



Advt. No. NIDH/2021/01

Date: 29.04.2021

NOTICE

Information and procedures for the candidates applying in response to the recruitment advertisement for Non-Teaching positions 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) program 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.

Applications are invited from eligible and competent professionals willing to take up challenging roles 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 19th July 2021. 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. In case a candidate is applying for more than one post the applications are to be forwarded separately in different envelopes. While sending separate applications the application fee also has to be paid separately. The crucial date for deciding eligibility criteria would be **19th July 2021**.

Vacancies and Eligibility conditions:

| Sl. No | Name of the Positons | Pay Level | Vacancy | Eligibility Criteria |
|--------|-----------------------|---|---|---|
| 1 | Senior Superintendent | Pay Level-7 (Rs. 44,900-1,42,400/-) For Contract- Rs. 52,000/- Consolidated | 01-UR (Direct Recruitment) 01- UR Deputation failing which by Contract | For Direct Recruitment/ Contract: Essential: i). Bachelor Degree in Commerce or equivalent from a recognized University ii) Working knowledge in computer Desirable: i. Experience in Finance and accounts matters in Government/Educational Institutions. ii. Experience in Stores & Purchase, Establishment and Administration in Govt./ Educational Institution |

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| | | | | <p>For Deputation: Regular employees of Departments/Autonomous Bodies/PSUs of Central/State/UT Governments holding analogues posts or with 5 years' service in the grade pay of Rs. 4,200 in the Finance and Accounts cadre as the case may be.</p> <p>Age: Not exceeding 35 Years</p> |
| 2 | Assistant Administrative Officer | <p>Pay Level-7 (Rs. 44,900-1,42,400/-)</p> <p>For Contract- Rs. 52,000/- Consolidated</p> | <p>02-UR (Direct Recruitment)</p> <p>02- UR Deputation failing which by Contract</p> | <p>For Direct Recruitment/ Contract:</p> <p>Essential:</p> <p>i). Bachelor Degree from a recognized University</p> <p>ii) Working knowledge in computer</p> <p>Desirable:</p> <p>i. Experience in Administration, Academic, and purchase matters.</p> <p>ii. Experience in Recruitment process, Personnel Record Mgmt., Admission, Student Records, Examination etc. in Govt./Educational Institutions preferably in Design Institutions.</p> <p>iii. Experience in Placement, Student services etc. in Govt./Educational Institutions preferably in Design Institutions.</p> <p>For Deputation: Regular employees of Departments/Autonomous Bodies/PSUs of Central/State/UT Governments holding analogues posts or with 5 years` service in the grade pay of Rs. 4,200 in the ministerial cadre.</p> <p>Age: Not exceeding 35 Years</p> |
| 3 | Senior Assistant Librarian | <p>Pay Level-7 (Rs. 44,900-Rs. 1,42,400/-)</p> | <p>01 UR (Direct Recruitment)</p> | <p>Essential:</p> <p>i). Bachelor Degree in Library Science/ Information Science from a recognized University</p> <p>ii) Experience in Library Automation and Administration</p> <p>Experience</p> <p>iii) Five years' service as Assistant Librarian in a recognized Institution in the grade pay of Rs. 4,200 or equivalent.</p> <p>iv) Experience in Library Administration.</p> |

