

Ref. No. NID AP/RECT./2021/R-01

Dated.15.06.2021

RECRUITMENT OF VARIOUS NON-TEACHING POSTS

The National Institutes of Design Andhra Pradesh 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 permanent campus of the Institute is located at Amaravati in Guntur District of Andhra Pradesh and at present it is functioning from its Transit Campus in Acharya Nagarjuna University, Namburu-522510, Guntur - Vijayawada Highway, Andhra Pradesh. NIDAP is offering four-year full time B. Des (Bachelor of Design) program in three disciplines, namely, Industrial Design, Communication Design and Textiles & Apparel Design.

Applications are invited for the following positions in the Institute from the eligible and competent professionals who are willing to take up lead roles.

Vacancy details:

Sl. No.	Name of Post	Pay Level as per Seventh CPC [equivalent PB & GP in Sixth CPC]	No. of Posts & Reservation category
1.	Registrar	Pay Level – 13 (Rs. 123100-215900) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 8700)	01-UR
2.	Head Librarian	Pay Level – 11 (Rs. 67700-208700) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 6600)	01-UR
3.	Administrative Officer	Pay Level – 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 5400)	01-UR
4.	Senior Accounts Officer	Pay Level – 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 5400)	02-UR
Total			05

Interested and eligible candidates may apply by filling the prescribed Application Form available on the Institute website.

Details regarding educational qualifications, experience, other requirements, and terms & conditions are as below:



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1	Name of the post	:	Registrar
2	No. of Posts	:	One (01)-UR
3	Classification of Post	:	Group-A
4	Pay Band	:	Pay Level - 13 (Rs. 123100-215900) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 8700)
5	Method of Recruitment	:	On Fixed Tenure Contract of Three Years or on Deputation for Three Years. The tenure of engagement in any of the above methods may be extended for a further period of maximum two years based on performance review. Basing on the performance it may be regularized/absorbed.
6	Maximum Age as on the closing date of receipt of applications	:	Not exceeding 50 years in case of Fixed Tenure Contract and not exceeding 56 years in case of deputation. Age relaxation admissible as per Govt of India Rules.
7	Educational Qualification & Experience in case of Fixed Tenure Contract basis	:	Essential Qualification: Degree in any discipline from recognized and reputed universities/institutes in India. Essential Experience a) At least 15 years' of post qualification experience in a supervisory position in a Government University/ Higher Educational Institution/Research Institution /an institution of higher education of repute preferably in design/ fashion technology or similar educational institution of national importance. b) Experience in handling computerized academic matters viz. admissions, examinations course delivery, assessment, evaluation, award of grades, award of degrees, student affairs, International Relation and Outreach activities. Desirable: Experience of working in University/ Higher Education Institution and familiarity with the working of university bodies and institutions will be preferred.
8	Eligibility criteria in case of 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 Pay Level-12 (6 th CPC GP of Rs. 7,600).
9	Probation period	:	Two Years.

10	Job Description (Indicative but not exhaustive)	: Overall Academic Administration as stated below: i) The Registrar shall be in charge of all academic administration of the Institute and Institute campuses and responsible for implementing directives of the Government of India in respect of all academic and student matters and assist 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. ii) 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. iii) The Registrar shall act as the Secretary of the Governing Council, the Senate and such committees as may be prescribed by the Statutes. iv) 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 NID Act or the Statutes or by the Director. v) The Registrar shall execute all contracts and legal documents for and on behalf of the Institute, when authorised 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. vi) The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters. vii) The Registrar shall coordinate with all Heads of Departments, Deans 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). viii) 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
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	Job Description (Indicative but not exhaustive)	<p>such powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.</p> <p>ix) The registrar shall chair such committees and panels for which he may be nominated by the Director and may carry out such other task 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.</p>
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1	Name of the post	:	Head Librarian
2	No. of Posts	:	One (01)-UR
3	Classification of Post	:	Group A
4	Pay Band	:	Pay Level - 11 (Rs. 67700 - 208700) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 6600)
5	Method of Recruitment	:	Direct Recruitment/Deputation
6	Maximum Age as on the closing date of receipt of applications	:	Not exceeding 45 years in case of Direct Recruitment and not exceeding 56 years in case of deputation. Age relaxation admissible as per Govt of India Rules.
7	Educational Qualification & Experience in case of Direct Recruitment	:	Essential: 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 iv) 5 years' service as Deputy Librarian or equivalent in a recognized institution in the Pay Level-10 (6 th CPC G.P of Rs.5,400) or with 8 years in Pay Level-7 (6 th CPC G.P. of Rs.4,600). Desirable: (i) M. Phil/Ph. D in Library Science/ Information Science and Documentation.
8	Probation period	:	Two Years
9	Eligibility criteria in case of Deputation	:	Officer under the Central/State/U.T. Government/ Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with 5 years of service in the Pay Level-10 (6 th CPC GP of Rs.5,400) or with 8 years in the Pay Level-7(6 th CPC GP of Rs.4,600).



