

No. NIDMP/ HR/Rectt.-Principal Designer/08/2020

Dated: 13.12.2020

Recruitment to the post of Principal Designer (Professor)

Sl. No.	Name of Post	Pay Level as per Seventh CPC [equivalent PB & GP in Sixth CPC]	No. of Vacancies
1.	Principal Designer (Professor)	Pay Level - 13 (Rs. 123100-215900) of the Pay Matrix of 7th CPC (6th CPC Pay Band-4 with Grade Pay Rs. 8700)	03 (Three) on Deputation/ including short term contract/ on contract basis for a fixed period up to three years (in three steps of one year each)

For details regarding application form, educational qualifications, experience, other requirements and terms & conditions for these positions, please visit the NID MP website <http://www.nidmp.ac.in>. Interested persons may apply online in the prescribed application form available on the Institute website, a format of which is also given at Appendix B.

Mode of application is online only and any other form of submission of applications shall not be accepted. Last date for submission of online application is 12.01.2021 till 23.59 hours.

REGISTRAR

1. Essential/ Desirable Qualification, Age and Experience:

Essential/ Desirable qualifications, age and experience for the above posts are as per Recruitment Rules for Faculty in NID MP, available at Appendix A.

2. Age Limit/Relaxation:

(1) Maximum age limit for each post shall be as per Recruitment Rules.

(2) Age relaxation for SC/ ST/ OBC/ PwD/ Ex-Servicemen candidates/ Government Servants with three years of continuous service in Central Government Organization/ Autonomous bodies under the Govt. of India/ same department shall be applicable as per the provisions given in Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012. Candidates must note that no relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies.

(3) Reservation for PwD/ Ex-Servicemen is horizontal reservation therefore candidates selected against the quota for persons with disabilities (PwD) will be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs.

(4) Only date of birth indicated in SSC/ Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.

(5) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the last date of submission of applications under this advertisement.

3. Application Fee:

(1) Candidates belonging to UR, OBC (Non-creamy layer) category shall be required to make online payment of non-refundable application fee of Rs. 1000/-. SC, ST, EWS, PwD, Ex-Servicemen and Women candidates are exempted from payment of application fees. SC, ST, EWS, PwD and Ex-Servicemen candidates are required to upload valid certificates issued by competent authority to claim fee exemption, otherwise their application will be rejected.

(2) No fee is required to be submitted by candidates applying on deputation basis/ including Short Term Contract. Candidates must note that "short term contract" is also a form of deputation and is different from "on contract basis". They may refer FAQs on Recruitment Rules, issued by DoPT for more information.

4. General Instructions:

(1) Candidates applying in response to this advertisement should satisfy themselves regarding their eligibility for the post. They must be fulfilling eligibility criteria as on the last date of submission of applications, failing which their application will be rejected.

(2) Number and nature of positions may change and vary at the time of selection/ recruitment. NID MP reserves the right to fill or not to fill all the advertised positions/ any position/ cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.

(3) All recruitment shall be done only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final. There shall be no scope of fixing or altering pay outside the Selection Committee.

(4) NID MP will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate. Thereafter, No RTI on the subject shall be entertained.

(5) Candidates will be considered only for the posts applied for.

(6) Candidates before applying must ensure that they meet eligibility criteria as stipulated in the advertisement. He/ she will be allowed to appear in the selection process on the basis of the information furnished by them in their application form. In case, it is found at any stage of recruitment process, that the information furnished by the candidate is false or the candidate does not fulfill eligibility conditions, he/she will be disqualified, his/her candidature will be cancelled and if selected, appointment may be cancelled. No correspondence in this regard will be entertained.

(7) Issuance of letter for the selection process will not confer any right for appointment.

(8) Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents uploaded may be outrightly rejected. No correspondence will be entertained in this regard.

(9) Candidates are required to attach certificates in support of caste/ category (if claiming reservation/ relaxation in age), educational qualifications, experience (it should clearly state pay scale for the purpose of determining eligibility), photograph, signature, CV etc. Detailed instructions are given on the job portal.

