

**Recruitment Notice No. NIDJ/2025-26/ADMIN/RECTT./94/0183**

**Dated:12.06.2025**

**Recruitment for the post of Chief Administrative Officer**  
**(On Deputation vacancy basis)**

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 29<sup>th</sup> July 2019.

The Institute invites applications for the post of **Chief Administrative Officer (CAO) against Deputation vacancy**, at Pay Level 12, as per 7<sup>th</sup> Central Pay Commission Pay Matrix, from high caliber Administrators having relevant qualifications and proven experience in the relevant areas for appointment through the mode mentioned above.

The Deputation vacancy shall be for a period **upto 28<sup>th</sup> May, 2028**, further extendable, subject to the availability of vacancy, need of the institute and review of performance of the selected candidate on a yearly basis for another period of **02 years upto 28<sup>th</sup> May, 2030**.

The post is created owing to the Deputation of the incumbent CAO and in case the incumbent CAO desires to return to the position, the selected candidate shall have to revert back to his parent cadre. Therefore, the institute reserves the right to cut short the period of deputation, if such need arises. Candidates shall not confer with any right to claim absorption / regularization of the post.

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) are expected to have familiarity with the activities pertaining to General Administration, Recruitment, Establishment, Estate management, Store & Purchase, Housekeeping and Security, etc. The candidate must have sound knowledge of the rules & regulations applicable in Government Higher Educational Institutions, in the field of Design Education & Technology or other similar Institutions.

**National Institute of Design Assam | राष्ट्रीय डिज़ाइन संस्थान असम**

Tocklai, Rajabari, Jorhat, Assam 785 014  
info@nidj.ac.in | www.nidj.ac.in

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

## CHIEF ADMINISTRATIVE OFFICER

1. Post Code: ADM/25/P01		Number of Posts : 01
Name of the Post, Pay Level & Category	Required Educational qualifications, Experience & Age	
<b>Chief Administrative Officer</b>  <b>Pay Level 12:</b> <b>Rs. 78,800-209200/-</b>  <b>Unreserved (UR)</b>  <b>Minimum Starting Gross Pay: Rs 1,60,000/- per month. (Approximately)</b>	<p><b>Method of Recruitment: On Deputation basis</b> for a maximum period up to <b>28<sup>th</sup> May, 2028</b>, likely to be extended for another 02 years <b>(without Absorption)</b></p> <p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Degree in any discipline of a recognized institute or University. Working Knowledge in computer.</li> <li>A Minimum of 10 years of relevant experience in a Government / Educational/Research Institution. The candidate would be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution.</li> </ol> <p><b>Additional Eligibility Criteria for Deputation: -</b></p> <p>Officers under the Central / State / U.T. Government / Universities / Statutory / Autonomous Bodies or Research Development organization holding analogous posts or with at least three years of service in the post with pay level 11 or above.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.</li> </ol> <p><b>Age:</b> Not exceeding 56 years, as on the last date of application.</p>	

## **GENERAL INSTRUCTIONS FOR THE CANDIDATE(S)**

1.	<b>Since the post is to be filled up on Deputation basis only, candidates employed in private sectors are not eligible. Therefore, they are requested not to apply.</b>
2.	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.
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.	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.
5.	Age limit and No. of years of Experience will be reckoned as on closing date of receipt of the application.
6.	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 process of selection / interview.
7.	The Institute reserves the right to call only the requisite number of candidate(s) for selection process after short-listing with reference to the candidates' essential and desirable qualification, suitability, numbers of years of relevant experience, etc, to optimize the number of candidate(s) for selection process.

8.	The Institute reserves the right to enhance the criteria of short-listing over and above the essential and desirable qualification and experience advertised, so as to optimize 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 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 a Presentation / Group Discussion / interview (Online / Offline), shall be final and binding on the candidate(s).
11.	<p><b><u>How to apply:</u></b></p> <p>Candidate possessing requisite qualification, relevant experience and desirous to apply must 1) fill the online application 2) make the applicable fee payment and then take the printout of the application form. 3) After filling the online form, the candidate is required to fill the hard copy of the offline application format attached in this Advertisement and then submit the hard copy of the application format, together with educational and experience certificate and certificate as at Annexure-I, through proper channel. All three steps mentioned above are mandatory for consideration of the application. Failure to comply any of the above three steps may lead to outright rejection of the application.</p>