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10	Job Description (Indicative but not exhaustive)	:	<p>a. Head and overall, In-charge of Library/ Resource Centre and shall function under the guidance of Director and other competent authority of the Institute.</p> <p>b. Digitization of the important and valuable resources in the KMC, procurement of relevant e-books, e-magazines/journals, to ensure and strengthen the resource systems at the Library Resource Centre.</p> <p>c. Library- Resource Centre Memberships, circulation, reader related issues, etc.</p> <p>d. Acquisition procedures, approvals, sanctions, etc. from the competent authorities.</p> <p>e. Classification of books and AV materials.</p> <p>f. Archival Collection, classification, restoration, maintenance, etc.</p> <p>g. Institutional contacts (memberships, Inter Library Loans, reference services, etc.)</p>
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1	Name of the post	:	Administrative Officer
2	No. of Posts	:	One (01) - UR
3	Classification of Post	:	Group A
4	Pay Band	:	Pay Level -10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC(6th CPC Pay Band-3 with Grade Pay Rs. 5400)
5	Method of Recruitment	:	Direct Recruitment/Deputation
6	Maximum Age as on the closing date of receipt of applications	:	Not exceeding 40 years in case of Direct Recruitment and not exceeding 56 years in case of deputation. Age relaxation admissible as per Govt of India Rules
7	Educational Qualification & Experience in case of Direct Recruitment	:	<p>Essential:</p> <p>i) Master's Degree in any discipline of a recognized institute or University. Knowledge in computer.</p> <p>ii) A Minimum of 5 years of relevant experience in a Government/ educational/Research Institution. The candidate will 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.</p> <p>Desirable:</p> <p>Experience of computer systems for information processing and retrieval. Preference shall be given to those who have had experience of working in design or similar institution in an analogous post.</p>



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8	Probation period	:	Two years
9	Eligibility criteria in case of Deputation	:	Officer under the Central/State/U.T. Government/ Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with 5 years' service in the Pay Level-7 (6 th CPC GP of Rs.4,600 in the ministerial cadre).
10	Job Description (Indicative but not exhaustive)	:	Hands on experience in the fields of Recruitment & Rosters, Employee & Public Grievances/CPGRAMs, Outsource matters/Contract Labour & other statutory compliances, RTI & Legal, Transport, Housekeeping & Security matters, Service Book & Personal Files, Purchase & Procurement matters, Leave & Attendance matters, Service matters, Training & Development, Institute Programmes & infrastructure matters, Disciplinary & Vigilance matters, Performance Appraisal System (APARs), Departmental Property-Office, Buildings/ Quarters /Guesthouse and other Establishment and Administrative matters.

1	Name of the post	:	Sr. Accounts Officer
2	No. of Posts	:	Two (02) - UR
3	Classification of Post	:	Group A
4	Pay Band	:	Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7 th CPC (6 th CPC Pay Band-3 with Grade Pay Rs. 5400)
5	Method of Recruitment	:	Direct Recruitment/Deputation
6	Maximum Age as on the closing date of receipt of applications	:	Not exceeding 40 years in case of Direct Recruitment and not exceeding 56 years in case of deputation. Age relaxation admissible as per Govt of India Rules
7	Educational Qualification & Experience in case of Direct Recruitment	:	Essential: i) Master's Degree in Commerce/ Financial Management from recognized university/ Institution/ C.A or equivalent. ii) A Minimum of 5 years relevant experience in Govt./Educational/ Research Institution with Finance and Accounts Knowledge of Central Govt./U.T. Rules Desirable: i) Previous experience in Educational Institution/Autonomous Bodies Funded by Govt. of India in an analogous post. ii) Passing the departmental Accounts Examination. iii) Member of the organized accounts cadre of GoI.



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8	Probation period	:	Two Years
9	Eligibility criteria in case of Deputation	:	Officer under the Central/State/U.T. Government/ Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with 5 years' service in the Pay Level-7 (6 th CPC GP of Rs.4,600).
10	Job Description (Indicative but not exhaustive)	:	<ul style="list-style-type: none">a) Maintenance of data in Public Financial Management System (PFMS).b) Budgeting, management of funds, banking operations.c) Maintenance of books of accounts as per applicable accounting standards.d) Ensuring the compliance with General Financial Rules and all other applicable Govt guidelines.e) Ensuring the compliance with all applicable legal matters, taxation matters (GST, Income Tax etc) including the filing of returns.f) Co-ordination with auditors (Statutory auditors, C&AG auditors, Internal auditors, special auditors etc.) and ensuring the timely compliance with their observations.g) Drawing & Disbursement of salary of Officers & Staff of the Institute and making payments of TA Bills, LTC, Medical reimbursement etc.h) Settlement of invoices/ bills raised by various vendors providing service & goods to the Institute.i) To take care of various statutory deduction e.g. TDS, License Fee, Provident Fund, NPS etc. & depositing the same with concerned Government Agencies. He shall file all the statutory returns viz Income Tax Return, TDS return, GST returns etc.j) Shall coordinate with the Design Consultancy, Outreach, etc., revenue generating activities of the Institute, w.r.t. accounts and finance of the projects.k) Shall chair such committee and panels for which he may be nominated by Registrar/ Director.l) Assisting the Controller of Finance & Accounts in all matters of accounts, finance, legal, taxation matters etc.

