

Recruitment Notice No. NIDJ/2023-24/RECT/01

Dated: August 10, 2023

RECRUITMENT FOR ADMINISTRATIVE POSITION

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 from high caliber professionals (Female) having relevant qualification and requisite experience in the relevant area for appointment to the post of Hostel Warden (Female).

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.

Sl. No.	Name of the Post	Pay Level	Total Post	Category Reservation Status				
				UR	OBC	SC	ST	EWS
Group-C, Administrative posts								
11	Warden / Caretaker (Female)	L-5	01	01	-	-	-	-

GROUP-C POSTS [ADMINISTRATIVE]

Post Type: Administrative

1. Post Code: ADM/23/P01 **Number of Posts : 01**

Name of the Post / Pay Level / Pay

Warden / Caretaker – (Female)

Pay Level 5: Rs. 29,200 - 92,300/-

Gross Monthly Salary: Rs. 52,000/- per month approx.

Required Educational qualifications, Experience & Age

Essential Qualifications:

- i) Bachelor’s degree from a recognized University/Institution
- ii) Computer Knowledge

Age: Not exceeding 50 years, as on the last date of application

Desirable:

- a. A minimum of 3 years’ experience as a Warden in a reputed educational institution/ organization/ university.
- b. Speaking knowledge of English and Hindi.

Job Description: (Indicative, but not exhaustive)

- Warden is expected to have good knowledge of tasks and responsibilities in the areas of Hostel management and related students matters.
- To undertake overall management, maintenance and coordination of Girls Hostel at NID Campus.
- To maintain strict discipline among students of the hostels and implement adherence to hostel rules and regulations and others instructions issued from time to time.
- Formalized regular reporting, in case of any indiscipline / misbehaviour / incidents w.r.t. any students
- To looks into the genuine grievances/complaints of the students and provide first hand redressal.
- To undertake regular rounds of hostel to ensure that the hostel rooms, hostel corridors, hostel bathrooms and toilets are cleaned regularly by the house keeping staff.
- To interact with student to ensure zero-ragging policy of the institute and ensure prompt and timely action to prevent such undesirable incidents.
- To be vigilant to stop use of any Drugs or Alcohol or any other abusive material, in the hostel/campus by the students, and initiate appropriate action if any such instance is found.
- To assist in building a healthy campus culture at NID Assam.
- To deal with parents, guardians and guests of students and address any of their genuine concerns / grievances/complaints.
- To arranges for first aid in case of any emergency and arrange for hospitalization of student/staff, if required.
- To looks after the quality of food served in the hostels and provide regular feedback through specified mechanism.
- To carry out any other tasks as assigned by the Higher Authorities of the Institute.

GENERAL TERMS & 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 qualifications and experience as per the advertisement.
2.	Degrees / Diploma, etc. in support of educational qualifications should have been awarded by a recognized University / Institute.
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 / trade test / Psychometric test etc. The decision of the Institute in all matters will be final.
4.	In general, the candidate selected shall be offered a contractual appointment in the specified scale for a maximum tenure of 03 years, which may be renewed / regularized depending on requirement of the Institute, following instruction from Ministry / DPIIT, and most importantly, after reviewing performance of the selected candidate. However, the institutes reserve the right to engage exceptionally meritorious, experienced and deserving candidate directly on the regular posts, solely on the discretion of the selection committee / appointing authority.
5.	If otherwise, meritorious, experienced and deserving candidate are not found, Then the institutes also reserve the right to engage such candidates who falls a little short of benchmark merit and experience on a consolidated salary up to a maximum of the gross pay, specified.
6.	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 the selection process.
7.	Since this post demands a high degree of inter-personal liasoning, on the spot -first hand redressal of students grievances / needs, extra vigilance to ensure zero-ragging policy of the institute and to prevent use of any Drugs or Alcohol or any other abusive material, in the hostel/campus by the students, and thus demands high degree of alertness 24x7 during stay in hostel/campus and resolute to serve the students with high standard of work-life balance. To ascertain the same, the institute also reserves the right to conduct suitable psychometric tests / other suitable tests and give due weight-age to such tests during the 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) for the selection process. 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 conduct Psychometric tests / other suitable tests / Trade test / Skill test / Computer test / Written test, etc. to ascertain the skill sets and acumen of the candidate(s) in related fields / areas.
10.	The Institute reserves the right to relax 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 the recruitment 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, shall be final and binding on the candidate(s).
12.	The Institute reserves the right to empanel candidate(s) for future vacancies, if any.
13.	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.
14.	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.
15.	In case, Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU's fails to produce NOC, such candidate, if selected, should produce Release Order and vigilance clearance certificate from his / her employer before joining the institute and such candidates shall not be eligible for pay protection.
16.	Higher start in the pay scale may be considered for exceptionally deserving candidate(s).
17.	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.
18.	The age relaxation and reservation benefits will be given to SC / ST / OBC / EWS / 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. However, the post is not suitable for PwD (Divyang) candidate(s).

19.	Age limit and No. of years of Experience will be reckoned as on date of closing of online application.
20.	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, including spam. The correspondence shall include, call for written test / trade test / psychometric test or other tests, / appointment letter, etc.
21.	Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website. Candidate(s) are advised to visit the Institute website frequently.
22.	The Institute will not bear the Transport expenditure of the candidate(s) who appear for the written test / trade test / psychometric test or other tests.
23.	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).
24.	Appointment letter / orders once issued by the Institute to the selected candidate(s) shall be Provisional , subject to verification of character / antecedent / Police verification, verification of all original documents, experience certificate and other relevant documents, submitted by a candidate(s) during the selection process and 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 without assigning any reason whatsoever and without paying any salary in-lieu of notice period. 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.
25.	For any legal dispute, the courts of law at Jorhat will have the jurisdiction.
26.	Canvassing in any form / bringing in any influence will be treated as a disqualification for the post.
27.	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, UPI to 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. IFSC</p> <p style="text-align: center;">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>				
9.	<p>Application Fee:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">General / OBC / EWS candidate(s)</td> <td style="width: 30%;">Rs. 500/-</td> </tr> <tr> <td>SC / ST candidate(s)</td> <td>Rs. 250/-</td> </tr> </table>	General / OBC / EWS candidate(s)	Rs. 500/-	SC / ST candidate(s)	Rs. 250/-
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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 queries, 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 in Newspapers and Website	10.08.2023
2.	Start Date for ONLINE application	10.08.2023
3.	Last Date for ONLINE application	31.08.2023 (05.00 PM)

Sd/-
Chief Administrative Officer