration – 01 & Academic – 01 at NID Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- Degree in any discipline of a recognized institute or University. Knowledge in computer.
  
- A Minimum of 5 years of relevant experience in a Government/ educational/Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution.

**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.

**Age limit for Direct Recruitment:**

Not exceeding 40 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level - 10 (56100 - 177500) of the Pay Matrix (6<sup>th</sup> CPC- PB-3, GP-Rs. 5400)

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**9. SENIOR ASSISTANT (ADMIN/ ACADEMIC/ PURCHASE)**

**Number of posts: THREE (3) at NID Kurukshetra**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- Degree from a recognized University
  
- Working knowledge in computer

**Desirable:**

Relevant experience in Administration/Academic/ Purchase matters

**Age limit for Direct Recruitment:**

Not exceeding 30 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level - 5 (29200-92300) of the Pay Matrix (6<sup>th</sup> CPC PB-1, GP-Rs. 2800)

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**TEACHING AND TECHNICAL POSTS**

**10. SENIOR FACULTY/ DESIGNER (ASSOCIATE PROFESSOR)**

**Number of posts to be filled: THREE (3) each at NID Bhopal and Jorhat.**

**Essential qualifications:**

Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution.

**Desirable:**

Doctorate in Design

**Age:**

Not exceeding 50 years as on closing date for receipt of applications. However, the Governing Council may relax the age limit on the specific recommendation of the Director.

**Experience:**

Minimum **ten years** in relevant field of Design

**Scale of Pay:**

Pay Level- 12 (78800-209200) of the Pay Matrix (6<sup>th</sup> CPC PB-3; GP-Rs. 7,600)

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**11. ASSOCIATE SENIOR FACULTY/ DESIGNER (ASSISTANT PROFESSOR)**

**Number of posts to be filled: THREE (3) each at NID Bhopal and Jorhat.**

**Essential qualifications:**

Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution.

**Desirable:**

Doctorate in Design

**Age:**

Not exceeding 50 years as on closing date for receipt of applications. However, the Governing Council may relax the age limit on the specific recommendation of the Director

**Experience:**

Minimum **seven years** in relevant field of Design

**Scale of Pay:**

Pay Level- 11 (67700 - 208700) as per the 7<sup>th</sup> CPC (6<sup>th</sup> CPC PB-3; GP-Rs. 6,600)

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**12. FACULTY/ DESIGNER**

**Number of posts to be filled: SIX (6) each at NID Bhopal and Jorhat.**

**Essential qualifications:**

Degree/ Diploma in Design from the recognized University/ reputed Institution.

**Desirable:**

Post Graduate Degree/Diploma in Design

**Age:**

Not exceeding 45 years as on closing date for receipt of applications. However, the Governing Council may relax the age limit on the specific recommendation of the Director.

**Experience:**

Minimum **five years** in relevant field of Design.

**Scale of Pay:**

Pay Level - 10 (56100 - 177500) of the Pay Matrix (6<sup>th</sup> CPC- PB-3, GP-Rs. 5400)

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**13. TECHNICAL INSTRUCTOR**

**Number of posts to be filled: TWO (2). One for Industrial Design Workshop and One for Textile/ Apparel Workshop each at NID Bhopal and Jorhat.**

**Essential qualifications:**

Three years Diploma in relevant area/ subject from a recognised institution.

**Age:**

Not exceeding 35 years as on closing date for receipt of applications. However, the Governing Council may relax the age limit on the specific recommendation of the Director

**Experience:**

- Four years post Diploma qualification in the relevant industry/educational institution **or** a Degree in relevant area/ subject from a recognised Institution with two years post qualification experience in the relevant industry/ institution.
- Relevant experience means hands on experience in Industrial Design/ Apparel Design/ Textile Design in reputed educational institute's workshop or at the shop floor level in the relevant industry as an instructor/ supervisor/ demonstrator etc.
- Knowledge of relevant software. Should be able to converse in English.

**Scale of Pay:**

Pay Level - 06 (35400-112400) of the Pay Matrix (6<sup>th</sup> CPC- PB-2, GP-Rs. 4200)

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**14. ASSOCIATE SENIOR TECHNICAL INSTRUCTOR**

**Number of posts to be filled: TWO (2). One for Industrial Design Workshop and One for Textile/ Apparel Workshop at NID Kurukshetra.**

**Essential qualifications:**

A Degree or Diploma in the relevant subject from a recognised institution.

**Experience:**

Four years in case of Degree holder or six years in case of Diploma holder in the relevant field.

**Desirable:**

- Should be able to converse in English.
  
- Working knowledge of relevant software.

