

Recruitment Notice No.
NIDJ/2022-23/RECT/01
Dated: 10.10.2022



RECRUITMENT FOR TECHNICAL AND ADMINISTRATIVE POSITIONS

The National Institute of Design (NID), Assam is an Institution of National Importance and an autonomous Institute under Department for Promotion of Industry and Internal Trade (DPIIT) (erstwhile Department of Industrial Policy and Promotion), Ministry of Commerce and Industry, Govt. of India established at Jorhat by an Act of Parliament. It is an Institution established to provide Design Education and has commenced its academic session from 29th July 2019.

The Institute invites applications on direct recruitment from high caliber administrators and technical professional having relevant qualification and proven experience in the relevant areas for appointment on long term basis at appropriate pay scales as per the 7th Central Pay Commission Pay Matrix for providing effective supportive services to its design and academic activities.

Officials at NID, Assam are expected to demonstrate a high level of professional competence with leadership qualities and professional practice, proven ability with technological interfaces and active involvement in academic governance.

Preference will be given to 'Persons with Disabilities' (PWD) with minimum 40% disability, even where the reservation is not marked and suitable PWD candidates are available.

National Institute of Design Assam | ৰাষ্ট্ৰীয় ডিজাইন সংস্থান অসম

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An Autonomous Institute under DPIIT, Ministry of Commerce and Industry, Govt. of India

Sl. No.	Name of the Post	Pay Level	Total Post	Category Reservation Status				
				UR	OBC	SC	ST	EWS
ADMINISTRATIVE POSITIONS-GROUP B & C								
1.	Assistant Administrative Officer	L-7	1	1	-	-	-	-
2.	Senior Library Assistant	L-5	1	1	-	-	-	-
3.	Assistant	L-4	5	4	1	-	-	-
Total Posts			07	06	01	-	-	-

Sl. No.	Name of the Post	Pay Level	Total Post	Category Reservation Status				
				UR	OBC	SC	ST	EWS
TECHNICAL POSITIONS-GROUP B								
1.	Assistant Engineer (Civil)	L-7	1	1	-	-	-	-
2.	Assistant Engineer (IT)	L-6	1	1	-	-	-	-
3.	Technical Instructor	L-6	1	-	1	-	-	-
Total Posts			03	02	01	-	-	-

Post Type: Administrative

1. Post Code: ADM/22/P01	Number of Posts : 01
Name of the Post / Pay Level / Pay;	Required Educational qualifications, Experience & Age
Assistant Administrative Officer Pay Level 7: Rs. 44,900 -1,42,400/- Gross Monthly Salary: Rs. 80,000/- per month approx.	Essential Qualifications: Bachelor's degree in any discipline from a recognized University/ Institute with good academic record. Age: Not exceeding 35 years, as on the last date of application. Desirable: a. Experience in a Govt / Educational / Research Institution of national standing in GeM procurement, stores, vendor management Of 5 years in Pay Level 5: Rs. 29,200- 92300/- OR 3 years experience in Pay Level 6: Rs. 35,400 - 112400/- OR Equivalent experience in private sectors [Corresponding Private Sector Last Gross monthly Salary should not be less than Rs. 45,000/-] b. Experience in handling Administrative /Stores & Purchase especially in GeM procurement / Establishment matters / Communication & Public Relations / Students welfare. Job profile: <ul style="list-style-type: none">• Should be able to handle independently the Store & Purchase section, sound knowledge of GeM• Tender processing, vendor management, should be familiar with the GFR, procedure of works etc.• Also expected to have fair working knowledge of establishment and academic administration.

2. Post Code: ADM/22/P02		Number of Posts	:	01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age			
Senior Library Assistant Pay Level 5: Rs. 29,200 -92,300/- Gross Monthly Salary: Rs. 53,000/- per month approx.	Essential Qualifications: Bachelor's Degree in Library science or equivalent from a recognized University. Age: Not exceeding 30 years, as on the last date of application. Desirable: Experience in library administration. Job Description: <ul style="list-style-type: none"> • Putting up of files, draft notes, maintaining records, registers. • Any other task assigned by the institute authorities. 			

