



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

Recruitment Notice - Advt. No. NID-H/2020/02

Dt. 07.08.2020

The National Institute of Design, Haryana (Kurukshetra), an Institute of National Importance invites applications from eligible and competent candidates for filling up following Non-Teaching positions on Direct Recruitment/Deputation basis as indicated against each post.

Name of Position	Pay Level	No. of Posts	Mode of Recruitment
Controller of Finance & Accounts	12 (Rs. 78,800- 2,09,200)	01	Direct Recruitment/ Deputation
Head Librarian/Resource Centre	11 (Rs. 67,700- 2,08,700)	01	Direct Recruitment
Senior Accounts Officer	10 (Rs. 56,100- 1,77,500)	02	Direct Recruitment

For further details please visit www.nidh.ac.in Last date for receipt of application 12th Sept 2020.

Registrar I/C

NATIONAL INSTITUTE OF DESIGN, HARYANA

Advt. No. NID-H/2020/02

dt. 07.08.2020

NOTICE

Information and procedures for the candidates applying in response to the recruitment advertisement for administrative post 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.

1. Controller of Finance & Accounts – 01

Applications are invited on Direct Recruitment/ Deputation basis for this post.

Scale of Pay: Level-12 (Rs. 78,800-Rs. 2,09,200) of the Pay Matrix

Eligibility Conditions for Direct Recruitment:

- a) Age limit for Direct Recruitment: Not exceeding 50 years, as on 12th Sept, 2020
- b) Educational Qualification: Master's degree in commerce/ Financial Management from recognized University/Institution or C.A. or equivalent
- c) Experience: (i) A minimum of 10-year relevant experience in Govt./Educational/ Research Institution.
(ii) Finance and Accounts knowledge of Central Government/U.T. Rules.
- d) Desirable: (i) Previous experience of double entries bookkeeping and finalization of accounts in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post.
(ii) Passing the Departmental Accounts examination.
(iii) Members of the Organized Accounts Cadre of Government of India/ State Government.

Eligibility Conditions for Deputation:

- a) Age Limit for Deputation: Not exceeding 56 Years as on 12th Sept, 2020
- b) 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 R.6,600 (Pay Level-11).
- c) The tenure will be initially for a period of three years, which can be extended for a further period of maximum two years or till superannuation whichever is earlier, on prior approval of parent organization.
- d) The terms and conditions of Deputation will be governed by the relevant instructions issued by DoPT, GOI from time to time.

2. Head Librarian/Resource Centre – 01

Applications are invited on Direct Recruitment basis for this post.

Scale of Pay: Level-11 (Rs. 67,700-Rs. 2,08,700) of the Pay Matrix

Eligibility Conditions:

- a) Age limit for Direct Recruitment: Not exceeding 45 years, as on 12th Sept, 2020
- b) Educational Qualification: (i) Degree in Library Science/ Information Science from a recognized

- University
- ii). Degree/ Diploma in Computer from a recognized institute
 - iii) Experience in Library Automation and Administration
- c) Experience: 5 years' service as Deputy Librarian or equivalent in a recognized institution in the grade pay of Rs. 5,400 (Level-10) or with 8 years in grade pay Rs. 4,600 (Level-7).
- d) Desirable: M. Phil/Ph. D in Library Science/ Information Science and Documentation.

3. Senior Accounts Officer -02

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

Scale of Pay: Level-10 (Rs. 56,100- Rs. 1,77,500) of the Pay Matrix

Eligibility Conditions:

1. Age limit: Not exceeding 40 years, as on 12th Sept, 2020
2. Educational Qualifications: Master's Degree in Commerce/Financial Management from recognized University/Institution or CA or equivalent.
3. Experience: (i) A minimum of 5-years relevant experience in Govt./Educational/ Research Institution
(ii) Finance and Accounts knowledge of Central Government/U.T. Rules
4. Desirable: (i). Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post.
(ii) Passing the departmental Accounts examination
(iii) Members of the organized accounts cadre of Government of India

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES

1. Relaxation for eligible categories as per Govt. of India Rules.
2. 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.
3. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
4. The Institute reserves the right to offer appointment initially on contract/deputation basis/ lower position than applied for Based on the assessment of performance in Interview. They may be regularized in the post as per Institute's norms.
5. The Institute reserves the right to empanel candidate(s) for future vacancies.
6. A recognized University / Institute should have awarded Degrees etc. in support of educational qualifications.
7. 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.
8. Persons employed in Government / Semi Government Organizations / Autonomous Bodies will have to forward their applications through proper channel along with 'No Objection Certificate (NOC) and Vigilance Clearance Certificate from their present employer.
9. Institute strives to have a workforce, which reflects gender balance. Women candidates are encouraged to apply.
10. If the number of applicants for a post is large, the Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidates' qualification, suitability, relevant experience, etc.
11. No T.A or D.A will be paid to the candidates who are called and appear before the Selection Committee/ Interview.

12. For any legal dispute, Kurukshetra courts of law will be the jurisdiction.
13. General & OBC candidates have to pay Application fee of Rs. 1,000/-, which is Non-Refundable, in the form of Demand Draft made in favor of “**National Institute of Design Kurukshetra**” payable at Kurukshetra. The Demand Draft should be forwarded along with the application form. Applications received without Fee will be rejected. The application fee is exempted for SC/ST/PWD candidates.
14. In case a candidate is applying for both the posts the applications are to be forwarded separately in different envelopes and by different emails. While sending separate applications the application fee also has to be paid separately.
15. **Incomplete/unsigned application/application without photograph/application not in prescribed proforma and those received after closing date shall be summarily rejected.** The applications in the prescribed form, duly filled-in and complete in all respect along with requisite documents and the DD for application fee should be sent to “The Director, National Institute of Design Haryana, Village- Umri, District- Kurukshetra, Haryana-136131” so that the same is received in the institute on or before **05:00 PM on 12th Sept, 2020.**
Scanned copy of the complete applications and its attachments including the DD for application fee should be forwarded by email to recruitment@nidh.ac.in by 05:00 PM on 07th Sept 2020.

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

For any other details, please contact through Email: recruitment@nidh.ac.in.