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| | | | | <p>Desirable: i). M. Phil/Ph. D in Library Science/ Information Science and Documentation. ii) Computer: Degree/Diploma /Knowledge</p> <p>Age: Not exceeding 35 Years</p> |
| 4 | Superintendent | <p>Pay Level-6 (Rs. 35,400-Rs. 1,12,400/-)</p> <p>For Contract-Rs.42,000/- Consolidated</p> | <p>02 UR- Direct Recruitment</p> <p>01- UR Deputation failing which by Contract</p> | <p>For Direct Recruitment/ Contract: Essential: i) Bachelor Degree from a recognized University ii) Working knowledge in computer</p> <p>Desirable: i. Relevant Experience for the relevant posts in Administration/Academic/Purchase procedures. ii. Experience in Recruitment process, Personnel Record Mgmt., iii. Experience in Admission, Student Records, Examination, Placement, Student services etc. in Govt./Educational Institutions preferably in Design Institutions. iv. Experience in Placement, Student services etc. in Govt./Educational Institutions preferably in Design Institutions.</p> <p>For Deputation: Regular employees of Departments/ Autonomous Bodies /PSUs of Central/State/UT Governments holding analogue posts or with 5 years' service in the grade pay of Rs. 2,800 in the ministerial cadre.</p> <p>Age: Not exceeding 35 Years</p> |
| 5 | Design Instructor (Industrial Design/ Communication Design) | <p>Pay Level-6 (Rs. 35,400-Rs. 1,12,400/-)</p> <p>For Contract: Rs.42,000/- Consolidated</p> | <p>01 UR- Direct Recruitment</p> <p>01 UR- Contract</p> | <p>Essential: 3 years Diploma in relevant discipline/area/ subject from a recognized institution. Experience: Four years post qualification in the relevant industry/educational institution, or A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution Should be able to converse in English.</p> |

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| | | | | <p>Knowledge of relevant software.</p> <p>Age: Not exceeding 35 years</p> |
| 6 | <p>Technical Instructor (Industrial Design/Textile & Apparel Design) (On Contract Basis)</p> | <p>Pay Level-6 (Rs. 35,400-Rs. 1,12,400/-) For Contract: Rs.42,000/- Consolidated</p> | <p>01 UR- Direct Recruitment 01 UR- Contract</p> | <p>Essential: 3 years Diploma in relevant area/ subject from a recognized institution.</p> <p>Experience: Four years post qualification in the relevant industry/educational institution or A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution Should be able to converse in English. Knowledge of relevant software.</p> <p>Age: Not exceeding 35 years</p> |
| 7 | Senior Assistant | Rs.42,000/- Consolidated | 01 UR- Contract | <p>Essential: i) Bachelor Degree in Commerce or equivalent from a recognized University ii) Working knowledge in computer.</p> <p>Desirable: Experience in Finance and Accounts matters in Government/ Educational Institutions</p> <p>Age: Not exceeding 35 years</p> |
| 8 | Senior Library Assistant | Rs. 34000/- Consolidated | 01 UR Contract | <p>Essential: Bachelor's Degree in Library Science or equivalent from a recognized University</p> <p>Desirable: Experience in Library administration</p> <p>Age: Not exceeding 30 years</p> |
| 9 | Senior Assistant (Admn/studio) | Rs. 34000/- Consolidated | 03 UR- Contract | <p>Essential: i) Bachelor Degree from a recognized University ii) Working knowledge in computer.</p> <p>Desirable: Relevant experience in Administration/ Academic/ Purchase and studio matters.</p> <p>Age: Not exceeding 30 years</p> |

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| 10 | Supervisor (Electrical) | Rs. 34000/- Consolidated | 01 UR- Contract | <p>Essential: SSC with ITI electrical trade from a recognised institution.</p> <p>Experience: Minimum four years post qualification in erection, running, maintenance of electrical appliances and installations including UG cables. Should possess Electrical supervisory /Wiremen license issued by competent Authority.</p> <p>Or A Diploma in Electrical Engineering from a recognised institution with 2 years post qualification experience in the relevant field. Should possess Electrical Supervisory/Wiremen license issued by Competent Authority.</p> <p>Age: Not exceeding 30 years</p> |
| 11 | Technical Assistant- (Industrial Design/Communication Design) | Rs. 34000/- Consolidated | 02 –UR- Contract | <p>Essential: SSC with ITI in relevant trade from a recognized institution.</p> <p>Experience: Minimum Four years post qualification in the industry in the relevant field.</p> <p>Or A Diploma in relevant engineering field from a recognized institution with two years post qualification experience in industry in the relevant field.</p> <p>Age: Not exceeding 30 years</p> |
| 12 | Assistant (Accounts/ Admin/ Library) | Rs. 30000/- Consolidated | 05-UR- Contract | <p>Essential: i) Bachelor Degree from a recognized University/Institution ii) Computer Knowledge</p> <p>Desirable: Relevant experience in Administration/Academic/ Purchase and studio matters</p> <p>Age: Not exceeding 25 years</p> |

