

**Recruitment Notice No.
NIDJ/2020-21/RECT/01**

Dated: September 4, 2020



RECRUITMENT FOR FACULTY, ADMINISTRATIVE AND TECHNICAL 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.

National Institute of Design Assam | राष्ट्रीय डिजाइन संस्थान असम

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

Sl.	Name of the Post	Pay Level	Total Post	Category Reservation Status				
				UR	OBC	SC	ST	EWS
Faculty positions Group A posts								
1.	Senior faculty / Designer (Associate Professor)	L-12	02	01	01	-	-	-
2.	Associate Senior faculty / Designer (Assistant Professor)	L-11	03	02	01	-	-	-
3.	Faculty / Designer	L-10	03	01	01	01	-	-
Group-A, Administrative posts								
4.	Controller of Finance & Accounts	L-12	01	01	-	-	-	-
5.	Administrative Officer	L-10	01	01	-	-	-	-
6.	Senior Accounts Officer	L-10	01	01	-	-	-	-
Group-B, Administrative posts								
7.	Assistant Administrative Officer	L-7	01	01	-	-	-	-
8.	Senior Assistant Librarian	L-7	01	01	-	-	-	-
9.	Head Security Services	L-7	01	01	-	-	-	-
10.	Superintendent	L-6	02	02	-	-	-	-
Group-C, Administrative posts								
11.	Warden / Caretaker (Female)	L-5	01	01	-	-	-	-
12.	Senior Assistant (Accounts/ Academic / Admin)	L-5	03	03	-	-	-	-
Group-B, Technical posts								
13.	Deputy Engineer (Electrical)	L-7	01	01	-	-	-	-
14.	Assistant Engineer (Civil)	L-7	01	01	-	-	-	-
15.	Design Instructor	L-6	02	03	01	-	-	-
16.	Technical Instructor	L-6	02			-	-	-
Group-C, Technical posts								
17.	Supervisor (Electrical)	L-5	01	01	-	-	-	-
Total Posts			27	22	04	01	-	-

FACULTY POSITIONS GROUP A POSTS

Subject Domains/Areas of Sub-Specialisations for the Teaching Posts

- All the academic/teaching positions mentioned are available under the following Design Disciplines.
- Preferred sub-specialisations are indicated therewith.
- Individuals having expertise in more than one subject/sub-specialisation areas with teaching/mentoring along with industry/consultancy experience and who are Hands on & Minds on will be preferred.

Communication Design: Graphic Design, Semiotics, Colour, Illustration, Branding, Packaging Design, Exhibition Design, UI & UX, Information Design, Research methods, AR-VR Programming, Animation-Traditional and Contemporary, Narrative and Storytelling, Motion graphics, Photography, Videography, Production design, Sound and Audio, Design Management.

Textile & Apparel Design: **UNDER TEXTILE DESIGN** – Natural Fibre and Dye Research, Weaving techniques, Print and Surface Design, Jacquard Weaving, Smart Textiles and Technology, Textile CAD-CAM (NedGraphics, Arahweave, Adobe illustrator), Textile Conservation and Anthropology, Traditional/ Indigenous Textiles, Home Furnishings, Retail Design/Visual Merchandising. **UNDER APPAREL DESIGN** – Menswear bespoke tailoring and techniques, Pret-a-Porter, Haute Couture, Size grading and sampling, Merchandising, Smart Textiles for apparel, Activewear and functional wear, Trend forecasting, specialised in Gender-Neutral approach to Apparel, Fashion illustration, CAD (Adobe illustrator, Corel draw, Lectra - Modaris).

Design Foundation Studies: History of Design, Design Fundamentals, Design Process & Methods, Geometric Construction, Analytical Drawing, Sketching & Drawing, Illustration, Colour, Form & Composition, Cultural Anthropology, Semiotics, Liberal Arts, Design Ethnography, Design Theory, Design Research.

