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

Ref. Advt. No.: NIDH/GA/18/01/31/23-24/6499 Dated 01.08.02024
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NOTICE

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

About the Institute:

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, 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 and Apparel Design since academic year 2016-17 from its campus located at Umri, NH- 44, Kurukshetra, Haryana.

Applications are invited from eligible and competent professionals willing to take up the role of Registrar in the Institute as per details given below. The last date for receipt of applications along with the fee in the prescribed format **by post** is **12.09.2024**. Persons employed in Government, Semi Government Organizations and Autonomous Bodies shall forward their applications through proper channel along with 'No Objection Certificate (NOC) and Vigilance Clearance Certificate' from their present employer.

Vacancy and Eligibility conditions:

Name of the Position (Vacancy - Category)	**Pay Level as per Seventh CPC**	**Mode of recruitment**	**Eligibility Criteria**
Registrar (01 UR)	Pay Level - 13 (Rs. 1,23,100/- – 2,15,900/-)	Deputation failing which on contract	**Essential:** i.Degree in any discipline from a recognized Institute or University. i.Working knowledge in computers. i.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. **In case of recruitment by Deputation:** Officer 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/- **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.

I. Age Limit:

1. Not exceeding 50 years as on closing date.
   However, for deputation age limit will be as per DoPT guidelines for deputation/foreign services.

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.
3. The date for determining eligibility of candidates in every aspect likewise qualifications, experience and age limit etc. shall be reckoned as on the last date of submission of applications under this advertisement i.e. 12th September 2024.

II. Application Fee:

Candidates shall be required to pay application fee (Non-Refundable) of Rs. 1000/- in the form of Demand Draft drawn from any scheduled bank in favor of "National Institute of Design" payable at Kurukshetra. SC, ST, PwD and Women candidates are exempted from payment of application fees such above. Such candidates are required to attach with the application form, valid certificates issued by competent authority to claim fee exemption; otherwise their application will be rejected.

III. Job Task and responsibility (Indicative):

Registrar:

1. The Registrar shall be in charge of all academic administration of the Institute and responsible for implementing directives of the Central Government in respect of all academic and student matters and shall coordinate with the Activity Chairperson (Education) in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades or diplomas or degrees and such other academic administration related tasks and responsibilities as may be entrusted by the Director.

2. 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.

3. The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters.

4. The Registrar shall coordinate with all Heads of Departments, Deans of Institute campuses and Discipline Leads for administrative support for all academic related works and facilities of the Institute and Institute Campuses and arrange for the same in consultation with the Activity Chairperson (Education).

5. The Registrar shall chair such committees and panels for which he may be nominated by the Director and carry out such other functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him by the Governing Council.

IV. General Instructions:

1. NID HARYANA reserves the right to fill or not to fill the advertised position or cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final & binding.
2. The recruitment shall be done only on the recommendations of duly constituted Selection Committee and the Appointing Authority or committee constituted by the Appointing Authority as the case may be. The decision of the Appointing Authority shall be final and binding to the matter.
3. The candidates selected for Deputation shall be appointed initially for a period of 03 (three) years, extendable on yearly basis for a total period of five years.
4. The candidates selected for Contract shall be appointed initially for a period of 03 (three) years extendable on yearly basis for a total period of five years.

5. The conditions of "Deputation" of selected Officers may be regulated in terms of Department of Personnel and Training extant guidelines in this regard and as amended from time to time.
6. 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.
7. Candidates may 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 essential 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 essential 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.
8. Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents will be out rightly rejected. No correspondence will be entertained in this regard.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 to appear before the Selection Committee/written test/presentation/ Interview.
14. 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 candidate will be final and binding on the candidate. No enquiry/correspondence will be entertained in this regard.
15. 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.
16. Candidate must be in sound health. If selected, they have to undergo such medical examination and satisfy such medical authority as Institute may require before/after joining NID HARYANA service as per the Government of India norms.
17. 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/applicable law.

18. 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 the post at any stage.
19. The Institute reserves the right, not to fill the post advertised herein in case of none candidates are found suitable.
20. Decision of NID HARYANA regarding shortlisting of number of eligible candidates, conduct of selection process, verification of documents and selection will be final and binding on all candidates. No representation/correspondence will be entertained in this regard at any stage of recruitment.
21. Photograph: 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.
22. No educational qualification shall be considered unless supported by Degree/Post- graduate Degree Certificates or Provisional Degree/Post-graduate Degree Certificates along with mark sheets. Only a grade card/ mark sheet will not be treated as proof of eligibility of the Degree/Post graduate degree, unless it specifically and unconditionally indicates that the student is eligible for award of degrees. All educational qualifications must be from a UGC recognized University or Government recognized reputed Institute and the Degrees must be approved/recognized by the competent authority.
23. 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 candidate to provide conclusive documentary proof(s) in support of experience claimed.
24. In case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Competent Authority shall be final.
25. Legal disputes shall be subject to the jurisdiction of courts of Kurukshetra, Haryana.

V. Selection Process:

1. Screening of applications received may be done to restrict number of candidatesto be called for selection process based on the eligibility and desirable criteria.NID HARYANA at its discretion may restrict the maximum number of candidates to be called for any stage of the selection process, for the advertised post.

2. Selection process may consist of Written Test/Presentation followed by Personal Interview or only Personal Interview.

3. The Written Test/Presentation and/or Personal Interview shall be conducted at NIDHARYANA 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 and 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 photocopies,are required to be brought at the time of appearing in the selection process, failingwhich the candidature will be summarily rejected and candidate will bedebarred 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 byCentral/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 Xll (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 qualificationclaimed.
d. Any other certificate as claimed in the application form.
e. 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).
f. Latest Month Pay Slip attested by the employer.
g. Copy of Aadhar card or any other document issued by GoI as photo Id proof.