**Age:**

Not exceeding 35 years as on closing date for receipt of applications. However, the Governing Council may relax the age limit on the specific recommendation of the Director

**Scale of Pay:**

Pay Level - 7 (44900 - 142400) of the Pay Matrix (6<sup>th</sup> CPC PB-2, GP-Rs. 4600)

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**15. ASSOCIATE SENIOR DESIGN INSTRUCTOR**

**Number of posts to be filled: TWO (2). One for Industrial Design Workshop and One for Textile/ Apparel Workshop at NID Kurukshetra.**

**Essential qualifications:**

A Degree or Diploma in the relevant discipline/subject from a recognised institution.

**Experience:**

Four years in case of Degree holder or six years in case of Diploma holder in the relevant field.

**Desirable:**

- Should be able to converse in English.
  
- Working knowledge of relevant software.

**Age:**

Not exceeding 35 years as on closing date for receipt of applications. However, the Governing Council may relax the age limit on the specific recommendation of the Director

**Scale of Pay:**

Pay Level - 7 (44900 - 142400) of the Pay Matrix (6<sup>th</sup> CPC PB-2, GP-Rs. 4600)

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**Subject Domains/ Areas of Sub-Specializations for the Teaching and  
Technical Instructors post:**

- All the academic/teaching positions mentioned above are available under the following Design Disciplines.
  
- Preferred sub-specializations are indicated therewith.
  
- Individuals having expertise in more than one subject areas shall be preferred.
  
- **Industrial Design:** Materials & Processes, Form Studies, Elements of Design, Technically Complex Product Development, User Experience Design, Packaging, Rendering Techniques, 3D Visualization and CAD modelling, Digital Product Design, Design Ergonomics. In Ceramic and Glass design areas, Finishing & Glazes, Ceramic & Glass material technology, Ceramic & Glass Design. In Transportation and Automobile areas Styling & Representation Techniques, Surface Modelling, Rapid Prototyping, Design Engineering, Digital Sculpting, Transportation Design Engineering.
  
- **Communication Design:** Visual Perception & Communication, Colour, Visualization & Representation Techniques, Type Design, Publication Design, Photography, Packaging, Branding, Web Design, Printing Technology. Under the Animation Film Design, Life Drawing, Hand drew Animation, Stop motion/ Claymation, CGI Animation, Character Design, Story Boarding, Hands on experience in Animation production. Under the Film & Video communication areas, Script Writing, Editing, Sound Design, Cinematography.
  
- **Textile & Apparel Design:** Surface Techniques-Ornamentation, Print Design, Jacquard Design, Textile CAD-CAM, Traditional Textiles, Weaving Techniques. Under the **Apparel Design** areas, Pattern Drafting and making, Grading, techniques for Men's and Women's wear, Computerized Pattern making, Draping and Garment Construction for ready to wear, History of World Costume, History of Indian costume, History of Fashion, Fashion Forecasting, Trends Forecasting, Garment manufacturing Technology, Marketing and Merchandising, Knitwear Design.
  
- **Design Foundation Studies:** History of Design, Design Fundamentals, Design Process, Geometrical Construction, Analytical Drawing, Drawing & Sketching, Illustration, Colour, Form & Composition, Cultural Anthropology, Semiotics.

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**RECRUITMENT FOR VARIOUS POSTS AT NID BHOPAL, NID JORHAT, NID  
AMARAVATI AND NID KURUKSHETRA.**

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**16. ASSISTANT ENGINEER (IT)**

**Number of post: ONE (1) each at NID Bhopal, Jorhat, Amaravati and TWO (2) at NID Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- Essential: Degree in Computer Engineering or equivalent.
  
- Experience: Two years post qualification in the industry/academic institution in the relevant field

**Desirable:**

Post-Graduation Diploma in Networking

**Age limit for Direct Recruitment:**

Not exceeding 35 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level - 6 (35400 - 112400) of the Pay Matrix (6<sup>th</sup> CPC PB-2, GP-Rs. 4200)

**Job Description:**

- Troubleshooting of hardware related calls and install and uninstall software as per the requirement.
  
- Primary network level support for all wired network.
  
- Primary level support for UPS and other power backup systems.
  
- Troubleshooting of software related issues for the user and maintain log.
  
- Any other tasks and responsibilities as may be assigned to you by the Coordinator, Campus Head.

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**RECRUITMENT FOR VARIOUS POSTS AT NID BHOPAL, NID JORHAT, NID  
AMARAVATI AND NID KURUKSHETRA.**

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**17. SENIOR ENGINEER (LAND, BUILDING AND MAINTENANCE)**

**Number of post: ONE (1) each at NID Bhopal, Jorhat, Amaravati and Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- A degree in Civil Engineering from University/Institute of repute
- A minimum of 5 years post qualification experience as Assistant Engineer (Civil) in CPWD/PWD or related Government organizations/autonomous bodies/PSUs/reputed private industries.

