

**RECRUITMENT OF ADMINISTRATIVE POSTS**

National Institute of Design, Madhya Pradesh (NID MP) invites online applications from eligible candidates for filling up various administrative posts on Direct Recruitment/Deputation/Contract basis as detailed below: -

Sl. No.	Name of Post with pay level	No. of posts	Mode of Recruitment	Max. Age	Eligibility Criteria
1.	<b>Deputy Registrar</b> Pay Level - 11 (Rs. 67700-208700) of the Pay Matrix of 7th CPC.	01 (UR)	Direct Recruitment	45 years	i) Graduate Degree in any discipline of a recognized institute or University. Working knowledge in computer. ii) A minimum of 10 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.
2.	<b>Administrative Officer</b> On Deputation, Pay Level -10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC On Contract - Rs 71,800/-* (Consolidated pay = BP + DA)	01 (UR)	Deputation/ Contract	40 years	i) Graduate Degree in any discipline of a recognized institute or University. Knowledge in computer. 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.
3.	<b>Senior Account Officer</b> On Deputation, Pay Level -10 (Rs. 56100- 142400) of the Pay Matrix of 7th CPC On Contract - Rs. 71,800/-* (Consolidated pay = BP + DA)	01 (UR) @PwD	Deputation/ Contract	40 years	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, Finance and Account knowledge of Central Government/U.T. Rules.
4.	<b>Head Security Services</b> Pay Level -7 (Rs. 44900-142400) of the Pay Matrix of 7th CPC	01 (UR)	Deputation failing which by Direct recruitment	35 years	i) Graduate Degree from a recognized University.
5.	<b>Senior Assistant Librarian</b> Pay Level -7 (Rs. 44900-177500) of the Pay Matrix of 7th CPC	01(UR)	Deputation failing which by Direct recruitment	35 years	i) Degree in Library Science/ Information Science from a recognized University. ii) Experience in Library Automation and Administration. <b>Experience.</b> iii) Five years service as Assistant Librarian in a recognized Institution in the grade pay of Rs. 4,200/- or equivalent. iv) Experience in Library Administration.
6.	<b>Senior Superintendent (Accounts)</b> On Contract Rs. 57,400/-* (Consolidated pay= BP + DA)	01 (UR)	Contract	35 years	i) Master's degree in Commerce/Financial Management from recognized University/ Institution/C.A or equivalent. ii. Working knowledge in computer.
7.	<b>Assistant Administrative Officer</b> On Contract - Rs. 57,400/-* (Consolidated pay = BP + DA)	01 (UR) 01 (OBC)	Contract	35 years	i) Graduate Degree or equivalent from a recognized University. ii) Working knowledge in computer.
8.	<b>Superintendent</b> On Contract - Rs. 45,300/-* (Consolidated pay = BP + DA)	02 (UR) (PwD-1)	Contract	35 years	i) Graduate Degree or equivalent from a recognized University. ii) Working knowledge in computer.
9.	<b>Senior Assistant (Admin/Studio)</b> On Contract - Rs. 37,300/-* (Consolidated pay = BP + DA)	02 (UR)	Contract	30 years	i) Graduate Degree or equivalent from a recognized University. ii) Working knowledge in computer.
10.	<b>Assistant (Accounts/ Admin./Library)</b> On Contract -Rs. 32,600/-*, (Consolidated pay = BP + DA)	Total -05 (04 - UR 01 - OBC) (PwD-1, ESM-1)	Contract	25 years	i) Graduate Degree or equivalent from a recognized University. ii) Working knowledge in computer.
11.	<b>Lady Warden</b> On Contract -Rs. 37,300/-* (Consolidated pay = BP + DA)	01 (UR)	Contract	50 years	i) Graduate Degree or equivalent from a recognized University. ii) Computer knowledge. iii) A minimum of 5 years' experience as a Warden in a reputed educational institution/ organization/ university in the GP of Rs. 2400 as per the 6th CPC or Pay Level-04 as per the 7th CPC or equivalent emoluments.

For detailed advertisement and details regarding the online application, essential educational qualifications and experiences etc., please visit the institute website: <https://nidmp.ac.in/recruitment.html>. Candidates will be required to fill up online applications form and upload photograph, certificates/testimonial in support of age, educational qualifications, caste/category, ESM status, Experience, NOC from the present employee etc. Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen candidates shall be applicable as per Government of India norms. SC, ST, PwD, Ex-Servicemen and women candidates are exempted from payment of application fees. Last date of submission of online application is 30.09.2021 till 5:30 PM. Any Addendum, corrigendum, extension of dates etc. shall be notified on the above website only.