



Ref. Advt. No.: NIDH/GA/18/01/31/23-24/5774 dated 26.10.2023, published in Employment news (04.11.2023 to 10.11.2023 edition)

ADVERTISEMENT FOR RECRUITMENT OF ADJUNCT FACULTY

I. About NID Haryana:

The National Institute of Design Haryana is an Institution of National Importance set up by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, under National Institutes of Design Act, 2014. The mandate of the Institute is to conduct design education, training, research and consultancy services. The Institute is located at Kurukshetra in Haryana and is presently offering four-year full time B. Des (Bachelor of Design) programs in three disciplines, namely, Industrial Design, Communication Design and Textiles & Apparel Design since academic year 2016-17 from its campus located at Umri, NH-44, Kurukshetra.

II. Adjunct Faculty positions:

Sl. No.	Name of the Position and Vacancy	Pay Level	Mode of recruitment	Eligibility Criteria
1.	Adjunct Faculty (Principal Designer) - 2 positions	Consolidated monthly salary - Rs 1,85,000/-	Contract	Essential qualifications: (i) Graduate in relevant field of Design. (ii) Should be an accomplished professional / expert in the chosen field of discipline (iii) Should have minimum 20 years of experience in the relevant field of Design. (iv) Shall not be engaged above the age of 70 years. Desirable: Post-Graduate Degree or Ph.D. in Design.

2.	Adjunct Faculty (Senior Designer) - 3 positions	Consolidated monthly salary - Rs 1,20,000/-	Contract	Essential qualifications: (i) Graduate in relevant field of Design. (ii) Should be an accomplished professional / expert in the chosen field of discipline (iii) Should have minimum 15 years of experience in the relevant field of Design. (iv) Shall not be engaged above the age of 70 years. Desirable: Post-Graduate Degree or Ph.D. in Design.
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Faculty Streams / Areas of Sub-Specializations for the Teaching post:

A. There are three Faculty Streams in the Institute namely,

1. Industrial Design,
2. Communication Design and
3. Textile & Apparel Design.

The Disciplines are formulated from these Faculty Streams.

B. Adjunct Faculty mentioned above are presently for the following Design Disciplines. Preferred sub-specializations are indicated therewith. Individuals having educational qualification and expertise in multiple 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. Transportation and Automobile, Styling & Representation Techniques, Surface Modelling, Rapid Prototyping, Design Engineering, Digital Sculpting, Transportation Design Engineering and related areas of Design.

Communication Design: Visual Perception & Communication, Color, Visualization and 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 and related areas of Design.

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 and related areas of Design.

Design Foundation Studies: History of Design, Design Fundamentals, Design Process, Geometrical Construction, Analytical Drawing, Drawing & Sketching, Illustration, Color, Form & Composition, Cultural Anthropology, Semiotics and related areas of Design.

III. Service Conditions and terms of appointment:

Adjunct Faculty at Principal Designer or Senior Designer level would be appointed initially for a period of one year which is extendable maximum for another two years. The Initial term will be fixed by the Appointing Authority on the recommendation of the Selection Committee. Extension beyond the initial term shall be approved by the Appointing Authority for a period of one year at a time and for a maximum period of three years including the Initial tenure subject to favourable annual performance appraisal report and availability of vacancy.

The service would be governed as per the approved guidelines of the Institute.

The appointing Authority may terminate the engagement with one month notice or notice pay in lieu of notice. The faculty may resign with one month's notice before the end of the semester.

IV. General Instructions:

1. NID HARYANA reserves the right to fill or not to fill all the advertised positions/ any position/ cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.

2. All recruitment shall be done only on the recommendations of duly constituted Selection Committees and the Appointing Authority or committees constituted by the Appointing Authority as the case may be. The decision of the Appointing Authority shall be final.

3. NID Haryana will retain data of 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.

4. Candidates will be allowed to appear in the selection process on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the candidate is false or the candidate does not fulfil eligibility conditions, the candidature of such a candidate will be cancelled and no correspondence

in this regard will be entertained. Issuance of letter for the selection process will not confer any right for appointment.

5. Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents may be out rightly rejected. No correspondence will be entertained in this regard.

6. Candidates are required to attach certificates in support of educational qualifications, experience (clearly stating pay scale, basic pay and allowances and period of engagement with various pay levels for the purpose of determining eligibility), photograph, CV etc.