3. Post Code: ADM/22/P03		Number of Posts	:	05
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age			
Assistant Pay Level 4: Rs. 25,500 -81,100/- Gross Monthly Salary: Rs. 44,000/- per month approx.	Essential Qualifications: Bachelor's degree from a recognized University/Institution. Age: Not exceeding 25 years, as on the last date of application. Desirable: Efficiency in using computers and other basic applications. Job Description: <ul style="list-style-type: none"> • Putting up of files, draft notes, maintaining records, registers. • Any other task assigned by the institute authorities. <p>The post of Assistant is transferable among different departments within the institute for overall development of the employees.</p>			

Post Type: Non -Teaching (Technical)

1. Post Code: NTT/22/P01		Number of Posts	:	01
Name of the Post / Pay Level / Pay;	Required Educational qualifications, Experience & Age			
Assistant Engineer (Civil) Pay Level 7: Rs. 44,900 -1,42,400/- Gross Monthly Salary: Rs. 80,000/- per month approx.	Essential Qualifications: A degree in Civil Engineering from an AICTE recognized University / Institute with good academic record Minimum Experience: Three years of post-qualification experience as Assistant Engineer (Civil) in CPWD / PWD or Gov. Organization / Autonomous Bodies / PSU / reputed private industries. OR Essential Qualifications: Diploma in Civil Engineering from an AICTE recognized Institute with good academic record. Minimum Experience: Five years of post-qualification experience in civil construction and maintenance work of major project in CPWD / PWD or Gov. Organization / Autonomous Bodies / PSU / reputed private industries. Age: Not exceeding 35 years, as on the last date of application. Desirable: Experience of campus / estate management in large residential educational Institute.			

2. Post Code: NTT/22/P02		Number of Posts	:	01
Name of the Post / Pay Level / Pay;	Required Educational qualifications, Experience & Age			
<p>Assistant Engineer (IT)</p> <p>Pay Level 6: Rs. 35,400 -1,12,400/-</p> <p>Gross Monthly Salary: Rs. 70,000/- per month approx.</p>	<p>Essential Qualifications: Degree in Computer Engineering or equivalent.</p> <p>Minimum Experience: Two years post qualification experience in the industry/academic institution in the relevant field.</p> <p>Age: Not exceeding 35 years, as on the last date of application.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Post-Graduation Diploma in Networking • Knowing security protocols, IT systems, networking infrastructures and database systems • Working knowledge of open-source platforms (Apache, Linux, MySQL etc.) • Working knowledge of Content Management Systems (Wordpress, Joomla, Drupal etc.) • Managing multiple projects simultaneously • Working with interdisciplinary teams to craft IT solutions • Communicating complex information to a non-technological audience • Troubleshooting technology problems <p>Advanced skills requirements (desirable):</p> <ul style="list-style-type: none"> • Program certifications such as, Microsoft, VMWare, SQL and Oracle • Proficiency in html, css, JQuery etc. • Web application development <p>Job profile:</p> <ul style="list-style-type: none"> • responding to technical support calls from end users of computers and software applications 			

	<ul style="list-style-type: none"> • setting up and installing new computers, networks, and software • setting up user accounts and profiles on the network • installing updates, known as patches, to software applications • installing and configuring operating systems, anti-virus software and other applications such as Microsoft Office • diagnosing and fixing network problems and hardware or software faults • maintaining inventories of hardware and software • managing backups of servers, in case of data loss • Digital asset management and maintenance (website, repository system, Intranet etc.) <p>keeping a record of issues and faults along with solutions, for future reference</p>
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3. Post Code: NTT/22/P03	Number of Posts : 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age
<p>Technical Instructor</p> <p>Pay Level 6: Rs. 35,400 - 1,12,400/-</p> <p>Gross Monthly Salary: Rs. 70,000/- per month approx.</p>	<p>Essential Qualifications: A Degree in relevant discipline / area / subject from a recognized Institution.</p> <p>Minimum Experience: Two years of post-qualification experience in the relevant Industry / Educational Institution,</p> <p style="text-align: center;">OR</p> <p>Essential Qualifications: 3 years Diploma in relevant discipline / area / subject from a recognized Institution.</p> <p>Minimum Experience: Four years of post-qualification experience in the relevant Industry / Educational Institution,</p> <p>Should be able to converse in English. Knowledge of relevant software.</p> <p>Relevant experience means hands on experience in industrial design in reputed educational Institute's workshop OR at the shop floor level in the relevant industry as an Instructor / Supervisor / Demonstrator etc.</p>

Age: Not exceeding 35 years, as on the last date of application

Desirable: Expertise in Industrial design and CAD Software.

Job description:

- Working experience in Model making, Prototyping, Carpentry/wood workshop, metal workshop, and welding.
- Working experience in 3D printing, Laser cutting machine and Jig & Fixtures and Sheet metal forming and maintenance of machines and students workshop management.
- Working experience in CAD software

INSTRUCTIONS FOR ALL THE CANDIDATE(S) 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. Number of posts may increase or decrease at sole discretion of the institute.
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 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 candidate(s) who desire to apply for the category "Schedule Caste" should submit the certificate of caste and community issued by concern authorities of the State Government / UT.
7.	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 optimise the number of candidate(s) for selection process.