Subject Domains/ Areas of Sub-Specializations for the posts of Technical Instructor/ Design Instructor/ Technical Assistant:

1. There are three Faculty Streams in the Institute namely, 1. Industrial Design, 2. Communication Design and 3. Textile & Apparel Design. The Disciplines/Programmes are formulated from these Faculty Streams.
2. All the Technical/Design Instructor and Technical Assistant positions mentioned above are available under the following Design Disciplines. Preferred sub-specializations are indicated therewith. Individuals having 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 & 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.

Age Limit:

(1) Age limit and other eligibility conditions for all the positions shall be determined on the last date prescribed for submission of application.

(2) Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.

(5) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and age limit etc. shall be considered as on the last date of submission of applications under this advertisement is; **19th July 2021.**

Application Fee:

Candidates shall be required to pay application fee (Non-Refundable) of Rs. 500/- 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 attach valid certificates issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates may attach copy of Aadhar Card.

General Instructions:

1. The candidates applying on Contractual Basis with consolidated salary shall be appointed initially for a period of 01 (One) year and their contract may be extended based on performance review and availability of vacancy or requirement of such positions as decided

by the competent authority. In case of extension appropriate increment in salary would be considered by the competent authority based on the performance review.

2. The candidates applying on Direct Recruitment basis on time scale of pay shall be appointed initially on probation for a period of 02 years. Based on performance review, the appointment may be considered for confirmation after successful completion of probation. The competent authority may also extend the probation period if found necessary.
3. Candidates applying for both on Direct Recruitment and Contract Basis may indicate the same in the application form. There is no need of sending separate applications for same post. However, in case of application for different post the candidate should send separate applications with separate application fee in separate envelopes.
4. Applicants against Direct Recruitment post also will be considered against vacancies in contractual positions and if found suitable offers may be made by the Institute to the suitable candidates.
5. The service conditions of the regular 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.
6. Number and nature of positions may change and vary at the time of selection/ recruitment. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

14. 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.
15. 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. No T.A or D.A will be paid to the candidates who are called and appear before the Selection Committee/ Interview.
16. 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.
17. 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 may take any action as deemed fit by the appointing authority.
18. 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.
19. 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.
20. NID HARYANA reserves the right to (i) relax eligibility criteria in exceptional cases; (ii) offer contract assignment to persons who have applied for regular positions, and (iii) fill the position at lower level than that advertised.
21. 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.
22. The Institute reserves the right, not to fill the posts herein advertised in case of no availability of suitable candidates.
23. 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.
24. 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.
25. 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. All educational qualifications must be from a UGC recognized University or Government recognized reputed Institute and the Degree/Diploma must be approved/recognized by the competent authority. ITI /Diploma certificate must be from a Government Institute or recognized by the competent authority.
26. 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.

27. For candidates working in Private Sector, experience for the post will be calculated on the basis of Gross Pay drawn by him/ her in the private 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.
28. 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 based on the eligibility criteria such as desirable educational qualifications and experience. 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 Screening Test (only for shortlisting of candidates) Trade Test/ Skill Test (qualifying in nature), Written Test and Personal Interview or a combination or any one of them.
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 candidates shortlisted & not shortlisted shall be published on NID HARYANA website only for participating in the selection process. Shortlisted 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) Bachelor Degree & Post Graduation certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
- d) 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 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 forward the application in an envelope to the following address;

**To,
Chief Administrative Officer
National Institute of Design, Haryana
Transit Camp at Poly Technic Building
Vill- UMRI, Dist.- Kuruskhetra-136131**

2. The last date for receipt of application in the above address **19th July 2021**. 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.
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. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Candidates applying for different posts shall fill up separate applications for each post and pay fee separately. Incomplete applications would be rejected.

Chief Administrative Officer