



राष्ट्रीय डिजाइन संस्थान  
National Institute of Design  
ఆంధ్ర ప్రదేశ్ • ఆంధ్ర ప్రదేశ్ • Andhra Pradesh

(An autonomous Institute of National Importance  
Under DPIIT, Ministry of Commerce and Industry, Govt. of India)

RECRUITMENT NOTIFICATION NO.NID AP/RECT./2024/R-2

Date:05.12.2024

The National Institute of Design, Andhra Pradesh is an autonomous multi-disciplinary design Institute of National Importance established under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India. Online applications are invited from the eligible Indian Nationals to fill-up the following positions.

S.N.	Post Name/No./Reservation	Pay Level	Mode of Recruitment
1	Head Librarian-01 No. (UR)	11	Direct Recruitment Failing which by Deputation
2	Senior Accounts Officer-01 No. (UR)	10	Direct Recruitment Failing which by Deputation

All positions are identified as suitable for Persons with benchmark disabilities. Interested and eligible candidates may apply online only through the link on the institute website. Further details, updates and modifications, if any, shall be available on our website [www.nid.ac.in/careers](http://www.nid.ac.in/careers) only. The online application window will be open for 30 days from the date of publication of this notice in the Employment News.



**In-Charge Admin Head**  
**National Institute of Design Andhra Pradesh**

## Detailed Recruitment Notification

1	Name of the Post	:	Head Librarian
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	Pay Level-11
5	Age limit for Direct Recruitment	:	Not exceeding 45 years
6	Period of probation if any	:	Two years
7	Educational qualification & experience	:	<p><b>Essential:</b></p> <p>i). Degree in Library Science/ Information Science from a recognized University</p> <p>ii). Degree/ Diploma in Computer from a recognized institute</p> <p>iii) Experience in Library Automation and Administration</p> <p>iv) 5years service as Deputy Librarian or equivalent in a recognized institution in the Pay Level-10 or with 8 years in Pay Level-7.</p> <p><b>Desirable:</b></p> <p>(i) M. Phil/Ph. D in Library Science/ Information Science and Documentation.</p>
8	Whether age and educational qualification prescribed for direct recruitment will apply in the case of deputation	:	<p>Age: No</p> <p>Educational Qualification: Yes</p> <p>Age Limit for Deputation: 56 years</p>
9	Method of recruitment	:	Direct Recruitment Failing which by Deputation
10	In case of recruitment by deputation, grade from which deputation is to be made	:	Deputation from analogous post in library or with 5 years of service in the Pay Level-10 or with 8 years in Pay Level-7.
11	Job Description (Indicative but not exhaustive)	:	Digitization of the important and valuable resources in the KMC. Procurement of e-books, e-magazines/journals to ensure and strengthen the resource systems at the Library Resource Centre. Library- Resource Centre Memberships, circulation, reader related issues, etc. Acquisition procedures, approvals, sanctions, etc. from the competent authorities. Classification and coding of books. Institutional contacts (memberships, Inter Library Loans, reference services, etc.).

1.	Name of the Post	:	Senior Accounts Officer
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	Pay Level-10
5	Age limit for Direct Recruitment	:	Not exceeding 40 years
6	Period of probation if any	:	Two years
7	Educational qualification & experience	:	<p><b>Essential:</b></p> <p>i) Master degree in Commerce/Financial Management from recognized University/Institution/C.A or equivalent.</p> <p>ii) A minimum of 5 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules</p> <p><b>Desirable:</b></p> <p>(i). Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post.</p> <p>(ii) Passing the departmental Accounts examination</p> <p>(iii) Members of the organized accounts cadre of Government of India</p>
8	Whether age and educational qualification prescribed for direct recruitment will apply in the case of deputation	:	Age: No Educational Qualification: Yes Age Limit for Deputation: 56 years
9	Method of recruitment	:	Direct Recruitment Failing which by Deputation
10	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the Pay Level-7.
11	Job Description (Indicative but not exhaustive)	:	Public Financial Management System (PFMS), budgeting, management of funds, banking operations. Maintenance of books of accounts, compliance with General Financial Rules, taxation matters (GST, Income Tax etc) including the filing of returns. Co-ordination with auditors (Statutory auditors, C&AG auditors, Internal auditors, special auditors etc.) and ensuring the timely compliance with their observations. Drawing & Disbursement of salary of Officers & Staff of the Institute and making payments of TA Bills, LTC, Medical reimbursement etc. Settlement of invoices/ bills raised by various vendors providing service & goods to the Institute. To take care of various statutory deduction e.g. TDS, License Fee, Provident Fund, NPS etc. & depositing the same with concerned Government Agencies.

