



राष्ट्रीय डिजाइन 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/GA/18/01/14/22-23/4903

Date: 10<sup>th</sup> November, 2022

**NOTICE**

**Information and procedures for the candidates applying in response to the advertisement for appointment of part time consultant for providing professional consultancy services at NID Haryana.**

**About the Institute:**

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, for design education, training, research and consultancy services. The Institute is located at Umri, Kurukshetra in Haryana and is offering four- year full time B. Des (Bachelor of Design) program in three major disciplines, namely, Industrial Design, Communication Design and Textiles & Apparel Design since academic year 2016-17.

Applications are invited from eligible and competent professionals willing to provide professional consultancy services in the institute as per details given below. **The last date for receipt of applications in prescribed format is 02.12.2022.**

**(1) Medical Officer (Female)**

Name of Post	No. of Posts	Eligibility Criteria	Consolidated Salary	Upper Age Limit
Medical Officer (Part Time - On Contract)	01 (Female)	<b>Educational and other qualifications required:</b> - MBBS Degree or higher qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.	Rs. 25,000 - 30,000/- per month	Preferably below 65 years
Task & Responsibilities	<ul style="list-style-type: none"><li>To provide medical services to the students, staff and family members as per guidelines of the Institute daily one-hour basis preferably in the Forenoon at the Institute on all 06 six days in a week (Monday to Saturday) except National Holidays.</li><li>Keep record of consultations and medicines.</li><li>To help the Institute empanelled with the super speciality hospitals.</li><li>To verify and certify reimbursement claims of eligible staff.</li><li>Any other tasks related to the core function and entrusted by the Director NIDH.</li></ul>			

<b>Tenure</b>	Initially for 11 months extendable for further periods depends upon satisfactory performance.
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## (2) Gym Instructor (Male)

Name of Post	No. of Posts	Eligibility Criteria	Consolidated Salary	Upper Age Limit
Gym Instructor (Part Time -On Contract)	01 (Male)	<b>Educational and other qualifications required: - Bachelor/ Master's degree in physical education and certificate course in Gym Training. Minimum 3 years' experience as gym trainer.</b>	Rs. 15,000 - 20,000/- per month	Preferably below 45 years
Task & Responsibilities	<ul style="list-style-type: none"> <li>To provide Gym training services to the students as per the guidelines of the Institute daily for FOUR HOURS, two hours in the morning and two hours in the evening as suitably decided by the Institute on all 06 six days in a week (Monday to Saturday) except National Holidays.</li> <li>Keep record of attendance in Gym.</li> <li>Proper upkeep of the Gym.</li> <li>Any other tasks related to the core function and entrusted by the Director of NIDH.</li> </ul>			
<b>Tenure</b>	Initially for 11 months extendable for further periods depends upon satisfactory performance.			

## (3) Professional Counsellor (Male/Female)

Name of Post	No. of Posts	Eligibility Criteria	Consolidated Salary	Upper Age Limit
Professional Counsellor (Part Time -On Contract)	Female-01 Male-01	<b>(1). Educational and other qualifications required: - Master's Degree in Psychology / Counselling / Clinical Psychology / Social Work / Psychiatric Social Work or other allied sciences with minimum 07 years of experience in the field with Institutes/Organisations of high repute. PhD is desirable.</b> OR Bachelor's Degree in Psychology / Counselling / Clinical Psychology / Social Work / Psychiatric Social Work or other allied sciences along with Certification	Rs. 25,000-30,000/- per month	Preferably below 55 years



	<p>course of counselling with minimum of 10 years of practical experience in Counselling. Master's Degree is desirable.</p> <p><b>(2) Other Requirements:</b></p> <p>The candidate must have appropriate skills in therapeutic process and psychotherapy. Must be willing to travel to the Institute campus at Kurukshetra for conducting Workshops/Group Sessions for the Institute.</p>		
Task & Responsibilities	<ol style="list-style-type: none"> <li>1. To provide individual counselling (Online/Offline) to the students for the below mentioned concerns: <ul style="list-style-type: none"> <li>• Depression, Anxiety, Panic attacks, Behaviour issues, Childhood traumas, Relationship difficulties, Anger and Aggression, Fears &amp; Phobias, Stress Issues, Academic Performance, Soft skill training, Sexuality – identity, anxiety, distress, body image</li> </ul> </li> <li>2. To conduct Group counselling session after consultation with the Institute.</li> <li>3. To conduct at least one group activity in a Semester.</li> <li>4. To be responsible and take proactive steps for ensuring emotional wellness of the students.</li> <li>5. Working hours: 02 Hours per day (15 days in a month). Subject to change depending upon exigency requirement of the institute.</li> </ol>		
Tenure	Initially for 11 months extendable for further periods depends upon satisfactory performance.		

