

## **NOTICE**

### **Information and procedures for the candidates applying in response to the recruitment advertisement for various academic, technical and administrative posts at NID Vijayawada/ Amravati and NID Kurukshetra.**

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#### **About the Institute:**

The National Institutes of Design, Vijayawada and Kurukshetra are autonomous institutions set up by the Ministry of Commerce and Industry, Dept of Industrial Policy & Promotion, Government of India, for design education, training, research and consultancy services. The Institutes, at present, are offering four- year full time undergraduate programmes (Graduate Diploma Programme in Design) in three major disciplines of Industrial Design, Communication Design and Textiles & Apparel Design at NID Vijayawada/ Amravati since academic year 2015-16 from its transit campus at Acharya Nagarjuna University, Guntur-Vijayawada Road; and at NID Kurukshetra from the academic year 2016-17, from its transit campus located at Umri Polytechnic, NH-1, Kurukshetra. Their own campuses are under construction. The matter of conferring status of Institution of National Importance, in line with NID Ahmedabad, is under active consideration of the Government of India.

#### **Details on Faculty/ Academic Posts to be filled:**

Faculty members at NID are expected to demonstrate a high level of academic and professional competence with leadership qualities; inclination towards design research, publication and professional practice; proven ability with technological tools and processes, and active involvement in academic governance. The Institute offers opportunity to work in a unique, creative work culture and also encourages faculty members for professional consultancy for prescribed number of days per year.

The Institute invites applications from high caliber design educators/ professionals having relevant qualification and proven experience in the relevant subject areas of design for the Faculty Positions on long term basis on appropriate pay scales (as per the 7<sup>th</sup> Central Pay Commission Pay Matrix), initially on two years contractual basis as per following details. On yearly performance review basis, the Institute will consider the suitable faculty for long term regular appointment against the sanctioned posts. Benefit of Pay fixation, as per the prevailing rules will be considered for the candidates already in service in other organization.

Retired and experienced faculty members from reputed institutes/ universities matching the following job profiles/ subject domains may also apply and will be considered for contractual appointments on appropriate consolidated salary initially for a period of two years, on yearly performance review basis.

**I. SENIOR FACULTY (number of posts to be filled – THREE (3) at each NID):**

a. Essential Qualification and Experience:

- (i) Post Graduate Degree/ Diploma in Design or related subject with minimum 10 years of relevant experience in design education/ research/ profession. Preference will be given to the candidates having Doctorate in relevant subject.

b. Pay and allowances:

The post carries pay in Level-12 (Rs 78800-209200) of the Pay Matrix plus admissible allowances as per the Govt. of India and NID norms. Approximate Gross Emoluments at the minimum of the above pay matrix will be about Rs. One lakh, p.m.

- c. Upper age limit: 50 years as on 25<sup>th</sup> July, 2018. However, for the candidates having higher qualifications and/ or experience, the Governing Council may consider to relax the age limit in on the specific recommendation of the Director/ Selection Committee.

**II. ASSOCIATE SENIOR FACULTY (number of posts to be filled – THREE (3) at each NID):**

a. Essential Qualification and Experience:

Post Graduate Degree/ Diploma in Design or related subject with minimum 07 years of relevant experience in design education/ research/ profession. Preference will be given to the candidates having Doctorate in relevant subject.

b. Pay and allowances:

The post carries pay in Level-11 (Rs 67,700-208700) of the Pay Matrix plus admissible allowances as per the Govt. of India and NID norms. Approximate Gross Emoluments at the minimum of the above pay matrix will be about Rs. 86,000/- p.m.

- c. Upper age limit: 50 years as on 25<sup>th</sup> July, 2018. However, for the candidates having higher qualifications and/ or experience, the Governing Council may consider to relax the age limit on the specific recommendation of the Director/ Selection Committee.

**III. FACULTY (number of posts to be filled – SIX (6) at each NID):**

a. Essential Qualification and Experience:

Degree/ Diploma in Design or related subject with minimum 05 years of relevant experience in design education/ research/ profession. Preference will be given to the candidates having Post Graduate Degree/ Diploma in relevant subject.

b. Pay and allowances:

The post carries pay in Level-10(Rs 56100-177500) plus admissible allowances as per the Govt. of India and NID norms. Approximate Gross Emoluments at the minimum of the above pay matrix will be about Rs. 72,000/- per month.

c. Upper age limit: 35 years as on 25<sup>th</sup> July, 2018. However, for the candidates having higher qualifications and or experience, the Governing Council may consider to relax the age limit on the specific recommendation of the Director/ Selection Committee.