Industrial Design: Form Studies, Semantics & Semiotics, Elements of Design, Ergonomics & Human Factors, Representation Techniques, Digital Prototyping, Computer Aided Design, Maker Lab Works, Design Thinking, Design Management, Product Design & Development, Furniture Design, Digital Product Design, Service Design, System Design, Universal Design, Bamboo Craft design, User Experience Design, Sustainable Design, Materials & Technology Processes, Colour Material Finishes.

Post Type: Teaching

1. Post Code: FAC/20/P01		Number of Posts	: 02
Name of the Post / Pay Level / Pay;	Required Educational qualifications, Experience & Age		
<p>Senior faculty / Designer (Associate Professor)</p> <p>[1 post for Textile & Apparel design and 1 post for Communication design]</p> <p>Pay Level 12: Rs. 78,800-2,09,200/-</p> <p>Gross Monthly Salary: Rs. 1,18,000/- per month approx.</p>	<p>Essential Qualifications: Post Graduate Degree /Post Graduate Diploma in Design from a recognized University / Reputed Institution.</p> <p>Minimum Experience: Minimum ten years in relevant field of Design</p> <p>Age: Not exceeding 50 years, as on the last date of application.</p> <p>Desirable: Doctorate in Design education/research/practice</p>		

Post Type: Teaching

2. Post Code: FAC/20/P02		Number of Posts	: 03
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Associate Senior faculty / Designer (Assistant Professor)</p> <p>Pay Level 11: Rs.67,700 – 2,08,700/-</p> <p>Gross Monthly Salary: Rs. 1,02,000/- per month approx.</p>	<p>Essential Qualifications: Post Graduate Degree /Post Graduate Diploma in Design from a recognized University / Reputed Institution.</p> <p>Minimum Experience: Minimum seven years in relevant field of Design</p> <p>Age: Not exceeding 50 years, as on the last date of application.</p> <p>Desirable: Doctorate in Design education/research/practice</p>		

Post Type: Teaching

3. Post Code: FAC/20/P03		Number of Posts	: 03
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Faculty / Designer</p> <p>Pay Level 10: Rs. 56,100-1,77,500/-</p> <p>Gross Monthly Salary: Rs. 85,000/- per month approx.</p>	<p>Essential Qualifications: Degree / Diploma in Design from a recognized University / Reputed Institution</p> <p>Minimum Experience: Minimum five years in relevant field of Design</p> <p>Age: Not exceeding 45 years, as on the last date of application.</p> <p>Desirable: Post Graduate Degree / Post Graduate Diploma in Design</p>		

ADMINISTRATIVE POSTS

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

GROUP-A POSTS [ADMINISTRATIVE]

Post Type: Administrative

4. Post Code: ADM/20/P04 **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. 1,18,000/- 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>Desirable:</p> <ol style="list-style-type: none"> a) Of the total experience a minimum a Five years' should be as group A officer in Pay Level 10: Rs. 56,100- 1,77,500/- or equivalent. b) Previous experience in Finance and Account matter at Central Government / Educational Institution / Autonomous Bodies funded by the Government of India in an analogous post. c) Passing the Departmental Accounts examination. d) Members of the Organized Accounts Cadre of Government of India / State Government.