12. **Method of Online Application:**

- i) Candidates may apply by filling in the prescribed online application format and paying the application fee through Institute web portal. The online application form link will be available on Institute website [www.nidj.ac.in/careers](http://www.nidj.ac.in/careers) and also on [www.ncs.gov.in](http://www.ncs.gov.in) from **12.06.2025 to 15.07.2025**.
- ii) Candidate(s) may click on the online application link for registration after reading the instructions carefully and providing accurate information in the online application form.
- iii) Candidate(s) are required to make the appropriate fee payment online, upload Photograph, requisite educational, experience, caste certificates and then submit the application.
- iv) While applying online, the candidate(s) should keep ready the following (a) recent passport size photograph and scan copy of signature in JPEG format, (b) All educational certificates, (c) All experience certificates, (d) Caste / Category certificates, and other certificates or testimonials in PDF format. While applying the certificates need to be uploaded in the relevant part of the application form.
- v) All Date fields should be entered in DD/MM/YYYY format
- vi) Wherever Drop-down boxes are provided, applicants should click on the down-arrow and select appropriate information.
- vii) On successful submission of the online application, confirmation mail/acknowledgement will be received in the registered email id. Candidates after successful submission of online application must keep a copy of the finally submitted online application, which they will be required to produce as and when asked for during the selection process.
- viii) Candidate(s) are requested to apply early and not to wait for the last date, the intent is to enable them to avoid the last-minute traffic. NID Assam shall not be responsible for any candidate not being able to submit his/her online application within the last date on account of traffic / system error or any other reasons.

13. **Fee payment instructions:** The application fee is to be paid online 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:

**National Institute of Design, Assam**

**Account number: 40153013234, Branch: Gar-Ali, Basant Bora Complex, Jorhat.**

**IFSC Code: SBIN0004460.**

Application Fee:

General / OBC candidate(s)	<b>Rs. 1000/-</b>
SC / ST / EWS candidate(s)	<b>Rs. 500/-</b>

PwD (Divyang) candidate(s) are exempted from payment of application fee.

The UTR no./journal no. after making the payment must be filled in, without which the form will not be accepted for further evaluation.

Fees once paid will not be refunded.

14. For any other query, please contact: Phone: **0376-2310108** between **08:30 am** and **05.00 pm** on all working days. Email: [\*\*careers@nidj.ac.in\*\*](mailto:careers@nidj.ac.in)

15. **Hard Copy of the Offline Application:**

All Candidate(s) from Central / State / U.T. Government / Universities / Statutory / Autonomous Bodies / Research institutes / PSU, who are eligible to apply on “Deputation” basis, should also fill the Hard Copy of the Offline Application available in this Advertisement and route their applications through proper channel along with educational and experience certificate together with certificate as at Annexure-I, duly signed by the cadre controlling officer / employer, with attested copies of APAR’s of last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during the period. The attestation of APAR’s / ACR’s should be done by custodian officer of the APARs/ ACR’s, not below Group A rank. The application, without requisite certificates, Annexure – I and APAR’s shall be out rightly rejected under “Deputation” basis.

16. In case, the candidate foresee any inadvertent delay from employer side to route their applications through proper channel, the candidate(s) may send an advance copy of the application with details of application fee, along with relevant documents. They should also

	make sure that the original hard copy of application through proper channel reaches the institute within the stipulated time i.e. <b>30.07.2025 (5 pm)</b> . In case application made on deputation is not duly forwarded by the present employer within the due date, institute reserves the right to cancel the candidature or consider as deemed fit, even if advance copy is received.
17.	Incomplete online applications and Offline applications or without requisite supporting documents or those without requisite fee or those received after the closing date are liable to be rejected. Candidate(s) are advised to apply early and not to wait for the last date. Institute shall not be responsible for any postal loss or delay.
18.	<p>The Candidate(s) must ascertain that the filled-in application format (hard copy) along with requisite documents as mentioned above reaches the institute by hand or through registered / speed post / courier to the following address within the last date of receipt of application i.e. on <b>30.07.2025 (5 pm)</b> to : <b>The Chief Administrative Officer (I/C), National Institute of Design, Assam, Tocklai, Rajabari, Jorhat-785014, Assam.</b></p> <p>The Candidate(s) must mention the post in the body of the envelop, by super-scribing as "Application for the post of Chief Administrative Officer (on Deputation basis) at NID ASSAM".</p>
19.	Shortlisted candidates shall be required to submit the original educational qualification certificates, Experience certificates, Age and if applicable, Caste / disability certificate and also salary certificate / pay-slips at the time of personal interaction / interview (Online / Offline). Non-production of original requisite document(s), when asked for, will render the candidate ineligible for appearing in the selection process and the candidate will not be allowed to appear in the further selection process.
20.	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. No relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies.
21.	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.
22.	Institute strives to have a workforce which reflects gender balance. Women candidate(s) are encouraged to apply.