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES**  
**AND**  
**GENERAL TERMS & CONDITIONS OF THE RECRUITMENT**

1. Candidates are required to submit the application online only in the link provided on the institute website and not required to print and send the online application to NID AP except in case of Deputation. Scanned copies of recent passport size photographs and scanned copies of relevant certificates and other testimonials in support of age, qualification, experience etc. required to be uploaded at an appropriate column on the online application portal. Applications or CV/Bio-data sent by e-mail and any other modes other than prescribed mode shall not be considered.
2. Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions /Universities and desirous to apply on deputation for the earmarked positions only should apply online first and then get the online generated application duly forwarded through proper channel by the present employer with clear No Objection Certification, attested copies of up-to date ACR/APAR's of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during the present and previous employments within 15 days from the closure of online application window to In-Charge Admin Head, National Institute of Design Andhra Pradesh, Sakhamuru Village, Thullur Mandal, Guntur District 522237, Andhra Pradesh'. Applications received online for Deputation but not forwarded through the proper channel with required documents within the stipulated time shall not be considered for further selection process.
3. Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions /Universities and applying for positions on Direct Recruitment should upload No Objection Certificate from the present employer in their online application. However, in case of any delay/difficulty in obtaining NoC, the candidate(s) may apply uploading a signed undertaking to produce the original NOC from employer before the interview OR Written Test OR when specifically asked for. Candidates failing to produce NoC prior to the Shortlisting/Test/Interview shall not be considered for further selection process.
4. Recruitment and appointment on deputation shall be governed by the terms & conditions stipulated by DoPT for the purpose of deputation vide OM No. DOPT-1716267915093 dtd. 28/03/2024 and as amended from time to time.
5. A candidate(s) can apply for more than one post for which he / she is eligible. Such candidate(s) shall have to apply separately for each post and shall pay the respective fee separately for each applied post. In case a candidate is applying for a particular post on multiple methods of recruitment viz. Direct Recruitment/ Deputation etc., a single fee payment is sufficient against that particular post only and the same payment reference number to be mentioned against the application made under separate methods of recruitment for the same position.
6. Only Candidate(s) fulfilling the required criteria may apply. Candidate(s) are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience as per the advertisement.

7. The work experience gained after acquiring essential qualifications shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account/considered.
8. Degrees / Diploma, etc. in support of educational qualifications should have been obtained from a recognized University/ Institute/ UGC/AICTE/ NID. The candidates while applying should make sure that their qualification meets this criterion. In case on later stage even after appointment it is found that the qualification is not obtained from a recognized/regulatory body, the onus of proving the recognition shall be with candidates failing which the appointment shall be liable for cancellation.
9. The Institute reserves the right to increase or decrease the no. of posts to be filled or not to make any recruitment to any post(s), to shortlist candidates for written test and/or interviews and to accept or reject any application/all applications at any stage or not to offer the appointment without assigning any reason.
10. The decision of the Institute in all matters relating to eligibility, acceptance, or rejection of any / all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening / selection, conduct of test / interview, shall be final and binding on the candidate(s).
11. Mere fulfillment of the minimum qualification and experience will not vest any right on a candidate(s) for being called for a written test / skill test /Group Discussion/Interaction/Interview etc. The decision of the Institute in all matters shall be final.
12. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be canceled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
13. The Institute reserves the right to call only the requisite number of candidate(s) for selection process after shortlisting with reference to the candidates' essential and desirable qualification, suitability, relevant experience, etc. and also to convert the desirable qualification into essential qualification to optimize the number of candidate(s) for selection process. No further communications shall be entertained in this respect.
14. The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimize the number of candidate(s) to be called for interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
15. Shortlisting of candidate(s) shall be provisional subject to the candidate(s) fulfilling the criteria as per Advertisement and also the criteria of shortlisting to be fixed by the institute. In case, it is detected at any later date, that candidate(s) were otherwise not eligible for the post, as per Advertisement / criteria fixed for

shortlisting, the institute reserve the right to cancel the selection process of the candidate(s) and if already selected, then the institute reserve the right to withdraw the appointment. The onus of fulfilment of criterion(s) shall rest with the candidate(s) for all purposes.

