



राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

राष्ट्रीय महत्व का संस्थान  
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के  
डी पी आई आई टी अधीन एक सांविधिक संस्था  
Institute of National Importance  
Statutory Institute under the DPIIT  
Ministry of Commerce and Industry, Government of India

Advt. No. NID-H/2020/03

Date: 23.09.2020

**NOTICE**

**Information and procedures for the candidates applying in response to the recruitment advertisement for Registrar position at NID Haryana.**

**About the Institute:**

The National Institutes 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, for design education, training, research and consultancy services. The Institute is located at Kurukshetra in Haryana and is offering four- year full time B. Des (Bachelor of Design) in three major disciplines of Industrial Design, Communication Design and Textiles & Apparel Design since academic year 2016-17 from its transit campus located at Umri Polytechnic, NH-44, Kurukshetra. Its own campus is under construction.

Applications are invited from eligible and competent professionals willing to take up challenging role of Registrar in the institute as per details given below. The last date for receipt of applications along with fee in prescribed format by post/courier/hand is 30<sup>th</sup> October 2020. The scanned applications should be forwarded by email to [recruitment@nidh.ac.in](mailto:recruitment@nidh.ac.in) latest by 23<sup>rd</sup> October 2020. Persons employed in Government / Semi Government Organizations / Autonomous Bodies shall forward their applications through proper channel along with 'No Objection Certificate (NOC) and Vigilance Clearance Certificate from their present employer. :

**Vacancies and Eligibility conditions:**

| Sl. No. | Name and Number of Post and Mode of Recruitment  | Pay Level / Consolidated Monthly Salary   | Vacancy | Eligibility  |
|---------|--|---|---------|--|
| 1.      | <b>Registrar</b><br>(Deputation basis failing which by Short Term contract for a period of 03 Years extendable by maximum 02 more years) | Pay Level - 13<br><br>(Rs. 123100-215900) | 01UR    | Detailed eligibility conditions are mentioned as <b>Note 1</b> below this table. |

## **Note 1: Eligibility Conditions for Recruitment of Registrar on Deputation**

### **Essential:**

Officers under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay 7,600 (Level-12 as per 7th CPC).

- a) Age limit: Not exceeding 50 Years as on 30<sup>th</sup> Oct, 2020
- b) Educational Qualification: Degree in any discipline from a recognized institute or University. Working Knowledge in computers.
- c) Experience: 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.

The tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of borrowing and lending organization. The conditions of deputation of selected officers shall be regulated in terms of Department of Personnel & Training guidelines in this regard as amended from time to time.

**Applications of eligible candidates should be forwarded by the Departments/Organizations along with NOC, Vigilance Clearance Certificate and APAR for last 05 Years in respect of the candidate so that it reaches NID Haryana on or before the prescribed last date.**

### **Eligibility Conditions for Recruitment of Registrar on Short Term Contract:**

The Institute will consider applications for appointment on short term contract basis in case there are no suitable candidates for appointment on deputation basis.

#### **Essential:**

- a) Age limit: Not exceeding 50 Years as on 30<sup>th</sup> Oct, 2020
- b) Educational Qualification: Degree in any discipline from a recognized institute or University. Working Knowledge in computers.
- c) Experience: 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.

### **Application Fee:**

Candidates shall be required to pay application fee of Rs. 1000/- in the form of Demand Draft from any scheduled bank in favor of “**National Institute of Design Kurukshetra**” payable at Kurukshetra. SC, ST, PwD and Women candidates are exempted from payment of application fees. Such candidates are required to upload valid certificates issued by competent authority to claim fee exemption; otherwise, their application will be rejected.

## **General Instructions:**

1. The service conditions of the employees of the Institute is presently governed under NPS and by NID service rules (<http://www.nid.edu/Userfiles/ServiceRules-2014-English.pdf>) being amended from time to time.
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. There shall be no scope of fixing or altering pay.
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 fulfill 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 fulfill 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 for the purpose of determining eligibility), photograph, CV etc.
7. NID HARYANA strives to have a workforce, which also reflects gender balance, and hence, female candidates are especially encouraged to apply without paying any application fees.
8. Mere fulfillment 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.
9. 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.
10. 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.
11. Institute will not arrange any travel, boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending interview.
12. 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.
13. In case after appointment, any information given / declaration by the candidate is found to be false or if the candidate has willfully 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.

14. 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.
15. All the appointments are subject to verification of 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.
16. 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.
17. The Institute reserves the right, not to fill the posts herein advertised in case of no availability of suitable candidates.
18. 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.
19. Photographs: One recent (not earlier than three months from the date of application) colour 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 colour 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.
20. 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.
21. Experience Certificate from employer must mention total monthly salary, Pay Scale/ Pay Band & Grade Pay, Nature of Employment, period of employment designation (Post) and all other work experience related details which candidate has claimed in his/her application. It is the responsibility of the candidates to provide conclusive documentary proof(s) in support of experience claimed without the same shall not be considered.
22. For candidates working in Educational/Research Institutions, drawing consolidated salary or otherwise, experience for the post will be calculated on the basis of nature of duties performed and the Gross Pay drawn by him/ her in the organization comprising of Basic Pay + DA + Conveyance + Incentives. It will be compared with the Basic Pay at the minimum of the Scale of Pay + DA in the respective level of post in Central Govt. service. Such candidates shall submit experience certificate clearly mentioning the duties performed and salary drawn during the period claimed as experience.
23. No T.A or D.A will be paid to the candidates who are called and appear before the Selection Committee/ Interview.
24. For any legal dispute, Kurukshetra courts of law will be the jurisdiction.

## 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 Personal Interview.
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 photocopy, 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 marks sheet.
- c) Degree & Post Graduation certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.

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).

## How to apply:

1. Candidates should fill up the application in the prescribed format **Annexure 1** and attach copies of all educational qualifications, experience, Salary certificate, Vigilance Clearance, No Objection Certificate etc., paste passport size photograph, sign the application and scan all these documents and forward by email to [recruitment@nidh.ac.in](mailto:recruitment@nidh.ac.in) latest by 23<sup>rd</sup> Oct 2020 and also forward the Hard Copy of application in the below address latest by **30th October 2020**. In case, the last date for receipt of application falls as a holiday the next working day will be treated as the last date for receipt of applications. The application in an envelope to the following address;

**To,**  
**The Director**  
**National Institute of Design, Haryana**  
**Transit Camp at Poly Technic Building**  
**Vill- UMRI, Dist- Kurukheta-136131**

2. The name of the post must be super-scribed "Post applied for [name of the post]" on top right side of the envelope.
3. Any vigilance/ disciplinary cases should not be pending against the candidates working in any Govt./ Semi- Govt./ Autonomous Organizations. In such cases, application shall not be considered or scrutinized.
4. Original documents along with one set of self-attested copies will have to be produced at the time of Interview for verification. Nonproduction 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](mailto: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.

DIRECTOR