



NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH

(An autonomous Institute of National Importance under the DPIIT,
Ministry of Commerce and Industry, Govt. of India.) EEE & ECE
Building, Ground Floor, ANU Campus Guntur 522510
web: www.nid.ac.in

RECRUITMENT NOTIFICATION NO.NID AP/RECT./2022/R-01

Dated: 08.02.2022

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. From the Academic Year 2015-16, it is offering Graduate programme in Design in three major disciplines of Industrial Design, Communication Design and Textiles & Apparel Design.

Applications are invited from the eligible Indian Nationals to fill-up the following teaching, non-teaching and technical positions:

S.N.	Post Name	Post Code	Pay Level	No. of Posts & Category	Method of Recruitment
1	Controller of Finance & Accounts	A01	Level-12	01 (UR)	Deputation
2	Faculty	F01	Level-10	07 (UR-2, SC-1, OBC-3, EWS-1)	Direct Recruitment/ Deputation/ short-term contract
3	Senior Design Instructor	F02	Level-10	01 (UR)	Direct Recruitment/ Deputation
4	Administrative Officer	A02	Level-10	01 (UR)	
5	Associate Sr. Technical Instructor	T01	Level-07	01 (UR)	
6	Associate Sr. Design Instructor	T02	Level-07	01(UR)	
7	Deputy Engineer (Electrical)	T03	Level-07	01(UR)	
8	Technical Instructor	T04	Level-06	01(UR)	
9	Design Instructor	T05	Level-06	01 (UR)	Short-term contract
10	Assistant Engineer (IT)	T06	Level-06	01(UR)	

Interested and eligible candidates may apply by mailing the filled-in prescribed form available on the Institute website to recruitment@nid.ac.in. For details regarding educational qualifications, experience, fee, other requirements, and terms & conditions, please visit our website www.nid.ac.in/careers. Corrigendum/Addendum or cancellation of this notification or recruitment of any of the posts shall be published on NID AP website only. **Last date for receipt of applications is: 07/03/2022.**

s/d
Chief Administrative Officer
NID AP



Detailed Recruitment Notification

A. Administrative Posts:

Post Code - A01

1	Name of Post	:	Controller of Finance and Accounts
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group-A
4	Pay Level	:	Pay Level - 12 (Rs. 78800-209200) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	On Deputation initially for Two Years
6	Age	:	Not exceeding 56 years as on date of closure of application Age relaxation admissible as per Govt. of India Rules
7	Educational & Experience criteria	:	Essential: i) Master's 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 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.
8	Conditions for 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 grade pay Rs.6,600/-(Pay Level-11).
9	Job Description	:	i.CFA shall be responsible for Budgeting, management of funds, banking operations related to the Institute. Shall ensure compliance with Accounting standards, public procurement rules & Govt. of India guidelines related to financial management. ii.Preparation of financial estimates and annual accounts of the Institute as per applicable accounting standards as the Govt. of India Guidelines. iii.Ensuring the compliance with conditions attached with the grants issued by the Govt. of India and proper accounting of various grants from Govt. of India. To prepare the utilization certificates and coordinate with the administrative ministry for

		<p>timely release of Grant in aid and other finance & accounts matters under directions of Director/ Registrar.</p> <p>iv.To coordinate with the statutory auditors, C&AG audit team, internal auditors and others for proper verification of records and financial statements of Institute. To coordinate for compilation of audit replies to be submitted on behalf of the Institute.</p> <p>v.Drawing & Disbursement of salary of Officers & Staff of the Institute and making payment of TA Bills, LTC, Medical reimbursement etc.</p> <p>vi.Settlement of invoices/ bills raised by various vendors providing service & goods to the Institute.</p> <p>vii.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.</p> <p>viii.Maintenance of data in Public Financial Management System (PFMS).</p> <p>ix.Shall coordinate with the Design Consultancy, Outreach, etc. revenue generating activities of the Institute, w.r.t. accounts and finance of the projects.</p> <p>x.Prepare financial data and presentation for the Standing Committee or Governing Council.</p> <p>xi.To render advise on all financial matters to the superiors of the Institute and any other incidental tasks and responsibilities, as needed and as assigned by the Director of the Institute from time to time.</p>
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Post Code - A02