VI. How to apply:

1. Candidates should fill up the application in the prescribed format at **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 tothe following address:

To,
The Chief Administrative Officer
National Institute of Design Haryana, NH-44, Village: Umri,
Distt.: Kuruskhetra-136131, Haryana

2. The name of the post must be super-scribed as "Application for the post of Registrar Deputation /Contract" on the top-middle of the envelope.

3. The last date for receipt of application at the above mentioned address is **12th September 2024**.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 betreated 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 ofthe application forms.

4. In case of candidates from Government, Semi Government Organizations and Autonomous Bodies applying for Deputation, the willing applicant may submit their advance application within the prescribed last date (i.e. 12th September 2024) for receipt at the above stated address. However, their application will be considered only if received through proper channel.

5. Cadre Controlling Authorities/Head of Institution are requested to forward application of eligible and willing candidate whose services can be spared immediately upon their selection,

accompanying the following documents along with duly filled in Annexure- II:

a. Attested copy of application in prescribed proforma.
b. Cadre Clearance Certificate from the Controlling Authority.
c. Statement giving detail(s) of Major/Minor penalties, imposed upon the Officer, if any, during the last (10) years.
d. Vigilance Clearance/Integrity Certificate.
e. Photocopies of the ACRs/APARs for the last five (5) years duly attested oneach page by an Officer not below the level of Under Secretary or equivalent.

6. Any vigilance/ disciplinary cases should not be pending against the candidatesworking in any Govt./ Semi- Govt. Organizations. In such cases, application shallnot be considered.

7. 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 ofany 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 ofdocuments verification, he/she will not be allowed to appear in the interview despite passing the written test.

8. Candidates are advised to visit the career page of 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.

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

10. Candidates are advised in their own interest to provide their working e-mail id and to white-listthe e-mail id **recruitment@nidh.ac.in** so thatcommunications fromInstitute 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.

11. Incomplete applications would be summarily rejected.

Chief Administrative Officer
NID Haryana

Annexure-I

National Institute of Design Haryana
National Highway 44, Village Umri, Kurukshetra, Haryana-136131, India

For Office Use:	
Application Number	
Date of receipt of Application	

1.	**Post applied for**	**Registrar**				
2.	Mode of appointment (strike out wherever is inapplicable)	Deputation/Contract				
3.	Name of the Candidate (in block letters)					Paste a recent Passport size photograph
4.	Marital Status					
5.	Gender (✓ the appropriate box)	Male		Female		
6.	Date of birth (DD/MM/YYYY)					
7.	Date of retirement					
8.	Address for correspondence, mobile number and e-mail id					
9.	Education qualification (Matriculation and above)					
Examination Passed		Year	Name of University/ Institute	%age of marks/ CGPA	Subjects	
9 (i)	Name of organization	Date of entry in service		Date of initial appointment		
9 (ii)	Details of employment in, in chronological order (enclose a separate sheet, dulyauthenticated by your signature, if the space below is insufficient)					
Organization/Institution		Post Held	From	To	Scale of Pay	Nature of duties

10.	Complete office address along with telephone number of the present Employer				
11.	Please give Email and mobile number of two references, preferably current/ previous employers				
12.	Nature of the Present employment (✓ the appropriate box)	AD-hoc		Temporary	
		Quasi-permanent		Permanent	
13.	Present grade/Pay matrix level and date from which it is held on.				
14.	Name of the Service, if belonging to Organized Service of the Central Government/Autonomous bodies/statutory etc.				
15.	Whether Educational and other qualifications required for the post are satisfied				
	If any qualification has been treated as equivalent to the one prescribed in therules, state the authority for the same.				

Qualification/Experience required	Qualification/Experience possessed by the officer
Essential:	
i. Degree in any discipline of a recognized Institute or University. ii. Working knowledge in computers. iii. 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.			
For Deputation only: Officer 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/-			
Desired:			
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.			
16.	In case the present employment is held on deputation/contract basis,please state	Date of initial appointment	
		Period of appointment on deputation/ Contract	
		Name of the parent office/organization to which you belong	
17.	Training/Courses attended, if any		
18.	Additional information, if any, which you would like to furnishin support of your suitability forthe post. Enclose a separate sheet, if the space is insufficient		

I certify that the foregoing information is correct and complete to the best of my knowledge andbelief and nothing has been concealed/distorted. If at any point of time, I am found to have concealed/distorted any material information, my appointment shall be liable to be terminated summarily without assigning any reason or notice.

Date:
Place:

Signature of the Candidate
Name of the Candidate
Mobile No.: _____
Office Tel. No.

Annexure-II

To be filled in by the Cadre Controlling Authority

Office of: ……
File No.: ……..... Date: …….

1. The applicant Shri/Smt./Ms..... if selected,
2. will be relieved immediately.
3. Certified that the particulars furnished by the Officer have been checked from available records and found correct.
4. Certified that the applicant is eligible for the post applied as per conditions mentioned in the advertisement.
5. Integrity of the applicant is certified as 'Beyond Doubt'.
6. No Vigilance case is pending/contemplated against the Officer.
7. It is certified that no penalty has been imposed on the applicant during the last 10 (ten) years. (Alternatively, penalty statement during the last 10 years, if any may be enclosed).
8. Attested photocopies of up-to-date ACRs/APARs for the last 05 (five) years areenclosed. Photocopies of ACRs/APARs have been attested on each page byan Officer not below the rank of Under Secretary or equivalent.

Signature: ……..

Name: ……

Designation: …….

Contact No. of the forwarding Officer: ……

(Office Stamp)

Date: ……

Place: ……...