

Recruitment Notice No. NIDJ/2025-

26/Admin./Rectt./87/1205

dated: 13.03.2025



राष्ट्रीय डिज़ाइन संस्थान असम
National Institute of Design Assam

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 administrators having relevant qualifications 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 डिज़ाइन संस्थान असम

Tocklai, Rajabari, Jorhat, Assam 785 014
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An Autonomous Institute under DPIIT, Ministry of Commerce and Industry, Govt. of India

ADMINISTRATIVE POSTS

Sl. No.	Name of the Post	Pay Level	Total Post	Reservation Status				
				UR	OBC	SC	ST	EWS
Group-B, Administrative posts								
1	Superintendent	L-6	02	02	-	-	-	-
Total Posts			02	02	-	-	-	-

1.	Post Code: ADM/25/P01	Number of Posts : 02
Name of the Post /Pay Level/Pay/Category	Required Educational qualifications, Experience & Age	
Superintendent Pay Level 6: 35,400-1,12,400/- Gross Monthly Salary: Rs 71,000/- per month approx.	Essential: 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. Minimum Experience: Relevant post-qualification experience in related areas in a Government /Educational Institution/Organization/University. Age: Not exceeding 35 years, as on the last date of application Desirable: 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/-. b) Experience in handling Administrative matters/ Stores & Purchase matters / Establishment matters / Academic Management / Communication & Public Relations / Students welfare/ Finance & Accounts.	

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. The Institute reserves the right to carry out verification of the qualification and experience cited by a candidate. Only the post qualification experience will be counted. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with marksheets at the time of document verification.
3.	Mere fulfillment of the minimum qualification and experience will not vest any right on a candidate(s) for being shortlisted for personal 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 selection / interview process.
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 appointments initially on contract. Such candidate maybe regularized based on his/her performance during the contract period and as per requirement of the Institute.
9.	Candidate(s) employed in Government / Semi Government Organizations / Autonomous Bodies / PSU 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 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.	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.
12.	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.
13.	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.
14.	Age limit and No. of years of Experience will be reckoned as on date of closing of online application.
15.	Institute strives to have a workforce which reflects gender balance. Women candidate(s) are encouraged to apply.
16.	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.
17.	Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website. Candidate(s) are advised to visit the Institute website frequently.
18.	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).
19.	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.

20.	For any legal dispute, the courts of law at Jorhat will have the jurisdiction.
21.	Canvassing in any form / bringing in any influence will be treated as a disqualification for the post.
22.	No interim enquiries about the recruitment will be entertained.
23.	Experience Certificate must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment, (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full-time education will not be counted as professional experience.
24.	Applications received other than the mode(s) specified above or those received after due dates/incomplete applications shall be outrightly rejected. No correspondence will be entertained in this regard.
25.	NID ASSAM reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage. The Institute reserves the right not to fill the posts herein advertised in case of non-availability of suitable candidate(s).
26.	In case of any inadvertent mistake / error in the process of selection which may be detected at any stage even after the issue of offer of appointment, NID ASSAM reserves the right to withdraw/ cancel/ modify any communication made to the candidate.
27.	In case after appointment, any information given/declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
28.	All information submitted in the application will be verified with original documents at the time of verification of documents. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.
29.	Applicants are advised to check the NID ASSAM official website as well as their own registered e-mail regularly for any updates. Any Corrigendum/Addendum/Notification pertaining to this recruitment advertisement shall be published on NID ASSAM official website only.
30.	The Institute reserves the right to conduct a Trade Test, Written Test, Presentation, Interviews etc. (one or more of these methods) as considered appropriate for shortlisting and selection.
31.	List of eligible/provisionally eligible/shortlisted candidates for participating in the selection process will be displayed only on NID ASSAM website. No separate communication/intimation in this regard shall be made by the Institute.
32.	No TA/DA will be allowed to appear for the written test/ trade test. In case of Personal interview, fare maximum up to Second AC will be reimbursed to the shortlisted candidates from the place of current posting / hometown to NID Assam on production of tickets.

MODE OF APPLICATION

1.	Online Application Process: Candidates must apply online through the Samarth portal using the link provided in the advertisement or on the Institute's website. While applying, candidates must upload self-attested scanned copies of the required supporting documents as per the online application form.												
2.	<p>Steps to Apply</p> <p>Step 1: Access the Portal Visit the Institute's Careers Page: https://nidj.ac.in/careers/ Direct Samarth Portal Link: https://nidjnt.samarth.edu.in/index.php/site/login</p> <p>Step 2: Registration & Login New users must register by providing valid email ID and mobile number. Existing users can log in with their credentials.</p> <p>Step 3: Filling Out the Application Form Enter personal details, educational qualifications, and work experience as required. Upload self-attested scanned copies of necessary supporting documents.</p> <p>Step 4: Payment of Application Fee (if applicable) Pay the application fee online through the Samarth Portal's payment gateway. Fee Structure:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">Post Level</th> <th style="width: 35%;">Category</th> <th style="width: 35%;">Application Fee</th> </tr> </thead> <tbody> <tr> <td>Level 7 and below</td> <td>General / OBC</td> <td>₹500/-</td> </tr> <tr> <td></td> <td>SC / ST / EWS</td> <td>₹250/-</td> </tr> <tr> <td>All Levels</td> <td>PwD (Divyang) Candidates</td> <td>Exempted</td> </tr> </tbody> </table> <p>Step 5: Submission & Confirmation Review all details before submitting the form. After submission, download and save a copy of the filled application form for future reference.</p>	Post Level	Category	Application Fee	Level 7 and below	General / OBC	₹500/-		SC / ST / EWS	₹250/-	All Levels	PwD (Divyang) Candidates	Exempted
Post Level	Category	Application Fee											
Level 7 and below	General / OBC	₹500/-											
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All Levels	PwD (Divyang) Candidates	Exempted											
3.	<p>Important Guidelines</p> <ul style="list-style-type: none"> Incomplete or incorrect applications will be rejected. Apply well before the deadline to avoid last-minute issues due to internet traffic. Ensure all uploaded documents are clear and legible. 												
4.	<p>Contact for Assistance</p> <p>For any queries, contact:</p> <ul style="list-style-type: none"> Phone: 0376-2310108 (08:30 AM – 05:00 PM, working days) Email: recruitment@nidj.ac.in 												

IMPORTANT DATES

1.	PUBLICATION OF ADVERTISEMENT ON INSTITUTE WEBSITE AND NCS PORTAL	13.03.2025
2.	START DATE FOR ONLINE APPLICATION	13.03.2025
3.	LAST DATE FOR ONLINE APPLICATION	14.04.2025