(10) The Institute reserves the right to allow those applicants, whose certificates/ supporting documents do not clearly indicate their eligibility, to be called for Interview/ Proficiency test to save on time in processing the applications. However, if it is found at the time of checking the documents that the applicant doesn't meet the eligibility criteria, he/ she shall not be allowed to appear in the selection process.

(11) NID MP strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply without paying any application fees.

(12) Selection will be made on the basis of performance in personal Interview/ Proficiency test.

(13) Mere fulfillment of eligibility criteria does not guarantee candidates being called for Interview/ Proficiency test. NID MP reserves the right to restrict number of candidates to be called for Interview/ Proficiency test by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute.

(14) NID MP reserves the right to reject or accept the candidature of any candidate at any stage. The Institute reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.

(15) Issuance of an admit card for the Interview/ Proficiency test will not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions.

(16) No correspondence will be entertained from candidates not shortlisted for Interview/ Proficiency test/ appointment.

(17) 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 MP reserves the right to withdraw/ cancel/ modify any communication made to the candidate.

(18) The Interview/ Proficiency test shall be conducted only at NID MP or as decided by the Institute on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.

(19) To & Fro Rail fare (III AC) for shortest route only may be paid to the candidates shortlisted for Interview/ Proficiency test, on submission of both way journey tickets.

(20) Institute will not arrange any boarding and lodging facility for the candidates, and they will have to make their own arrangement for attending Interview/ Proficiency test.

(21) Persons serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs, applying for the post **on Deputation basis/ including Short Term Contract** shall submit the hard copy of filled application form through their employer along with the Certificate given at Appendix C of the form and APAR for the relevant years as specified in Appendix A w.r.t. relevant posts. **Without the employer's consent and above documents, their application will not be considered.**

(22) Persons applying for the post on Deputation basis/ including Short Term Contract are however, not required to upload the Certification by the Employer/Cadre Controlling Authority (Appendix C) at the time of filling up the online application. It must, however be submitted with the hard copy of the filled application form, which is required to be submitted through their employer.

(23) Name of the post must be super-scribed “**Post applied for [name of the post]**” on the envelope containing application form.

(24) The period of Deputation/ including Short Term Contract will be for three years. However, it may be extended up to five years with the approval of the Competent Authority of the Institute.

(25) DoPT guidelines regarding regulation of pay, Deputation (duty) Allowance, tenure of deputation/ foreign service and other terms and conditions for transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/ State Governments/Public Sector Undertakings/Autonomous Bodies, Universities, UT Administration, Local Bodies etc. and vice versa shall be followed.

(26) Original documents along with one set of self-attested copies of testimonials will have to be produced at the time of Interview/ Proficiency test for verification. Non-production of original of any of the requisite documents will render the candidate ineligible for appearing in the Interview/ Proficiency test. In case is observed that the candidate is not fulfilling the criteria at the time of documents verification, he/she will not be allowed to appear in the Interview/ Proficiency test despite passing the written test (if conducted).

(27) Candidates are advised to visit NID MP website <http://www.nidmp.ac.in> regularly. Any addendum/ corrigendum shall be published only on the Institute website. List of candidates shortlisted for participating in various stages of the selection process such as Interview/ Proficiency test etc. will be displayed only on NID MP website. No separate communication/ intimation in this regard shall be made by the Institute.

(28) **All communications in regard with recruitment will be made by Email only. Candidates should check their email including SPAM folder regularly.** Name of the shortlisted candidates for Interview/ Proficiency test will be displayed on NID MP website and intimation shall be sent only to registered e-mail id of candidate. No separate intimation will be sent by post. Besides, all information regarding Interview/ Proficiency test schedule etc. will also be provided through NID MP website and registered e-mail id of candidates. No separate communication through post will be sent.

(29) Hence, candidates are advised in their own interest to provide their working e-mail id and to white-list the e-mail id career@nidmp.ac.in so that communications from Institute does not end up in spam folder. NID MP will not be responsible for non-receipt

of intimation via e-mail due to any technical reason/ problem not attributable to the Institute.

(30) Candidates should not have been convicted by any Court of Law.

(31) The decision of NID MP in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/ Disciplines to selected candidates will be final and binding on the candidates. No enquiry / correspondence will be entertained in this regard.

(32) 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.