1	Name of the Post	:	Administrative Officer
2	Number of Post	:	One (01) UR – 01
3	Classification of Post	:	Group-A
4	Pay Level	:	Pay Level – 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment/ Deputation
6	Age	:	Not exceeding 40 years in case of Direct Recruitment and 56 years in case of Deputation as on date of

			closure of application. Age relaxation admissible as per Govt. of India Rules
7	Period of probation if any	:	Two years
8	Educational & Experience criteria	:	<p>Essential:</p> <p>i) 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 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.</p> <p>Desirable:</p> <p>Experience of computer systems for information processing and retrieval. Preference to those who have had experience of working in design or similar institution in an analogous post.</p>
9	Conditions for Deputation	:	Holding analogues posts of ministerial cadre or with 5 years' service in the grade pay of Rs.4,600(Pay Level-7) in the ministerial cadre.
10	Job Description	:	<ol style="list-style-type: none"> i. Procurement & Purchase of Goods, Services & AMC's etc. in compliance to GFR-2017. ii. Tendering process starting from indent to preparing of NIT and awarding of contract on GeM/CPPP and other modes and platforms. iii. Agency/Vendor/Supplier empanelment and all contract management. iv. Handling institute transport, security, Canteen, Mess, housekeeping, Institute Assets & Insurance etc. v. Recruitment & Promotions matters including maintenance of Reservation and Rosters. vi. Organizing Training & Development Programmes. vii. Ensuring Annual Performance Review System. viii. Maintenance of Service Books and Leave records. ix. Attendance/Payroll processing. x. Handling Employee Service matters and Grievances. xi. Handling RTI, Legal matters & Statutory Compliances like PF, ESI/Minimum Wages etc. xii. Facilitation, Coordination and providing necessary administrative support to other department. xiii. All other Establishment, Personnel and General Administration matters. xiv. Any other task(s) as assigned by the Competent Authority from time to time.

B. Faculty (Teaching)

Post Code: F01

1	Name of Post	:	Faculty
2	No. of Posts	:	Seven (07) UR – 02, SC – 01, OBC – 03, EWS – 01
3	Classification of Post	:	Group-A
4	Pay Level	:	Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment/Deputation/Short Term Contract
6	Age	:	Not exceeding 45 years in case of Direct Recruitment & Short-Term Contract and 56 years in case of Deputation as on date of closure of application. Age relaxation admissible as per Govt. of India Rules
7	Educational & Experience criteria	:	Essential: Degree/ Diploma in Design from the recognized University/ reputed Institution. Desirable: Post Graduate Degree/Diploma in Design Experience: Minimum 5 years in relevant field of Design
8	Conditions for Deputation/ Short term contract:	:	a) Holding Analogous Posts on regular basis in parent cadre or department. b) with at least 5 years as Faculty/ Teaching Associate c) With Design background working as Technical Instructor/ Faculty Associate/ Design Associate/, preferably in design/ fashion technology or similar institutions.
9	Job Description	:	i. Teaching discipline related subjects/ inputs at the institute. ii. Developing course materials and processes for learning and teaching, organizing and managing resources, participating in evaluations, assessments and Juries, contributing in academic reviews etc. in the allotted discipline as above and/or in any other area as assigned by the director, NID AP iii. Participating in design and research projects of students as faculty guide/ mentor iv. Contributing to research, publication, consulting and design promotion activities of the institute. It includes involvement in seminars, workshops, research, design and development projects under education as assigned from time to time. v. Contributing to integrated research – led Industrial Design inputs in other UG/ certificate programmes at NID AP Campus. Managing organizing and supervising the institutional / Studio or events as and when assigned by the supervisors. vi. Assisting in identifying and establishing new

			<p>infrastructure resources and their management that are vital for discipline's education activities.</p> <p>vii. Assisting in building up national/international relation network with institutions/ industries, including initiation of collaborative courses with National / International institutions and communication Industry.</p> <p>viii. Any other task and responsibilities related to overall development of the department/ institute through other allied activities as assigned by the Director</p>
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Post Code: F02

1	Name of Post	:	Senior Design Instructor
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group-A
4	Pay Level	:	Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment/ Deputation/ Short Term Contract
6	Age	:	Not exceeding 45 years in case of Direct Recruitment & Short Term Contract and 56 years in case of Deputation as on date of closure of application. Age relaxation admissible as per Govt. of India Rules
7	Educational & Experience criteria	:	<p>Essential: Degree/ Diploma in Design from a recognized University/ reputed Institution.</p> <p>Desirable: Post Graduate Degree/Diploma in Design</p> <p>Experience: Minimum 5 years in relevant field of Design.</p>
8.	Conditions for Deputation/ Short term contract :	:	<p>a) Holding Analogous Posts on regular basis in parent cadre or department.</p> <p>b) with at least 5 years in the grade pay of Rs.4800/- (Pay Level – 7).</p> <p>c) With Design background working as Technical Instructor/ Design Associate/ Sr Design Assistant, preferably in design/ fashion technology or similar institutions.</p>