16. The Institute shall verify the antecedents and documents submitted by a candidate(s). In case, at any point of time if it is found that any information furnished by the candidate(s) in his / her application is false / incorrect or the candidate(s) has suppressed any relevant information or wrongly represented or the candidate(s) otherwise does not satisfy the eligibility criteria or any of the facts / documents submitted by a candidate(s) are falsified or tampered with or the candidate(s) has doubtful antecedents / background and has suppressed the said information or the qualifications are from a non-recognized University/Institution, his / her services shall be terminated immediately without assigning any reason whatsoever. Appropriate legal action may be initiated against the candidate, if it is found that the candidate has submitted false/fake/ tampered documents.
17. Incomplete application in any respect and not accompanied by any certificate /documents/ photograph, without fee payment unless exempted will be summarily rejected. Original documents will be verified at the time of written test /interview and at the time of joining.
18. Certificate in support of experience should be in proper format i.e., it should be on the organization's letterhead, bear the date of issue, duration of engagement, pay scale / Last Pay, nature of work handled, name and designation of the issuing authority along with his/her signature. Pay slips/Office orders/Appointment orders or any other documents issued by the competent authority of the employers may also be considered as proof of Experience as per Institute discretion and provided it establishes the fulfilment of prescribed criteria like nature of employment, position, nature of work, pay levels unambiguously.
19. The period of experience rendered by a candidate(s) on part-time basis and occasional experience of less than 15 continuous days in a month etc. will not be counted while calculating the requisite / relevant experience for shortlisting the candidate(s) for written test/interview.
20. In case method of recruitment on which an application made is not correctly selected/ mentioned or application made on deputation is not duly forwarded by the present employer within the due date, institute reserves the right to cancel the candidature or consider as deemed fit as per Institute discretion.
21. Only date of birth indicated in SSC/HSC/Secondary School Leaving Certificate/Birth Certificate shall be considered and accepted. 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 online submission of applications under this advertisement.
22. The age relaxations and reservation, wherever applicable shall be as per existing Central Government rules. Candidate(s) seeking such age relaxation and benefits must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders and possess certificates in the format prescribed by Govt.

of India. For candidate(s) to be considered under Persons with benchmark disabilities category, candidate(s) has to submit relevant disability certificate of not less than 40% of relevant disability mentioned in the certificate issued by the appropriate authority as prescribed under The Rights of Persons with Disabilities Act, 2016.

23. All correspondence from the Institute to the candidate(s) shall be made exclusively by way of email in the ID provided by the candidate(s). Therefore, candidate(s) are requested to retain the email-ID and check it regularly. The correspondence shall include, call for written test / trade test / interview / appointment letter, etc. Candidates are advised to check the Institute website regularly for updates.
24. Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website only. Candidate(s) are advised to visit the Institute website regularly.
25. The Institute may reimburse to & fro travelling expenses restricted to 3tier AC Train fare by the shortest route from the registered address for the candidates who appear for interview.
26. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify /withdraw / cancel any communication made to the candidate(s).
27. Institute strives to have a workforce which reflects gender balance. Women candidate(s) and transgenders are encouraged to apply.
28. Candidates shall be required to pay an application fee (Non-Refundable) of Rs. 500/- in case of Gr.-A posts and Rs. 300/- for below Gr. A posts through SBI Collect link provided on the Institute website career page. Transaction Number/UTR of successful fee payment must be provided in the online application before final submission and applications without fee payment/valid payments particulars shall be rejected. SC, ST, PwD, Ex-servicemen and Women candidates are exempted from payment of application fees. SC, ST, Ex servicemen and PwD candidates are required to upload a valid Caste/Service Certificate/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Applications without fee unless exempted payment shall not be considered.
29. For any legal dispute, the courts of law at Guntur(AP) will have jurisdiction. Canvassing in any form and / or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for.
30. NO INTERIM ENQUIRIES ABOUT RECRUITMENT WILL BE ENTERTAINED. Only in case of any technical difficulty in filling the online application, candidates may write to [careers@nid.ac.in](mailto:careers@nid.ac.in) with a screenshot of the error page/stage and short description of the problem. However, it is the responsibility of the individual candidate to complete the online application within the due date.

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