7. Mere fulfilment of eligibility criteria does not guarantee candidates being called for Interview. NID HARYANA reserves the right to restrict number of candidates to be called for Test/ Interview by short-listing the applications based on higher benchmark for short-listing criteria as may be decided by the Institute.

8. NID HARYANA reserves the right to reject or accept the candidature of any candidate at any stage. The Institute reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.

9. In case of any inadvertent mistake/error in the process of selection which may be detected at any stage even after the issue of offer of appointment, NID HARYANA reserves the right to withdraw/ cancel/ modify any communication made to the candidate.

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

11. The decision of NID HARYANA in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates. No enquiry / correspondence will be entertained in this regard.

12. In case after appointment, any information given / declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

13. Candidates must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining NID HARYANA service as per the Government of India norms.

14. All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected

candidates. During the period of Institute service, if NID HARYANA, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.

15. NID HARYANA reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.

16. The Institute reserves the right, not to fill the posts herein advertised in case of no availability of suitable candidates.

17. Decision of NID HARYANA regarding conduct of examination, interview, verification of documents and selection will be final and binding on all candidates. No representation/correspondence will be entertained in this regard.

18. **Photographs:** One recent (not earlier than three months from the date of application) color passport size photograph with clear front view of the candidate without cap, scarf and sunglasses should be pasted while filling the application form. Identical extra color passport size photograph as pasted on the application should be kept for providing the same at the time of verification or as required by NID HARYANA.

19. **Educational qualification:** No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.

20. **Experience:** Experience Certificate from employer preferably should mention (1) Designation, (2) Duration of the employment, (3) Pay Scale/Total monthly salary and (4) Nature of Employment (Regular/Contractual). Any experience gained during fulltime education including PhD will not be counted as professional experience. Candidates having freelance experience shall submit all relevant documentary proof for the same indicating nature, value and period of such works and experience.

21. **Applicants who had applied against the Institute's Rolling Advertisement No. NID-H/GA/18/01/07/22-23/4891 dated 3rd November 2022 need to apply again.**

22. In case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Competent Authority shall be final.

23. For any legal dispute, Kurukshetra, Haryana courts of law will be the jurisdiction.

V. Selection Process:

1. Screening of applications received may be done to restrict number of candidates to be called for selection process. NID HARYANA at its discretion may restrict the maximum number of

candidates to be called for any stage of the selection process, for any or all the posts.

2. Selection process may consist of Written Test and Personal Interview or a combination or any one of them or any other mode.
3. The Personal Interview shall be conducted at NID HARYANA or as decided by the Institute on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.
4. Canvassing in any manner will entail disqualification of the candidature.
5. List of shortlisted candidates shall be published on NID HARYANA website only for participating in the selection process. Such candidates additionally, may also be communicated through e-mail.
6. **Documents/ Certificate to be produced at the time of selection process:** Following documents/certificates, in original along with one set of photocopies, are required to be brought at the time of appearing in the selection process, failing which the candidature will be summarily rejected and candidate will be debarred from participation in the further selection process:
 - (a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered.
 - (b) Higher Secondary / Class XII (or equivalent) Board Certificate and Marks Sheet.
 - (c) Degree & Post Graduation Certificate along with Mark Sheets pertaining to all the academic years as proof of educational qualification claimed.
 - (d) Experience Certificate from employer or otherwise as explained in point 23 of the General Instructions.
 - (e) Latest Monthly Pay Slip attested by the Employer.
 - (f) Copy of Aadhar card or any other document as photo Id proof.

In case of applicants employed in Government / Semi Government Organizations/ Autonomous Bodies, the Vigilance Clearance, NOC and Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

VI. How to apply:

1. Candidates should fill up the application in the prescribed format (**Annexure I**) and attach copies of all educational qualifications, experience, Salary certificate, Vigilance Clearance, No

Objection Certificate etc., paste passport size photograph, sign the application and send the application in an envelope to the following address **by post only to:**

Chief Administrative Officer I/c
National Institute of Design, Haryana
N.H.- 44, Vill- UMRI,
Dist.: Kuruskhetra-136 131

2. The last date for receipt of application at the above address is 4th December 2023. No applications will be accepted after the last date. In case the last date mentioned above is declared as a public holiday, the next working day will be treated as the last day for receipt of applications. The Institute will not be responsible for any delay/loss due to postal or technical reasons in the receipt of the application forms.