8.	The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimise 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.
9.	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.
10.	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).
11.	The Institute reserves the right to offer appointment in regular Pay scale with the specific period of probation, which may be regularized as per prevailing norms / rules of the Institute.
12.	The Institute reserves the right to offer appointment on contract basis. The contract may be as pure Term Contract with specified Tenure either on consolidated Pay only OR on Rolling Contract with regular Pay Level.
13.	The Institute reserves the right to empanel candidate(s) for future vacancies, if any.
14.	Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's should upload 'No Objection Certificate (NOC)' and Vigilance Clearance certificate from their present employer at the time of online application. In case, of any inadvertent delay from employer side to provide NOC, the candidate(s) may apply with a signed undertaking with assurance to produce the Original NOC from employer, within a date stipulated by NID Assam.
15.	Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, 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.

16.	The period of experience rendered by a candidate(s) on part-time basis, etc. will not be counted while calculating the requisite / relevant experience for short listing the candidate(s) for interview.
17.	The age relaxation and reservation benefits will be given to SC / ST / OBC / EWS / PWD (Persons with Disabilities) / Ex-Servicemen 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.
18.	For candidate(s) to be considered under PwD Category, candidate(s) has to submit relevant disability certificate as prescribed under PwD Act, 1995 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.
19.	Age limit and No. of years of Experience will be reckoned as on date of closing of online application.
20.	Institute strives to have a workforce which reflects gender balance. Women candidate(s) are encouraged to apply.
21.	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.
22.	Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website. Candidate(s) are advised to visit the Institute website frequently.
23.	The Institute will not bear the Transport expenditure of the candidate(s) who appear for the written test / trade test / Skill test.
24.	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).
25.	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.
26.	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 has submitted falsified or tampered or wrong information / documents.
27.	For any legal dispute, the courts of law at Jorhat will have the jurisdiction.
28.	No fresh paper(s) / testimonial(s) to substantiate additional qualification / experience after closing date, shall be considered.
29.	Canvassing in any form / bringing in any influence will be treated as a disqualification for the post.
30.	NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

MODE OF APPLICATION

1.	Only Applications submitted ONLINE in the prescribed format will be entertained.
2.	Candidate(s) possessing requisite qualification and relevant experience are required to apply in the prescribed format which has been uploaded on www.nidj.ac.in/careers and www.ncs.gov.in .
3.	Before online application, the candidate(s) should keep ready soft copies of the following in PDF/JPEG format as per Application form: (a). recent passport size photograph, (b). Scanned Signature of candidate(s), (c) All educational certificates, (d) All experience certificates, (e) Caste / Category certificates, (f) NOC from employer or any other certificates or testimonials. While applying these certificate needs to be uploaded in the relevant part of the application format.
4.	Applicants should click in the Text Boxes provided against each field of the application format and enter required information.
5.	All Date fields should be entered in DD/MM/YYYY format
6.	Wherever Drop-down boxes are provided, applicants should click on the down-arrow and select appropriate information.
7.	All candidate(s) are required fill-in the complete Proforma, make the appropriate fee payment online, upload Photograph, Signature, requisite educational, experience, caste certificates, NOC (if applicable) and then submit the application.
8.	<p>Fee payment instructions: The application fee is to be paid online/ NEFT only & additional bank charges may apply. The candidate will be able to make the payment using his/her net-banking account, debit card and through the Bank in the following bank account:</p> <p style="text-align: center;">National Institute of Design, Assam</p> <p style="text-align: center;">Account number: 40153013234, Branch: Gar-Ali, Basant Bora Complex, Jorhat.</p> <p style="text-align: center;">IFSC Code: SBIN0004460.</p> <p>The UTR no. / journal no. after making the payment must be filled in, without which the form will not be accepted for further evaluation.</p> <p>Candidates applying for multiple post(s) should pay the application fee for each post separately, generate the URN separately and upload the receipt/screenshot/photo for each post separately.</p>

9.	Application Fee:	General / OBC candidate(s)	Rs. 500/-
		SC / ST / EWS candidate(s)	Rs. 250/-
PwD (Divyang) candidate(s) are exempted from payment of application fee.			
10.	On successful submission of the online application form, the candidate(s) must take the printout of the PDF and keep it for their reference and record purpose.		
11.	Incomplete applications and applications received after last date will be summarily rejected.		
12.	Candidate(s) are advised to apply early and not to wait for the last date, so that the last moment internet traffic can be avoided.		
13.	<p>For any other query, please contact:</p> <p>Phone: 0376-2310108 between 08:30 am and 05.00 pm on all working days.</p> <p>Email: recruitment@nidj.ac.in</p>		

IMPORTANT DATES

1.	Publication of Advertisement on institute Website and national career services	10.10.2022
2.	Start Date for ONLINE application	10.10.2022
3.	Last Date for ONLINE application	04.11.2022 (05.00 PM)

Chief Administrative Officer