C. Technical

Post Code: T01

1	Name of Post	:	Associate Senior Technical Instructor
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group B
4	Pay Level	:	Pay Level - 07 (Rs. 44900-142400) of the Pay Matrix of

			7th CPC
5	Method of Recruitment	:	Direct Recruitment/ Deputation
6	Age	:	Not exceeding 35 years in case of Direct Recruitment and 56 years in case of Deputation as on date of closure of application. Age relaxation admissible as per Govt. of India Rules
7	Period of probation if any	:	Two years
8	Educational & Experience criteria	:	Essential: Degree or Diploma in the relevant subject from a recognized institution. Experience: Four years in case of Degree holder or six years in case of Diploma holder in the relevant field. Desirable: Should be able to converse in English. Working knowledge of relevant software
9	Conditions for Deputation :	:	a). Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with two years of service in the post in the grade pay Rs.2800/Rs.4200 (Pay Level 5 /Pay Level 6). b). In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.

Post Code: T02

1	Name of Post	:	Associate Senior Design Instructor
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group B
4	Pay Level	:	Pay Level - 07 (Rs. 44900-142400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment/ Deputation
6	Age	:	Not exceeding 35 years in case of Direct Recruitment and 56 years in case of Deputation as on date of closure of application. Age relaxation admissible as per Govt. of India Rules
7	Period of probation if any	:	Two years
8	Educational & Experience criteria	:	Essential: Degree or Diploma in the relevant discipline/subject from a recognized institution. Experience: Four years in case of Degree holder or six years in case of Diploma holder in the relevant field. Desirable: a. Should be able to converse in English. b. Working knowledge of relevant software

9	Conditions for Deputation :	:	<p>a). Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with four years of service in the post in the grade pay Rs.2800/Rs.4200 (Pay-Level 5/Pay-Level 6).</p> <p>b). In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization</p>
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Post Code: T03

1	Name of Post	:	Deputy Engineer (Electrical)
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group B
4	Pay Level	:	Pay Level - 07 (Rs. 44900-142400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment/ Deputation
6	Age	:	Not exceeding 35 years in case of Direct Recruitment and 56 years in case of Deputation as on date of closure of application. Age relaxation admissible as per Govt. of India Rules
7	Period of probation if any	:	Two years
8	Educational & Experience criteria	:	<p>Essential: A degree in Electrical Engineering from University/Institute of repute.</p> <p>Experience: Three years post qualification experience as Assistant Engineer (Electrical) in CPWD/PWD or in Govt. organizations/autonomous bodies/PSUs/ reputed private industries.</p> <p>Desirable: Experience of campus/ estate management in large residential educational institute.</p>
9	Conditions for Deputation :	:	<p>a). Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least four years of service in the post in the grade pay Rs.2,800/- or Rs.4200/- (Pay-Level 5/Pay-Level 6).</p> <p>b). In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization</p>
10	Job Description	:	i. Responsible for the administration and general professional control of electrical works of the Institute.

		<p>ii. Responsible for overall Campus Electrical Works Execution, Installation & Maintenance of Sub-Stations, Supervision, Operations and Maintenance of all Electrical facilities, Preparation of Tender Documents, NIT's, NIQ's etc.</p> <p>iii. Responsible for development of Electrical Works in New Campus, Quality Assurance, Inspection activities in Electrical discipline and other electrical systems.</p> <p>iv. Shall ensure that the estimates of electrical services of the Institute are prepared on sound basis, and in accordance with provisions of National Building Code, 2005 (with latest revision) as also those of Bureau of Energy Efficiency, wherever applicable;</p> <p>v. Shall be responsible for efficient and timely execution of electrical works of the Institute, and ensure that their progress keeps pace with the progress of civil works. Shall interact with the Deputy and Assistant Executive Engineers concerned of the civil wing and discuss issues or problems of mutual concern. Shall ensure that co-ordination meetings called by the latter are properly attended by him/her or the concerned Executive Engineer, Electrical, depending on the circumstances and urgency;</p> <p>vi. Shall see that preventive, periodic and routine maintenance of all electrical installations and appliances are carried out effectively, and at the right time. Complaints of the user shall be redressed promptly, and a system of daily status report of compliance put in place. If required, with the approval of the Senior Engineer, out-source maintenance services, and for special services enter into annual maintenance contracts;</p> <p>vii. Shall prepare survey reports of such electrical equipment as has out-lived its useful life and has gone beyond economical repairs, in order that the same can be condemned and disposed as per the prescribed procedure;</p> <p>viii. Shall look to the proper and safe storage of out-of-season Equipment/ appliances, and further that the same are serviced properly before being brought back into use in the next season;</p> <p>ix. Shall inspect the works and see that the system of their execution and management is satisfactory, that requisite site records are being maintained and that</p>
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		<p>all procedures for safety of equipment and personnel are being duly followed.</p> <p>x.Any other incidental tasks and responsibilities, as needed and as assigned by the Senior Engineer or the Competent Authority of the Institute from time to time.</p>
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Post Code: T04