3. The name of the post must be super-scribed "Post applied for [name of the post]" on top right side of the envelope.

4. Original documents along with one set of self-attested copies will have to be produced at the time of Interview for verification. Non-production of original of any of the requisite documents will render the candidate ineligible for appearing in the interview. In case the candidate is not fulfilling the criteria at the time of documents verification, he/she will not be allowed to appear in the interview despite passing the written test.

5. Candidates are advised to visit NID HARYANA website <http://www.nidh.ac.in> regularly. Any addendum/ corrigendum shall be published only on the Institute website. List of candidates shortlisted for participating in various stages of the selection process will be displayed only on NID HARYANA website. No separate communication/intimation in this regard shall be made by the Institute.

6. All communications in regard with recruitment will be made by Email only. Candidates should check their email including SPAM folder regularly. Name of the shortlisted candidates for Interview will be displayed on NID HARYANA website and intimation shall be sent only to registered e-mail id of candidate. No separate intimation will be sent by post.

7. Hence, candidates are advised in their own interest to provide their working e- mail id and to white-list the e-mail id **recruitment@nidh.ac.in** so that communications from Institute does not end up in spam folder. NID HARYANA will not be responsible for non-receipt of intimation via e-mail due to any technical reason/ problem not attributable to the Institute.

Chief Administrative Officer I/C

National Institute of Design Haryana

Autonomous Institute under the DPIIT Ministry of Commerce & Industry,

Government of India

NH-44, Village Umri, Kurukshetra, Haryana-136131

[Application form for Adjunct Faculty Positions](#)

Annexure-I

1) Name of Position applied for: _____

2) Specialized Discipline: _____
(Industrial Design/Communication Design/Textile & Apparel Design)

3) Mode of Recruitment: **Contract**

4) Full Name: _____

5) Date of Birth: _____

6) Age: _____ Years: _____ Months: _____ Days: _____

7) Gender: _____

8) Marital Status: _____

9) Religion: _____

10) Nationality: _____

11) Category Gen/SC/OBC/ST/EWS/PWD: _____

12) A. Mother's Name: _____

B. Father's Name: _____

C. Spouse Name: _____

13) Postal Address for correspondence: _____

Pin Code: _____ Telephone No: _____ Mobile No: _____

Email ID: _____ Aadhar No _____

14) Permanent address: _____

Form No:

(To be filled by office)

Space for Photograph

15) Academic Qualifications:

- (i) Please attach self-attested copies of certificates.
- (ii) Give particulars in a chronological order starting with Metric.

Name of Degree	Name of Board/University/Institute	Mode (Regular/ Part Time/ Correspondence/ Online)	Subject/Specialization	Division/Grade % of Marks	Year of Passing

16) Details of Experience (Give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet).

- i) Please attach self-attested copies of certificates
- ii) Please attach the self-attested copy of latest monthly salary slip.

Name and Address of Employer	Post held	Pay Scale/ Pay Level	Total Monthly Salary	Nature of Duties performed during the employment	Period of Employment		Reason for leaving the job, if applicable.
					Date from	Date To	

17)	In case the present employment is held on deputation basis, please state: - The date of initial appointment Period of appointment on deputation Name of the parent office/organization to which you belong	
18)	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient). Candidates are required to submit a SWOT analysis report along with the application.	
19)	Minimum Two References (preferably present or previous Reporting Officers) with email id's and contact details:	

20) **Declaration:**

I have carefully gone through the vacancy notification and the rolling advertisement and I am well aware of the terms and conditions of the recruitment process. I, further, declare that the information/particulars furnished by me are true and nothing has been hidden.

Date:

(Signature of the Candidate)

Check List:

Whether all details in application form have been filled up correctly?

Whether recent Passport Size Photograph pasted on the space provided in Application Form?

Whether self-attested certificates of essential qualifications attached?

Whether self-attested Mark sheets of the Degrees attached?

Whether experience certificate as proof of the relevant experience issued by the competent authority of the employer attached?

Whether details of two references have been filled properly?

Whether Latest Salary certificate with details of Total monthly salary, Pay Level, Basic Pay, DA, Allowances and other details attached?

Whether separate applications have been filled and dispatched separately for different posts?

In case relaxations are claimed for age or any other, whether relevant certificate for belonging to any particular category eligible for such relaxation has been attached?

Whether the words "***Application for the post of (Name of Post applied for Faculty position)***" has been written on top of the envelop of the application?

ND HARYANA