### **IMPORTANT DATES**

Applications submission along with all relevant documents in a PDF format through e-mail to <a href="mailto:admin@nidh.ac.in">admin@nidh.ac.in</a> .	02.12.2022 up to 11:59 PM
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### **Other details:**

1. The above positions are on contract for a period of 11 months on a consolidated remuneration per month as indicated. The contract may be terminated by either side by giving one month's notice.
2. Application Process: - The aspiring applicants satisfying the eligibility criteria in all respects can submit their applications by sending scanned copy of prescribed application form (**Annexure-1**) along with documents mentioned in form through e-mail to [admin@nidh.ac.in](mailto:admin@nidh.ac.in)
3. For any query regarding online submission process, kindly e-mail to [admin@nidh.ac.in](mailto:admin@nidh.ac.in)
4. Candidates serving in Govt. organizations (Central/State) as regular/temporary/contract should furnish a No Objection Certificate from the employer.
5. Applicants who have regular practicing experience in reputed institutions will be given preference.
6. The prescribed essential qualifications/experience indicated in the advertisement are bare minimum and mere possession of the same will not entitle the candidates to be shortlisted

for interview. The candidates with higher qualification and relevant experience of longer duration in required field shall be given preference.

7. Shortlisted candidates to be called for Interview will be informed through e-mail.
8. The Institute reserves the right to shortlist limited candidates among the eligible candidates as per advertised criteria, increase or decrease the number of posts, not to make recruitment to any post(s), to shortlist candidates for **test/ interviews** and to accept or reject any application at any stage without assigning any reason.
9. The Institute reserves the right to postpone/reschedule/cancel the whole procedure of recruitment without assigning any reason, whatsoever.
10. No TA / DA will be paid for attending the interview.
11. Date of interview will be notified to the applicants later on through the website and personal email.



**Chief Administrative Officer**



**National Institute of Design Haryana**  
Institute of National Importance under the DPIIT Ministry of  
Commerce & Industry, Government of India  
NH-44, Umri, Kurukshetra, Haryana-136131

Annexure-I

Application form for Consultant Positions

1) Please tick the position applied for: [Doctor (Female) **OR**  
Professional Counsellor (Male/Female) **OR** Gym Instructor (Male)]

2) Full Name \_\_\_\_\_

3) Date of Birth \_\_\_\_\_

4) Gender \_\_\_\_\_

5) Nationality \_\_\_\_\_

6) Category Gen/SC/OBC/ST/EWS/PWD \_\_\_\_\_

7) (a) Mother's Name \_\_\_\_\_

(b) Father's Name \_\_\_\_\_

(c) Spouse Name \_\_\_\_\_

8) Postal Address for correspondence \_\_\_\_\_

Pin Code \_\_\_\_\_ Telephone No \_\_\_\_\_

Mobile No \_\_\_\_\_ Email \_\_\_\_\_

Aadhar No. \_\_\_\_\_

9) Permanent address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form No:

(To be filled by office)

Space for Photograph



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- 10) 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	Year of Passing

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

- (i) Please attach self-attested copies of certificates

Name and Address of Organization	Total Monthly Remuneration/ Honorarium received	Nature of Consultancy services provided	Period of Engagement	
			Date from	Date To

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12	<p>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 Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient).</p> <p><b>Candidates are required to submit a SWOT analysis report along with the application.</b></p>	
13.	<p>Minimum Two References (preferably present or previous Reporting Officers) with email id's and contact details:</p>	

**14. Declaration:**

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

Date:

(Signature of the Candidate)

Name of the Candidate