Post Type: Administrative

5. Post Code: ADM/20/P05		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Administrative Officer</p> <p>Pay Level 10: Rs. 56,100-1,77,500/-</p> <p>Gross Monthly Salary: Rs. 85,000/- per month approx.</p>	<p>Essential Qualifications: Graduate Degree in any discipline or equivalent from a recognized University / Institute with good academic record.</p> <p>Minimum Experience: Five years' experience in a Government / Educational / Research Institution of national standing</p> <p>Age: Not exceeding 40 years, as on the last date of application</p> <p>Desirable:</p> <ol style="list-style-type: none"> a. Five years' experience in Pay Level 7: Rs. 44,900 - 142400/- [pre-revised PB-2, Rs. 9300 - 34800 with Grade Pay of Rs. 4600/-] OR Eight years' experience in Pay Level 6: Rs. 35,400 - 112400/- [pre-revised PB-2, Rs. 9300 - 34800 with Grade Pay of Rs. 4200/-] OR Equivalent experience in private sectors [Corresponding Private Sector Gross monthly Salary should not be less than Rs. 60,000/-] b. Post Graduate Degree in any discipline or 2 years Post Graduate Degree / Diploma in Material Management c. Computer literacy with ERP and ability to work independently in matters of purchase / administration / legal / establishment. d. Knowledge of Administrative, Store & Purchase activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution. e. Familiarity with GFR, CPWD procedure for works etc. 		

Post Type: Administrative

6. Post Code: ADM/20/P06		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Senior Accounts Officer</p> <p>Pay Level 10: Rs. 56,100-1,77,500/-</p> <p>Gross Monthly Salary: Rs.85,000/- per month approx.</p>	<p>Essential Qualifications: Post Graduate Degree in Commerce / Financial Management / CA or equivalent from recognized University / Institution with good academic record.</p> <p>Minimum Experience: Five years' experience in a Government / Educational / Research Institution of national standing</p> <p>Area of experience should be in related fields of Budgeting, Accounting, Auditing, Financial Procedures, Purchases and Works.</p> <p>Age: Not exceeding 40 years, as on the last date of application</p> <p>Desirable:</p> <ol style="list-style-type: none"> Five years' experience in Pay Level 7: Rs. 44,900 - 142400/- [pre-revised PB-2, Rs. 9300 - 34800 with Grade Pay of Rs. 4600/-] OR Eight years' experience in Pay Level 6: Rs. 35,400 - 112400/- [pre-revised PB-2, Rs. 9300 - 34800 with Grade Pay of Rs. 4200/-] OR Equivalent experience in private sectors [Corresponding Private Sector Gross monthly Salary should not be less than Rs. 60,000/-] Should be well versed with computerized accounting system and ERP and ability to work independently in matters of Finance & Accounts / Audit. Familiarity with FR, SR, GFR, CPWD procedure for works etc. Member of the organized accounts cadre of Government of India 		

GROUP-B POSTS [ADMINISTRATIVE]

Post Type: Administrative

7. Post Code: ADM/20/P07		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience &Age		
<p>Assistant Administrative Officer</p> <p>Pay Level 7: Rs. 44,900 - 142400/-</p> <p>Gross Monthly Salary: Rs. 67,000/- per month approx.</p>	<p>Essential Qualifications: Bachelor's degree in any discipline from a recognized University/ Institute with good academic record. Proficiencies in computer, uses of utilities softwares, Government MIS, Databases and ERP.</p> <p>Minimum Experience: Five years' experience in a Govt / Educational / Research Institution of national standing</p> <p>Age: Not exceeding 35 years, as on the last date of application</p> <p>Desirable:</p> <p>a. Five years' experience in Pay Level 5: Rs. 29,200- 92300/- [pre-revised PB-1, Rs. 5200-20200 with GP of Rs. 2800/-] OR Three years' experience in Pay Level 6: Rs. 35,400 - 112400/- [pre-revised PB-2, Rs. 9300 - 34800 with Grade Pay of Rs. 4200/-] OR Equivalent experience in private sectors [Corresponding Private Sector Last Gross monthly Salary should not be less than Rs. 45,000/-]</p> <p>b. Experience in handling Administrative /Stores & Purchase / Establishment matters / Communication & Public Relations / Students welfare.</p>		

