

RECRUITMENT FOR 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 faculties, administrators and technical professionals 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.

Candidate(s) applying for the post are expected to have familiarity with the activities pertaining to Finance & Accounts and working knowledge of the rules & regulations in Government Higher Educational Institutions preferably in the field of Design Education & Technology or other similar Institutions.

ADMINISTRATIVE POST

4. Post Code: ADM/22/P01		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Controller of Finance & Accounts</p> <p>Pay Level 12: Rs. 78,800-2,09,200/-</p> <p>Gross Monthly Salary: Rs. 1,35,000/- per month approx.</p>	<p>Essential Qualifications: Master's degree in commerce / Financial Management from recognized University / Institution or C.A. / ICWAI / CS or equivalent</p> <p>Minimum Experience: Ten years of experience in Finance and Account matters in a Government / Educational / Research Institution / Organization of national standing</p> <p>Age: Not exceeding 50 years, as on the last date of application</p> <p>Category: Unreserved</p> <p>Desirable:</p> <ol style="list-style-type: none"> Of the total experience a minimum Five years should be as group A officer in Pay Level 10: Rs. 56,100- 1,77,500/- or equivalent. Previous experience in Finance and Account matter at Central Government / Educational Institution / Autonomous Bodies funded by the Government of India in an analogous post. Passing the Departmental Accounts examination. Members of the Organized Accounts Cadre of Government of India / State Government. 		

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATE(S)

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.	Degrees / Diploma, etc. in support of educational qualifications should have been awarded by a UGC / AICTE recognized University / Institute. Also wherever applicable, the courses should be AICTE recognized.
3.	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. No correspondence will be entertained from the candidate(s) in connection with the process of selection / interview.
4.	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.
5.	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.
6.	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.

7.	The Institute reserves the right to reject any or all the applications and to cancel the advertised post, at any stage of the selection process, 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).
8.	The Institute reserves the right to offer appointment initially on contract / deputation basis and also 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. All such candidate(s) in subsequent years, may be regularized in such post as per prevailing norms of the Institute.
9.	Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's should route their applications through proper channel. Alternatively, they may upload 'No Objection Certificate (NOC)' from their present employer at the time of online application and produce the hard copy (in original) at the time of interview. In case, of any inadvertent delay from employer side to route their applications through proper channel, the candidate(s) may send an advance copy of the application, so as to reach the Institute before the prescribed date.
10.	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.
11.	Higher start in the pay scale may be considered for exceptionally deserving candidate(s).
12.	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.

13.	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.
14.	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.
15.	Age limit and No. of years of Experience will be reckoned as on date of closing of online application.
16.	Institute strives to have a workforce which reflects gender balance. Women candidate(s) are encouraged to apply.
17.	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) in the form of application. 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.
18.	Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website. Candidate(s) are advised to visit the Institute website frequently.
19.	To and fro rail fare by the shortest route being limited to AC- 2 tier, shall be paid to the candidate(s) in case they appear before the Selection Committee / Interview.
20.	Candidate(s) who desire to get reimbursement of travelling expenses incurred for appearing in the interview, must submit a cancelled cheque of their bank account for online reimbursement of admissible amount [Reimbursement will be restricted to eligibility at Sl. No. 23]. Such candidate(s) will have to submit copies of the Bus / Rail / Air tickets (Both way) and boarding pass (One way) in original, if the inward journey have any component of Air travel.

21.	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).
22.	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 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, then his / her candidature shall stand cancelled and his / her services shall be terminated immediately and appropriate legal action may be initiated against him / her.
23.	For any legal dispute, the courts of law at Jorhat will have the jurisdiction.
24.	Canvassing in any form / bringing in any influence will be treated as a disqualification for the post.
25.	NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

MODE OF APPLICATION

1.	Only Applications submitted ONLINE through job portal will be entertained.
2.	Candidate(s) possessing requisite qualification and relevant experience are required to apply online 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 ONLINE 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 align="center">National Institute of Design, Assam</p> <p align="center">Account number: 40153013234, Branch: Gar-Ali, Basant Bora Complex, Jorhat.</p> <p align="center">IFSC Code: SBIN004460.</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. 1000/-
	SC / ST / EWS candidate(s)	Rs. 500/-
	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.	For any other query, please contact: Phone: 0376-2310108 between 08:30 am and 05.00 pm on all working days. Email: recruitment@nidj.ac.in	

IMPORTANT DATES

1.	Publication of Advertisement on institute Website and NCS portal	03.03.2022
2.	Start Date for ONLINE application	03.03.2022
3.	Last Date for ONLINE application	25.03.2022

Chief Administrative Officer