1	Name of Post	:	Technical Instructor
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post		Group B
4	Pay Level		Pay Level - 06 (Rs. 35400-112400) of the Pay Matrix of 7th CPC
5	Method of Recruitment		Direct Recruitment/ Deputation
6	Age		Not exceeding 35 years in case of Direct Recruitment & Short Term Contract and 56 years in case of Deputation as on date of closure of application. Age relaxation admissible as per Govt. of India Rules.
7	Period of probation if any	:	Two years
8	Educational & Experience criteria		<p>Essential: 3 years Diploma in relevant area/ subject from a recognized institution.</p> <p>Experience: Four years post qualification in the relevant industry/educational institution, or A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution. Should be able to converse in English Knowledge of relevant software.</p>
9	Conditions for Deputation :		<p>a). Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with four years of service in the post in the grade pay Rs.2,800/-(Pay-Level 5).</p> <p>b). In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization</p>

Post Code: T05

1	Name of Post	:	Design Instructor
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post		Group B

4	Pay Level	Rs. 46400/- Consolidated Pay (Basic Pay +DA) Based on First Cell of the Pay Level 6 + DA @ 31% (as on date of advertisement).
5	Method of Recruitment	Short-term contract.
6	Age	Not exceeding 35 years as on date of closure of application. Age relaxation admissible as per Govt. of India Rules
7	Educational & Experience criteria	Essential: 3 years Diploma in relevant discipline/area/ subject from a recognized institution. Experience: Four years post qualification in the relevant industry/educational institution, or A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution. Should be able to converse in English. Knowledge of relevant software.

Post Code: T06

1	Name of Post	: Assistant Engineer – IT
2	No. of Posts	: One (01) UR – 01
3	Classification of Post	: Group B
4	Pay Level	: Rs. 46400/- Consolidated Pay (Basic Pay +DA) Based on First Cell of the Pay Level 6 + DA @ 31% (as on date of advertisement).
5	Method of Recruitment	: Short-term contract.
6	Age	: Not exceeding 35 years as on date of closure of application. Age relaxation admissible as per Govt. of India Rules.
7	Educational & Experience criteria	: Essential: Degree in Computer Engineering or equivalent. Desirable: Post Graduation Diploma in Networking Experience: Two years post qualification in the industry/ academic institution in the relevant field.
8.	Job Description	: a) Troubleshooting of hardware related calls as per the requirement. b) Primary network level support for all wired network. c) Handle end to end IT requirements of the institute including servers. Primary level support for UPS and other power backup systems.

		<p>d) Handle passive cabling, data centre infrastructure services, Threat management devices, storage and backup, biometric devices, etc</p> <p>e) Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions.</p> <p>f) Deploy workstations, servers, printers, scanners, firewalls, encryption systems and appliances security systems. Build and deploy new servers on the network as needed.</p> <p>g) Design, develop, implement and coordinate systems, policies and procedures. Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.</p> <p>h) Prepares IT Procurement Plan and Hardware Inventory. Manage vendors, outsourcers, and contractors to secure hardware products and services.</p> <p>i) Identify problematic areas and implement strategic solutions in time.</p> <p>j) Audit systems and assess their outcomes.</p> <p>k) Any other incidental tasks and responsibilities, as needed and as assigned by the Competent Authority of the Institute from time to time.</p>
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Subject Domains/ Relevant Areas/Areas of Sub-Specializations for the Teaching and Technical Instructors posts:

- a. All the academic/teaching and Technical positions mentioned above are available under the following Design Disciplines.
 - b. Preferred sub-specializations are indicated therewith.
 - c. Individuals having expertise in more than one subject areas shall be preferred.
- I. **Industrial Design:** Materials & Processes, Form Studies, Elements of Design, Technically Complex Product Development, User Experience Design, Packaging, Rendering Techniques, 3D Visualization and CAD modelling, Digital Product Design, Design Ergonomics, Furniture Design, Bamboo Craft & Furniture design, Sustainable Design. In Ceramic and Glass design areas, Finishing & Glazes, Ceramic & Glass material technology, Ceramic & Glass Design. In Transportation and Automobile areas Styling & Representation Techniques, Surface Modelling, Rapid Prototyping, Design Engineering, Digital Sculpting, Transportation Design Engineering.
 - II. **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.

- III. **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.
- IV. **Design Foundation Studies:** History of Design, Design Fundamentals, Design Process, Geometrical Construction, Analytical Drawing, Drawing & Sketching, Illustration, Colour, Form & Composition, Cultural Anthropology, Semiotics & Semantics, Liberal Arts, Design Ethnography, Design Theory, Design Research.

INSTRUCTIONS FOR ALL THE CANDIDATES AND GENERAL TERMS AND CONDITIONS:

1. 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.
2. 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 make appropriate selection for each post and pay separately for each applied post.
3. Degrees / Diploma, etc. in support of educational qualifications should have been awarded by a recognized University/Institute.
4. 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 / interview etc. The decision of the Institute in all matters will be final.
5. Candidate(s) who desires to apply for the reserve category of OBC should submit the latest and valid OBC -Non-Creamy Layer Certificate issued by concerned authorities of the State Government / UT. In case, the latest and valid OBC-NCL certificate is not available, but the candidate(s) possesses OBC-NCL certificate of previous years and the candidate(s) is sure that he / she falls under the ambit of OBC-NCL as per latest notification of the National Commission for Backward Classes, G.O.I, then such candidate(s) may apply with previous years OBC-NCL certificate. Simultaneously the candidate(s) may apply to concern authorities of the State Government / UT to issue a latest and valid OBC-NCL certificate to him / her, so that the same be produced to the institute, invariably before the interview.
6. The General candidate(s) who desires to apply for the category EWS should submit the latest and valid EWS Certificate issued by concern authorities of the State Government / UT. In case, the latest and valid EWS certificate is not available, but the candidate(s) possesses EWS certificate of previous years and the candidate(s) is sure that he / she currently falls under the ambit of EWS as per latest notification of G.O.I, then such candidate(s) may apply with previous years EWS certificate. Simultaneously the candidate(s) may apply to concern authorities of the State Government / UT to issue a latest and valid EWS certificate to him / her, so that the same be produced to the institute, invariably before the interview.

7. The candidate(s) who desires to apply for the category “SC/ST” should submit the respective certificate issued by concerned authorities of the State Government / UT.

8. 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.

9. 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 written test/skill test/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.

10. The Institute reserves the right to relax experience and age in exceptional and deserving cases, or in the case of persons already holding analogous positions in an Institute of National Importance / Centrally funded Institution / University.

11. The Institute reserves the right to reject any or all the applications and to cancel any of the advertised posts, without assigning any reasons thereof. 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 / examination / interview, shall be final and binding on the candidate(s).

12. The Institute reserves the right to offer appointment on Rolling Contract on regular Pay Scale with the specific period of probation, which may be regularized as per prevailing norms / rules of the Institute

13. The Institute reserves the right to offer appointment on regular/Short term contract/on deputation basis irrespective of the mode of application made by the candidate. The Short term contract may be as pure term contract with specified tenure of minimum two years either on consolidated Pay OR on Rolling Contract. For deputation, it shall be on regular scale on fixed tenure basis.

14. The Institute reserves the right to fill all the posts or not to fill up the posts at all. The Authority reserves the right to decrease or increase the number of posts to be filled in case of best suitability and based on Institute requirements.

15. On Deputation basis:

Application of the Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU’s and applying on deputation basis for the posts called on deputation should be 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 or in the present employment within 14 days of last date of application to the following address. However, the applicant should invariably email the prescribed application form and supporting documents with applicable fee within the last date 07.03.2022.