23.	The Institute reserves the right to conduct a Presentation / Group Discussion / interview (Online / Offline), etc. (one or more of these methods) as considered appropriate for short-listing and selection. <b>And in case of Offline Interview, The institute shall reimburse Travel expenditure to the shortlisted candidates restricting to AC II fare.</b>
24.	Higher start in the pay scale may be considered for exceptionally deserving candidate(s).
25.	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 application format. Therefore, candidate(s) are requested to retain the email-ID and view it frequently. The correspondence shall include, call for written test / interview / appointment letter, etc.
26.	Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website. Candidate(s) are advised to visit the Institute website frequently.
27.	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).
28.	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 without any notice and appropriate legal action may be initiated against him / her.
29.	For any legal dispute, the courts of law at Jorhat will have the jurisdiction.
30.	The appointment is liable for termination from either side providing three months' notice or salary in lieu thereof.



31.	Canvassing in any form / bringing in any influence will be treated as a disqualification for the post.		
32.	NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.		
33.	<u>IMPORTANT DATES</u>		
	1.	Publication of Advertisement on institute Website and NCS portal	<b>12.06.2025</b>
	2.	Start Date for application	<b>15.06.2025</b>
	3.	Last Date for ONLINE application	<b>15.07.2025</b>
	4.	Last Date for receipt of hard copy i.e. OFFLINE applications for all deputation candidate	<b>30.07.2025 up to (5 pm).</b>

Sd/-  
Registrar & CAO (I/c)

**Application for the post of: Chief Administrative Officer (On Deputation Basis)  
at National Institute of Design Assam**

**1. Personal Details:**

1	<b>Name</b>		<b>Paste Passport Size Photograph</b>
2	<b>Father Name</b>		
3	<b>Community Category</b>		
4	<b>Presently Working in</b>		
5	<b>Email Id</b>		
6	<b>Mobile Number</b>		
7	<b>Date of Birth</b>		
8	<b>Age</b>		
9	<b>State</b>		
10	<b>Nationality</b>		
11	<b>Permanent Address with pin code</b>		
12	<b>Postal Address with pin code</b>		

**2. Academic Qualifications (Starting from Highest Degree):**

Sl No	Degree	University / Board	Main Subjects	YOP	Class	%	Enclo. No.
1							
2							
3							
4							
5							
6							

### 3. Employment Records (in reverse chronological order):

Sl No	Name and Address of the Employer	From date	To date	Position held	Scale of Pay	Duration	Assignment	Enclo. No.
1								
2								
3								
4								
5								
6								

### 4. Training attended:

Sl No	Training Type	Training Name	Institute	From	To	Enclo. No.
1						
2						
3						
4						

### 5. Proficiency in Official Language (Hindi):

Sl No	Certificate / Diploma / Degree	Institute	From	To	Enclo. No.
1					
2					

### 6. References:

Sl No	Name	Designation & Affiliation	Postal Address	Mobile No and Email ID
1				
2				

## 7. Parent Employment Details:

Name of your parent employer and Address	Type of your employer, whether Central / State / U.T. Government / Universities / Statutory / Autonomous Bodies / Research institutes / PSU
Present Post / Designation (Date from which held)	Nature of your employment i.e. ad-hoc or temporary or quasi-permanent or permanent
In case you have previously served on Deputation / (ISTC), then total period of Deputation / (ISTC) you had already served in your entire service period	Are you currently under Deputation, if yes, name of the organization, where you are deputed

## 8. Pay Details:

Details of emoluments per month, whether CDA / IDA etc, please mention		
Effective date of pay revision for your current pay level		Date from drawing present Pay Level
Present Pay Level / Scale		Current Basic Pay
Current Total Emoluments		

## 9. Declaration:

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished by me in the above proforma, duly supported by the documents in respect of Essential Qualification / Work Experience, will be assessed by NID Assam during selection process and afterwards. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature of the candidate)

Name:

**10. Other Details:**

Sl No	Application Details	Yes / No
1	Please state clearly whether in the light of entries made by you above, do you meet the requirement of the post of Chief Administrative Officer as Advertised	
2	Please state clearly whether Certificate from your Employer/ Cadre Controlling Authority, as at Annexure-I, is signed by your employer	
3	Please state whether attested ACR's / APAR's for last 05 years is submitted	
4	Please state if application fee was paid	

(Signature of the candidate)

**Certification by the Employer/ Cadre Controlling Authority**

1. Certified that the information/details provided in the application form by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.
2. It is also certified: -
  - a) That no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Shri / Smt. ....
  - b) That no minor/major penalty has been imposed during the last 05 years on Shri / Smt. ...., A list of major / Minor penalties imposed on him / her during the last 05 years are enclosed (as the case maybe).
  - c) That after scrutinizing all relevant official records, including the list of officers of doubtful integrity, it is certified that integrity of Shri / Smt. ...., is beyond doubt.
  - d) That photocopies of ACRs/APAR of Shri / Smt. ...., for the last five years duly attested by gazette officer rank, are enclosed.
  - e) That the cadre controlling authority has no objection to the consideration of the applicant for the post of **Chief Administrative Officer** (on Deputation Basis) at NID Assam, as per Advertisement.

Place:

Date:

Signature:

Name and Designation:

Email and phone no.

Office seal