**IV. SENIOR TECHNICAL INSTRUCTOR (number of posts to be filled – TWO (2) at each NID):**

a. Essential Qualification and Experience: Degree/ Diploma in Engineering/ Technology/ Design from the recognized University or reputed Institution with minimum Five years' experience in the relevant field of **Product Design or Information Technology**.

Preference will be given to a candidate possessing Post Graduate Degree/ Diploma in Design in any discipline of Industrial Design.

b. Pay and allowances:

The post carries pay in Level-10 (Rs 56100-177500) of the Pay Matrix plus admissible allowances as per the Govt. of India and NID norms. Approximate Gross Emoluments at the minimum of the above pay matrix will be about Rs. 72,000/- p.m.

c. Upper age limit: 45 years as on 25<sup>th</sup> July, 2018. However, for the candidates having higher qualifications and or experience, the Governing Council may consider to relax the age limit on the specific recommendation of the Director/ Selection Committee.

**V. SENIOR DESIGN INSTRUCTOR (number of posts to be filled – ONE (1) at each NID):**

- a. Essential Qualification and Experience: Degree/Diploma in Design (Textile/ Apparel/ Communication) from a recognized University or reputed Institution with minimum Five years' experience in the relevant field of Textile / Apparel / Communication Design.

Preference will be given to a candidate possessing Post Graduate Degree/ Diploma in Design in any discipline of Textile/ Apparel/ Communication Design.

- b. Pay and allowances:

The post carries pay in Level-10 (Rs 56,100-177,500)us admissible allowances as per the Govt. of India and NID norms. Approximate Gross Emoluments at the minimum of the above pay matrix will be about Rs. 72,000/- p.m.

- c. Upper age limit: 45 years as on 25<sup>th</sup> July, 2018. However, for the candidates having higher qualifications and or experience, the Governing Council may consider to relax the age limit on the specific recommendation of the Director/ Selection Committee.

**Subject Domains/ Areas of Sub-Specializations for the Academic posts:**

All the academic/teaching positions mentioned above are available under the following Design Disciplines.

Preferred sub-specializations are indicated therewith.

Individuals having expertise in more than one subject areas shall be preferred.

- 1. Product Design:** Materials & Processes, Form Studies, Elements of Design, Technically Complex Product Development, User Experience Design, Packaging, Rendering Techniques, 3D Visualization and CAD modeling, Digital Product Design, Design Ergonomics. In Ceramic and Glass design areas, Finishing & Glazes, Ceramic & Glass material technology, Ceramic & Glass Design. In Transportation and Automobile areas Styling & Representation Techniques, Surface Modeling, Rapid Prototyping, Design Engineering, Digital Sculpting, Transportation Design Engineering.
- 2. Communication Design:** Visual Perception & Communication, Colour, 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.

3. **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.
4. **Design Foundation Studies:** History of Design, Design Fundamentals, Design Process, Geometrical Construction, Analytical Drawing, Drawing & Sketching, Illustration, Colour, Form & Composition, Cultural Anthropology, Semiotics.

## **DETAILS FOR RECRUITMENT ON SENIOR ADMINISTRATIVE POSTS :**

The Institute invites applications for the following administrative posts.

### **I. REGISTRAR (number of post – ONE (1) at each NID).**

- a. The Institute invites applications from the eligible candidates both on Direct Recruitment basis as well as on Deputation basis, for NID Kurukshetra.
- b. The post is to be filled on Direct Recruitment basis only, for NID Vijayawada/ Amravati.
- c. Those candidates applying on deputation basis, for NID Kurukshetra should read the special instructions applicable while applying, as mentioned separately.

**Scale of Pay:** Level- 13 (Rs 123100-215900) of the Pay Matrix (6<sup>th</sup> CPC PB-4; GP-Rs. 8,700)

**Age limit for Direct Recruitment :** Not exceeding 50 years as on 25<sup>th</sup> July 2018.

### **Eligibility Criteria and procedure of application for filling up of the post on Deputation basis (for NID Kurukshetra only):**

Officers working in Government/University/Higher Educational Institution/Research Institution, preferably in design/ fashion technology or similar institution,

- (i) Holding analogous post on regular basis , or,
- (ii) With 8 years regular service the capacity of Deputy Registrar (GP Rs 6600 /Level 11 of Pay Matrix)) or equivalent, or with 5 years regular service in the Grade pay of Rs 7600 (Level 12 of Pay Matrix) or equivalent, and Having experience in Administration, Establishment and Accounts matters.