Important instructions to the candidate and other General Terms & Conditions:

1. Candidates possessing requisite qualification and relevant experience may apply by filling the prescribed application format and paying the application fee through the given link.
2. Candidates are required to attach scanned copies of the experience, educational documents along with Caste Certificate, if applicable and Aadhar Card at the time of applying. Shortlisted candidates shall be required to submit the educational qualification certificates, Experience certificates, Age, Caste/disability certificate-if applicable and salary certificate/pay-slips at the later stage and shall be required to carry the originals of the same with a set of self-attested copies at the time of interview. 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.
3. The pay and conditions of deputation of selected officer shall be regulated as per the DoPT OM No 6/8/2009-Est (pay-II), dated 17.06.2010 as amended from time to time and other relevant instructions of Govt. of India. Candidates applying on deputation should send their application duly forwarded by the present employer with clear No Objection Certification, attested copies of up-to-date ACR/APARS of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during last ten years within 14 days of last date of online application. However, an advance copy of the application should be submitted within the last date.
4. Persons employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's and applying on Fixed Term Contract/Direct Recruitment basis will have to submit 'No Objection Certificate (NOC)' and a 'Certificate of Vigilance Clearance' from their present employer at the time of interview failing which their candidature will be cancelled and they will not be allowed to attend the interview.
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.
6. A candidate can apply for more than one post by submitting separate application form and by paying the application fee for each post separately. Incomplete applications and those without requisite fee or supporting documents related to qualification and experience are liable to be rejected.

7. Degrees etc. in support of educational qualifications should have been awarded by a recognized University / Institute. Institute reserves the right to carry out positive verification of the qualification and experience cited by a candidate. Only the post qualification experience will be counted. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets.
8. Experience Certificate especially from private employer must mention (1) Designation, (2) Nature of works performed, (3) Duration of the employment, (4) Pay particulars (5) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during fulltime education will not be counted as professional experience.
9. No relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies. Reservation for PwD is a horizontal reservation and therefore candidates selected will be placed in the appropriate category.
10. The Institute reserves the right to relax experience in exceptional cases and the decision of the Competent Authority of NID AP shall be the final in this regard.
11. Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents may be outrightly rejected. No correspondence will be entertained in this regard.
12. 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. 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. NID AP 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. 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 fulfil 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 fulfil 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.

- 14.** NID AP 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. NID AP 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. The Institute reserves the right, not to fill the posts herein advertised in case of no availability of suitable candidates.
- 15.** 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 AP reserves the right to withdraw/ cancel/ modify any communication made to the candidate.
- 16.** In case after appointment, any information given/declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to the appointment he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- 17.** 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/absorbed in the post as per Institute's norms. The Institute reserves the right to empanel candidate(s) for future vacancies.
- 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 AP service as per the Government of India norms.
- 19.** All the appointments are for full time commitment and subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of Institute service, if NID AP, 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.** Appointed candidate shall be covered under New Pension System (NPS) and shall be regulated by the Conduct, Discipline and other Service Rules of the NID AP.

21. NID AP strives to have a workforce, which reflects gender balance and hence female candidates are encouraged to apply.
22. Institute reserves the right to conduct Written Test/Group Discussion/Presentation for shortlisting and selection either in person or online. No TA/DA will be paid for attending the Written Test/Group Discussion/Interview. Candidates are advised to visit NID AP website <http://www.nid.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 AP website. No separate communication/intimation in this regard shall be made by the Institute. All other communications in regard with recruitment will be made by email only.
23. Candidates shall be required to pay application fee (Non-Refundable) of Rs. 1000/- online through digital mode. SC, ST, PwD and Women candidates are exempted from payment of application fees. SC, ST and PwD candidates are required to attach valid Caste/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates should attach a copy of Aadhar Card.
24. In case of multiple applications of the same candidate for the same post are found, then the last one only subject to receipt of fee shall be taken into consideration.
25. For any legal dispute, Guntur courts of law will be the jurisdiction.
26. NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED. In case of any difficulty please write to recruitment@nid.ac.in
27. **The last date for submission of online application is 20-07-2021.** Applications received after this date shall not be considered.

Sd/-
Chief Administrative Officer
National Institute of Design Andhra Pradesh