Post Type: Administrative

8. Post Code: ADM/20/P08		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience &Age		
<p>Head Security Services</p> <p>Pay Level 7: Rs. 44,900 - 142400/-</p> <p>Gross Monthly Salary: Rs. 67,000/- per month approx.</p>	<p>Essential Qualifications: Bachelor's degree in any discipline from a recognized University/ Institute with good academic record.</p> <p>Minimum Experience: At least 5 years of professional supervisory level experience in similar areas of job in a Govt / Educational / Research Institution of national standing.</p> <p>Age: Not exceeding 35 years, as on the last date of application</p> <p>Desirable:</p> <ul style="list-style-type: none"> (i) Experience in Army/Para Military forces / Housekeeping / Sanitation (ii) Diploma in Housekeeping / Sanitation 		

Post Type: Administrative

9. Post Code: ADM/20/P09		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Senior Assistant Librarian</p> <p>Pay Level 7: Rs. 44,900 - 14,2400/-</p> <p>Gross Monthly Salary: Rs. 67,000/- per month approx.</p>	<p>Essential Qualifications: Bachelor's Degree in Library and Information Science from a recognized University / Institute.</p> <p>Minimum Experience: Five years' service as Assistant Librarian in Library Automation and Administration at a recognized Institution in the Pay Level 6 as per 7 CPC (OR grade pay of Rs.4,200 as per 6 CPC) OR equivalent.</p> <p>Age: Not exceeding 35 years, as on the last date of application</p> <p>Desirable:</p> <p>A. M. Phil / Ph. D in Library Science / Information Science and Documentation.</p> <p>B. Computer: Degree / Diploma / Knowledge.</p>		

Post Type: Administrative

10. Post Code: ADM/20/P10		Number of Posts	: 02
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Superintendent</p> <p>Pay Level 6: Rs. 35,400 - 112400/-</p> <p>Gross Monthly Salary: Rs. 53,000/- per month approx.</p>	<p>Essential Qualifications: Bachelor's degree in any discipline from a recognized University / Institute with good academic record. Proficiencies in computer, uses of utilities softwares, Databases and ERP.</p> <p>Minimum Experience: Relevant experience in a Government / Educational / Research Institution of national standing</p> <p>Age: Not exceeding 35 years, as on the last date of application</p> <p>Desirable:</p> <p>a. Three years' experience in Pay Level 5: Rs. 29,200 -92,300/- OR Four years' experience in Pay Level 4: Rs. 25,500 -81,100/- OR Five years' experience in Pay Level 3: Rs. 21,700 -69,100/- OR Six years' experience in Pay Level 2: Rs. 19,900 -63,200/-</p> <p>b. Experience in handling Administrative / Stores & Purchase / Establishment matters / Academic Management / Communication & Public Relations / Students welfare.</p>		

GROUP-C POSTS [ADMINISTRATIVE]

Post Type: Administrative

11. Post Code: ADM/20/P11	Number of Posts : 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age
<p>Warden / Caretaker (Female)</p> <p>Pay Level 5: Rs. 29,200 - 92,300/-</p> <p>Gross Monthly Salary: Rs. 44,000/- per month approx.</p>	<p>Essential Qualifications: Bachelor's degree in any discipline from a recognized University / Institute with good academic record. Proficiencies in computer, uses of utilities software.</p> <p>Age: Not exceeding 35 years, as on the last date of application</p> <p>Desirable:</p> <ol style="list-style-type: none"> a. Three years of post-qualification experience in hospitality / service organization in related field or as a warden in a reputed educational Institution / Organization / University. b. Experience in managing residential campus hostels of reputed national level Institute of professional and higher education.

Post Type: Administrative

12. Post Code: ADM/20/P12		Number of Posts	: 03
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Senior Assistant (Accounts / Academic / Admin)</p> <p>Pay Level 5: Rs. 29,200 - 92,300/-</p> <p>Gross Monthly Salary: Rs. 44,000/- per month approx.</p>	<p>Essential Qualifications: Bachelor's degree in any discipline from a recognized University / Institute.</p> <p>Working knowledge of Computer.</p> <p>Minimum Experience: Three years of post-qualification experience in related areas in a reputed educational Institution / Organization / University.</p> <p>Age: Not exceeding 30 years, as on the last date of application</p> <p>Desirable: Experience in Accounts, Administration, Academic, Store and Purchase, etc.</p>		

TECHNICAL POSTS

Candidate(s) applying for the technical positions are expected to have familiarity with the specific technical activities pertaining to engineering or design or workshops activities preferably in the field of Design Education & Technology or other similar Institutions and fields.