**[A] SPECIAL INSTRUCTIONS FOR APPLYING ON DEPUTATION BASIS :**

The pay and conditions of deputation of selected officers shall be regulated in terms of Deptt. of Personnel & Training OM No 6/8/2009-Est (Pay-II), dated 17 June 2010 as amended from time to time and other relevant instructions of Govt. of India. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment shall ordinarily not exceed three years Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the date of appointment to the post. Note 4: For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the seventh central pay commission recommendations has been extended shall be deemed to be service rendered in the corresponding level in the Pay Matrix of VII CPC.

Applications in the prescribed format uploaded along with online application, with attested copies of up-to-date ACR/APARs of the last five years, Cadre Clearance, Vigilance Clearance, Integrity Certificate and statement showing Major or Minor Penalties, if any, imposed during last ten years to be submitted by **speed post** ;

**To,  
THE SECRETARY & HEAD (GENERAL ADMINISTRATION)  
NATIONAL INSTITUTE OF DESIGN (NID)  
PALDI, AHMEDABAD – 380007.**

by superscripting the envelop ;

**“APPLICATION FOR THE POST OF REGISTRAR – NID – KURUKSHETRA – ON DEPUTATION BASIS” latest by 25<sup>th</sup> July 2018.**

**Eligibility Criteria for filling up the post on Direct Recruitment basis (for NID Vijayawada/ Amravati and Kurukshetra both):**

- (i) Degree in any discipline from a recognized Institute or University. Working knowledge in computers.
- (ii) A Minimum of 15 years of administrative experience in a supervisory position in Government/ University/ Higher Educational Institution/ Research Institution, preferably in design/ fashion technology or similar institution, of which 8 years should be in the capacity of Deputy Registrar or equivalent (Level 11 of Pay Matrix/6<sup>th</sup> CPC GP Rs 6600) on regular basis, or with 5 years' service in Level 12 of Pay Matrix/ Grade pay of Rs 7600 (6<sup>th</sup> CPC GP) or equivalent.

**Desirable for both the Direct recruitment and on Deputation basis:**

Experience of computer systems for information processing and retrieval. Experience of working in University/Higher Education Institution and familiarity with the working of university bodies and institutions will be preferred.

**Job Descriptions for the post of Registrar:**

- (1) The Registrar shall be in charge of all academic administration of the Institute and responsible for implementing directives of the Government of India in respect of all administrative, financial, establishment, academic and student matters and assist the Director/specified authorities in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades / diplomas etc and such other academic administration related tasks and responsibilities as may be entrusted by the Director.
- (2) The Registrar shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Governing Council shall commit to his charge.
- (3) The Registrar shall act as the Secretary of the Governing Council, the Senate and such committees as may be prescribed by the Governing Council.
- (4) The Registrar shall be responsible to the Director for the proper discharge of his functions and shall exercise such other powers and perform such other duties as may be assigned to him by the Governing Council/Director.
- (5) In the absence of Chief Administrative Officer, shall be in charge of the Establishment matters, General Administration matters, liaisoning with the Government of India and other authorities, purchase and stores, land-buildings and maintenance, etc. functions.
- (6) 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.

- (7) The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters.
- (8) The Registrar shall coordinate with all Heads of Departments and Discipline Leads for administrative support for all academic related works and facilities of the Institute and arrange for the same in consultation with the Activity Chairperson (Education/specified authority).
- (9) The Registrar shall chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.

## **II. DEPUTY REGISTRAR (number of post – ONE(1) at each NID):**

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

**Scale of Pay:** Pay Matrix Level- 11 as per the 7<sup>th</sup> CPC (6<sup>th</sup> CPC PB-3; GP-Rs. 6,600)

**Age limit for Direct Recruitment:** Not exceeding 45 years, as on 25<sup>th</sup> July, 2018

### **Eligibility Criteria:**

- (i) Degree in any discipline of a recognized Institute or University. Working knowledge in computers.
- (ii) A minimum of 10 years of relevant experience in Government/ Educational/ Research Institution, out of which five years should be in the GP of Rs. 5400 (6<sup>th</sup> CPC) or equivalent. The candidate would be expected to have some familiarity with Academic and Administrative 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.