The Chief Administrative Officer

National Institute of Design Andhra Pradesh
Transit Campus: EEE & ECE Building
Acharya Nagarjuna University, Nagarjuna Nagar,
Namburu, Guntur, Andhra Pradesh – 522 510.

16. The Institute reserves the right to offer appointment to candidate(s) in lower position than that applied for, if they do not merit for appointment to the post applied but found suitable for the lower post based on the assessment of performance of the candidate(s) in the selection process.

17. The Institute reserves the right to empanel candidate(s) for future vacancies, if any.

18. Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's should upload 'No Objection Certificate (NOC)' from their present employer at the time of application and produce the hard copy (in original) at the time of written test/interview. In case, of any inadvertent delay from employer side to provide NOC, the candidate(s) may apply with a signed undertaking (Annexure III) with assurance to produce the Original NOC from employer, before the interview OR when specifically asked for.

19. Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's shall also have to submit a certificate from the employer at the time of interview that no vigilance / disciplinary case is either pending or contemplated against him / her.

20. Certificate in support of experience should be in proper format i.e. it should be on the organizations 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.

21. 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 interview.

22. The age relaxation and reservation benefits will be given to SC / ST / OBC / EWS / candidate(s), wherever applicable, 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. The above shall be applicable for the respective reserved posts only.

23. The relaxation and concession for the PwD category will be admissible irrespective of the post reserved for PwD as per Rights of Persons with Disabilities Act, 2016. For candidate(s) to be considered under PwD Category, candidate(s) has to submit relevant disability certificate as prescribed under said Act and also the candidate(s) should have suffered from not less than 40% of relevant disability, the same should clearly be mentioned in the certificate issued.

24. Institute strives to have a workforce which reflects gender balance. Women/Transgender candidate(s) are encouraged to apply.

25. All correspondence from the Institute to the candidate(s) shall be made exclusively by way of e-mail in the ID provided by the candidate(s). Therefore, candidate(s) are requested to retain the email-ID and view it frequently. The correspondence shall include,

call for written test / trade test / interview / appointment letter, etc.

26. Addendum / deletion / corrigendum / notices (if any) shall be posted exclusively on the Institute website. Candidate(s) are advised to visit the Institute website frequently.

27. No TA/DA will be admissible for the candidates who appear for written test / trade test / Skill test/ Interview etc.

28. In case of any dispute / ambiguity that may occur in the process of selection, the decision of 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).

29. 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.

30. Appointment orders once issued by the Institute to the finally selected candidate(s) shall be provisional. The Institute shall verify the antecedents or documents (subject to character / antecedent / Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate(s) at the time of interview and the appointment. 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 institute have wrongly shortlisted / selected the candidate, then his / her candidature shall stand cancelled or 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 have submitted falsified or tampered or wrong information / documents.

31. Candidates shall be required to pay application fee (Non-Refundable) of Rs. 500/- through SB I Collect. SC, ST, PwD, Ex-servicemen and Women candidates are exempted from payment of application fees. SC, ST, PwD, Ex-servicemen candidates are required to attach respective certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates may attach a copy of Aadhar Card for claiming the fee exemption.

32. How to apply:

Interested candidates are requested to follow the below instructions for applying:

Step 1: Fill the Prescribed Application Proforma(Annexure I in xls) and attach in .xls format only in mail.

Step 2: Affix your self attested photograph in the Covering Letter (Annexure II) and attach the same in the mail.

Step 3: If you are a Govt. employee enclose the NOC/Vigilance/undertaking proforma (Annexure III) and attach the same in the mail.

Step 4: a. Attach in mail all Educational Qualification Certificates in chronological order starting with highest qualification in a single PDF and Experience Certificates in chronological order in another single PDF Format (the documents should establish the completion of the course or experience tenure as may be the case).

b. Attach Aadhar/ Certificate of Caste/PWD/Ex - Serviceman. (in case of Category).

c. Proof of Birth Certificate or equivalent certificate issued by state / Central Govt.

Step 5: Attach Fee payment receipt in PDF.

Step 6: The size of the all the enclosures should not exceed 20 MB.

Step 7: Forward all the above documents to recruitment@nid.ac.in on or before **07/03/2022**. The subject line of the email should be "**Application for the post of _____**" (Post Name).

Applications which are incomplete, or received after the prescribed date will not be considered.

33. For any legal dispute, the courts of law at Guntur will have the jurisdiction.

34. NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED. In case of any difficulty please write to recruitment@nid.ac.in within the last date only.

s/d
**Chief Administrative Officer
NID AP**