GROUP B POSTS [TECHNICAL]

Post Type: Technical

13. Post Code: TECH/20/P13		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Deputy Engineer (Electrical)</p> <p>Pay Level 7: Rs. 44,900 - 142400/-</p> <p>Gross Monthly Salary: Rs. 67,000/- per month approx.</p>	<p>Essential Qualifications: A degree in Electrical Engineering from an AICTE recognized University /Institute with good academic record</p> <p>Minimum Experience: Three years post qualification experience as Assistant Engineer (Electrical) in CPWD / PWD or Gov. organization / autonomous bodies / PSU / reputed private industries.</p> <p>Age: Not exceeding 35 years, as on the last date of application.</p> <p>Desirable: Experience of campus / estate management in large residential educational Institute.</p>		

Post Type: Technical

14. Post Code: TECH/20/P14		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Assistant Engineer (Civil)</p> <p>Pay Level 7: Rs. 44,900 - 142400/-</p> <p>Gross Monthly Salary: Rs. 67,000/- per month approx.</p>	<p>Essential Qualifications: A degree in Civil Engineering from an AICTE recognized University / Institute with good academic record</p> <p>Minimum Experience: Three years of post-qualification experience as Assistant Engineer (Civil) in CPWD / PWD or Gov. Organization / Autonomous Bodies / PSU / reputed private industries.</p> <p style="text-align: center;">OR</p> <p>Diploma in Civil Engineering from an AICTE recognized Institute with good academic record</p> <p>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.</p> <p>Age: Not exceeding 35 years, as on the last date of application.</p> <p>Desirable: Experience of campus / estate management in large residential educational Institute.</p>		

Post Type: Technical

15. Post Code: TECH/20/P15		Number of Posts	: 02
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Design Instructor</p> <p>Pay Level 6: Rs. 35,400 - 112400/-</p> <p>Gross Monthly Salary: Rs. 53,000/- 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>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>Age: Not exceeding 35 years, as on the last date of application</p> <p>Desirable: Expertise in areas of CAD Software / Product Design Model Making / Print & Digital Graphic Media / Crafts.</p>		

Post Type: Technical

16. Post Code: TECH/20/P16		Number of Posts	: 02
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Technical Instructor</p> <p>Pay Level 6: Rs. 35,400 - 112400/-</p> <p>Gross Monthly Salary: Rs. 53,000/- 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>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 / apparel design / textile design in reputed educational Institute's workshop Or at the shop floor level in the relevant industry as an Instructor / Supervisor / Demonstrator etc.</p> <p>Age: Not exceeding 35 years, as on the last date of application</p> <p>Desirable: Expertise in areas industrial design / apparel design / textile design and CAD Software.</p>		

GROUP C POSTS [TECHNICAL]