### **Job Description:**

Deputy Registrar will function under the supervision and directions of the Registrar and will be assigned with the tasks and responsibilities in the areas of academic, examinations and students matters, establishment and administration, etc as may be assigned by the Registrar/Director. Shall exercise such powers and perform such other functions as may be assigned to him by the Registrar/Director and the authorities of the Institute.

### **III. CONTROLLER OF FINANCE & ACCOUNTS (number of post – ONE (1) at each NID):**

Applications are invited on Direct Recruitment basis only for this post. **Scale of Pay:** Level-12 of the Pay Matrix (6<sup>th</sup> CPC PB-3; GP-Rs. 7,600)

**Age limit for Direct Recruitment:** Not exceeding 50 years, as on 25<sup>th</sup> July, 2018.

#### **Controller of Finance & Accounts:**

- (i) Master degree in Commerce/ Financial Management from recognized University/ Institution or C.A. or equivalent
- (ii) A minimum of 10 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules.

**Desirable:** (i) Previous experience of double entries book keeping 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.

#### **Job Descriptions :**

- (1) The Controller of Finance and Accounts shall be in charge of the finance and accounts matters, maintenance of books of accounts (double entries accounting system), internal audits, statutory audit, CAG audit and annual accounts of the Institute. Liasoning with the Government of India and other statutory authorities on finance, grants, accounts and audit matters and compliances.
- (2) He shall also be responsible for accounts and finance services, taxations, complying with statutory requirements for maintenance and presentation of accounts and compliance of all conditions of grants and shall also assist the Director in preparing financial data and presentation for the Standing Committee or Governing Council and such other tasks and responsibilities as may be entrusted by the Director.
- (3) The Controller shall chair such committees and panels for which he may be nominated by the Director and carry out such other tasks and functions as may be entrusted by the Director and shall exercise such powers as may be delegated under the delegation of administrative and financial powers by the Governing Council.

## **GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES**

1. Reservation and relaxation in age limit 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 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 candidate can apply for more than one post and also for both the campuses for the same post, for which he/she is eligible. Such candidates shall have to make appropriate selection for each post/ NID Campus/ Direct Recruitment or on Deputation basis, as the case may be accordingly.
7. Degrees etc in support of educational qualifications should have been awarded by a recognized University / Institute.
8. 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.
9. Persons employed in Government / Semi Government Organizations / Autonomous Bodies will have to submit 'No Objection Certificate (NOC)' from their present employer at the time of interview.
10. Candidates from the above referred Government/ semi-Government/ Autonomous Institutions will also have to submit a certificate from the employer/competent authority at the time of interview that no vigilance/ disciplinary case is either pending or contemplated against him/her.
11. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

12. If the number of applicants for a particular 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.
13. Incomplete applications or applications received after the last date are liable to be rejected.
14. Candidates are not required to attach copies of any educational, experience etc certificates at the time of applying. All relevant certificates in original with a self-attested copy will be required at the time of interview. At the time of interview, shortlisted candidate will be required to carry his/her educational qualifications certificates, experience, age, caste/disability certificate-if applicable and current salary certificate/pay-slip from the existing employer or from the last employer with self-attested copies of above documents.
15. To-and-fro rail fare by the shortest route being limited to AC- 2 tier (for posts in the 6<sup>th</sup> CPC Grade Pay of Rs 6600 or above) or AC- 3 tier (for all other posts )will be paid to the candidates who are called and appear before the Selection Committee/ Interview.
16. For the candidates eligible to be paid travelling expenses for appearing in the interview, will be required to submit a cancelled cheque of his/her bank account for transferring ( through RTGS etc)the eligible amount to be paid in his/ her bank account. Such candidates will have to submit proof of arrival/ one-way ticket/ boarding pass in original and copy of reservation / e-ticket etc. at the time of interview.
17. For any legal dispute, Ahmedabad courts of law will be the jurisdiction.
18. Candidates possessing requisite qualification and relevant experience are required to apply online in the prescribed format which has been uploaded on our website [www.nid.edu/careers](http://www.nid.edu/careers)

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

For any other details please contact through - Phone: 079-26629671/ 500, Email: admin@nid.edu