**Desirable:**

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

**Age limit for Direct Recruitment:**

Not exceeding 35 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level - 10 (56100 - 177500) of the Pay Matrix (6<sup>th</sup> CPC- PB-3, GP-Rs. 5400)

**Job Description:**

- Overall Supervision of Building and Maintenance Services related matters.
- Coordinate, supervise and process the technical, administrative and financial matters related to the existing as well as new building construction projects at the campus.
- Supervision of routine carpentry work, drainage, plumbing, maintenance work, etc. and other allied works like cleaning, housekeeping, gardening , etc. being executed by maintenance staff
- Preparing estimates, tender notices, securitization of tenders, recommendation of award of contract etc.
- Checking and certifying the contractor bills, measurements, as well checking & certifying extra item rates/deviation in quantity etc.
- Co-ordination for drawing approval, water & drainage connection, electric power etc. with the Local authorities, as and when required.
- Liasoning with various Government agencies, relating to the Land, Building & Maintenance matters.

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**RECRUITMENT FOR VARIOUS POSTS AT NID BHOPAL, NID JORHAT, NID  
AMARAVATI AND NID KURUKSHETRA.**

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**18. DEPUTY ENGINEER (ELECTRICAL)**

**Number of post: ONE (1) at NID Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

A degree in Electrical Engineering from University/Institute of repute.

**Experience:**

3 years post qualification experience as Assistant Engineer (Electrical) in CPWD/PWD or in Govt. organisations/autonomous bodies/PSUs/ reputed private industries.

**Desirable:**

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

**Age limit for Direct Recruitment:**

Not exceeding 35 years as on closing date for receipt of applications.

**Scale of Pay:**

Pay Level - 7 (44900 - 142400) of the Pay Matrix (6<sup>th</sup> CPC PB-2, GP-Rs. 4600)

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**RECRUITMENT FOR VARIOUS POSTS AT NID BHOPAL, NID JORHAT, NID  
AMARAVATI AND NID KURUKSHETRA.**

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**19. ASSISTANT ENGINEER (CIVIL)**

**Number of post: ONE (1) at NID Kurukshetra.**

Applications are invited on Direct Recruitment basis only, for this post.

**Eligibility Criteria:**

- A degree in Civil Engineering from University/Institute of repute
  
- Experience: 3 years post qualification experience as Assistant Engineer (Civil) in CPWD/PWD or Gov. organisation/autonomous bodies/PSU/ reputed private industries.

**Or**

- Diploma in Civil Engineering from an Institute recognised by Government
  
- Experience: 5 years post qualification experience in civil construction and maintenance work of major project.

**Desirable:**

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

**Age limit for Direct Recruitment:**

Not exceeding 35 years as on closing date for receipt of applications.

**Scale of Pay:** Pay Level - 7 (44900 - 142400) of the Pay Matrix (6<sup>th</sup> CPC PB-2, GP-Rs. 4600)

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**RECRUITMENT FOR VARIOUS POSTS AT NID BHOPAL, NID JORHAT, NID  
AMARAVATI AND NID KURUKSHETRA.**

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**GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES**

- Reservation and relaxation in age limit for eligible categories as per Govt. of India Rules.
- The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in an Institution of National Importance/ Centrally funded Institution / University / Research Institution.
- The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
- The Institute reserves the right to offer appointment initially on contract/deputation basis/ lower position than applied for. Based on the assessment of performance they may be regularized in the post as per Institute's norms.
- The Institute reserves the right to empanel candidate(s) for future vacancies.
- A candidate can apply for more than one post and also for both the campuses for the same post, for which he/she is eligible. Such candidates shall have to make appropriate selection for each post/ NID Campus, as the case may be.
- Degrees etc. in support of educational qualifications should have been awarded by a recognized University / Institute.
- 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.
- 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.
- 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.
- Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
- 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

**RECRUITMENT FOR VARIOUS POSTS AT NID BHOPAL, NID JORHAT, NID  
AMARAVATI AND NID KURUKSHETRA.**

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shortlisting with reference to the candidates' qualification, suitability, relevant experience, etc.

- Incomplete applications or applications received after the last date are liable to be rejected.
- 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 with self-attested copies of above documents.
- To-and-fro rail fare by the shortest route being limited to AC- 2 tier (for posts in the 6<sup>th</sup> CPC Grade Pay of Rs. 6600 or above) or AC- 3 tier (for all other posts) will be paid to the candidates who are called and appear before the Selection Committee/ Interview.
- 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.
- For any legal dispute, Bhopal/ Jorhat/ Amaravati/ Kurukshetra respective courts of law will be the jurisdiction.
- 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](http://www.nid.edu/careers)
- **NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.**
- For any other details please contact through:  
Phone: 079-26629671/ 500 between 10.00 am and 5.00 pm from Monday to Friday (barring public holidays). Email: [admin@nid.edu](mailto:admin@nid.edu)