Post Type: Technical

17. Post Code: TECH/20/P17		Number of Posts	: 01
Name of the Post / Pay Level / Pay	Required Educational qualifications, Experience & Age		
<p>Supervisor (Electrical)</p> <p>Pay Level 5: Rs. 29,200 - 92,300/-</p> <p>Gross Monthly Salary: Rs. 44,000/- per month approx.</p>	<p>Essential Qualifications: 3 years Diploma in Electrical Engineering from an AICTE recognized institution.</p> <p>Minimum Experience: Two years of post-qualification experience in the relevant field in installing electrical connectivity and maintenance, upkeep of electrical appliances, laying out UG cables, maintenance of DG Sets, and other electrical gadgets, etc in Govt. / Industry / Educational Institution.</p> <p>Should possess Electrical Supervisory / Wiremen license issued by Competent Authority.</p> <p align="center">OR</p> <p>Qualifications: SSC with ITI in Electrical trade from a recognized institution.</p> <p>Minimum Experience: Four years of post-qualification experience in the relevant field in installing electrical connectivity and maintenance, upkeep of electrical appliances, laying out UG cables, maintenance of DG Sets, and other electrical gadgets, etc in Govt. / Industry / Educational Institution.</p> <p>Should possess Electrical supervisory / Wiremen license issued by competent Authority.</p> <p>Age: Not exceeding 30 years, as on the last date of application</p>		

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.	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.
3.	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.
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. No correspondence will be entertained from the candidate(s) in connection with the process of selection / interview.
5.	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 optimised the number of candidate(s) for selection process.
6.	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.
7.	For Group B and C posts, the Institute reserves the right to conduct Trade test / Skill test / Computer test / Written test, etc. to ascertain the skill sets and acumen of the candidate(s) in related fields / areas and also to optimize the number of candidate(s) to be called for interview.
8.	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.

9.	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).
10.	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.
11.	The Institute reserves the right to empanel candidate(s) for future vacancies, if any.
12.	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.
13.	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.
14.	Higher start in the pay scale may be considered for exceptionally deserving candidate(s).
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, daily wages, 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. However, to and fro rail fare by the shortest route being limited to AC- 2 tier (for the posts in the Pay level -11 or above) and AC 3 tier for all other posts shall be paid to the candidate(s) who appear before the Selection Committee / Interview.
24.	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.

25.	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).
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 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.
27.	For any legal dispute, the courts of law at Jorhat will have the jurisdiction.
28.	Canvassing in any form / bringing in any influence will be treated as a disqualification for the post.
29.	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 in PDF/JPEG format of size not more than 2 KB each, of the following: (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 to first REGISTER online at the above NID Assam job portal with their email ID and Mobile No. After registration, candidate(s) need to 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>Application Fee:</p> <table border="1"> <tr> <td rowspan="2">Pay Level 10 and above</td> <td>General / OBC candidate(s)</td> <td>Rs. 1000/-</td> </tr> <tr> <td>SC / ST / EWS candidate(s)</td> <td>Rs. 500/-</td> </tr> <tr> <td rowspan="2">Pay Level 4 to Pay Level 7</td> <td>General / OBC candidate(s)</td> <td>Rs. 500/-</td> </tr> <tr> <td>SC / ST / EWS candidate(s)</td> <td>Rs. 250/-</td> </tr> </table> <p>PwD (Divyang) candidate(s) are exempted from payment of application fee.</p>		Pay Level 10 and above	General / OBC candidate(s)	Rs. 1000/-	SC / ST / EWS candidate(s)	Rs. 500/-	Pay Level 4 to Pay Level 7	General / OBC candidate(s)	Rs. 500/-	SC / ST / EWS candidate(s)	Rs. 250/-
Pay Level 10 and above	General / OBC candidate(s)	Rs. 1000/-										
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Pay Level 4 to Pay Level 7	General / OBC candidate(s)	Rs. 500/-										
	SC / ST / EWS candidate(s)	Rs. 250/-										
9.	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.											

10.	Incomplete applications and application received after last date will be summarily rejected. Also, no fresh paper / enclosures to substantiate additional qualification / experience after closing date, shall be considered.
11.	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.
12.	For any other query, please contact: Phone: 0376-2310108 between 08:30 am and 05.00 pm on all working days. Email: recruitment2020@nidj.ac.in

IMPORTANT DATES

1.	Publication of Advertisement in Newspapers and Website	04-09-2020
2.	Start Date for ONLINE application	04-09-2020
3.	Last Date for ONLINE application	04-10-2020

Chief Administrative Officer