(33) Helpline e-mail ID queries related to fee and form submission is career@nidmp.ac.in

(34) Candidates must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining NID MP service as per the Government of India norms.

(35) All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of Institute service, if NID MP, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.

(36) NID MP reserves the right to (i) relax eligibility criteria in exceptional cases; and (ii) fill a position at lower level than that advertised.

(37) NID MP 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.

(38) The Institute reserves the right, not to fill the posts herein advertised in case of non-availability of suitable candidates.

(39) **Photographs:** One recent (**not earlier than three months from the date of application**) colour passport size photograph with clear front view of the candidate without cap, scarf and sunglasses should be uploaded while filling the application form. Identical extra colour passport size photograph as uploaded on the application should be kept for providing the same at the time of verification or as required by NID MP. Candidates may note that Institute may reject the candidature at any stage for

attaching old/ unclear photograph on the application form and actual physical appearance of the candidate.

(40) No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. Only a grade card/ mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.

(41) Experience Certificate from employer must mention Pay Scale/ Pay Band & Grade Pay, Nature of Employment, period of employment, designation (Post) and all other work experience related details which candidate has claimed in his/her application. Offer of appointment shall not be treated as a proof of experience. It is the responsibility of the candidates to provide conclusive documentary proof(s) in support of experience claimed without the same shall not be considered.

(42) For candidates working in Private Sector, experience for the post will be calculated on the basis of Gross Pay drawn by him/ her in the private organization comprising of Basic Pay + DA + Conveyance + Incentives. It will be compared with the Basic Pay at the minimum of the Scale of Pay + DA in the respective level of post in central Govt service on first January of the corresponding year for ascertaining eligibility for the post applied.

(43) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Bhopal and courts/ Tribunals/ forums at Bhopal only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

(44) **Action against candidates found guilty of misconduct:** Candidates are warned to not to furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document.

(45) Without prejudice to criminal action/ debarment from NID MP recruitment process wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

- (i) Making wrong declarations and giving misinterpretation of the facts in the application.
- (ii) Involved in malpractices.
- (iii) Using unfair means during interview/ proficiency test.
- (iv) Obtaining support for his/her candidature by any means.
- (v) Impersonate/Procuring impersonation by any person.

- (vi) Submitting fabricated documents/ documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Candidature can also be cancelled at any stage of the recruitment for any other ground which the NID MP considers to be sufficient cause for cancellation of candidature.

5. Selection Process:

- (1) Screening of applications received may be done to restrict number of candidates to be called for selection process. NID MP at its discretion may restrict the maximum number of candidates to be called for any stage of the selection process, for any or all of the posts.
- (2) NID MP may decide to conduct a selection process comprising of multiple stages for selection of candidates including written test/ presentation and followed by Interview/ Proficiency test.
- (3) Canvassing in any manner will entail disqualification of the candidature.
- (4) Candidates not eligible for any post mentioned in the above advertisement shall be disqualified. Screening of applications will be done on the basis of requirement mentioned in the advertisement only. All other requirements shall be assessed by the Selection Committee.

6. Documents/ Certificate to be produced at the time of selection process:

Following documents/certificates, in original along with one set of photocopy, are required to be brought at the time of appearing in the selection process, failing which the candidature will be summarily rejected and candidate will be debarred from participation in the further selection process:

- (i) Matriculation/10th Standard or equivalent certificate indicating date of birth. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered. Or Birth Certificate indicating date of birth.
- (ii) Higher Secondary / Class XII (or equivalent) board marks sheet.
- (iii) Degree & Post Graduation certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
- (iv) Ph.D. degree, where applicable.
- (v) Specific degree/ diploma certificate along with mark sheet, wherever specified in the recruitment advertisement/ notification.

- (vi) Degree/ diploma/ Ph. D. as referred above should have been awarded by a recognized University/ Institute.
- (vii) The Schedule Caste/ Schedule Tribe/ Other Backward Class certificate issued by appropriate authority. (If applicable)
- (viii) PwD/ Ex-Servicemen certificate issued by appropriate authority. (If applicable)
- (ix) Photo identity card (issued by Govt. agency).
- (x) NOC and Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed.
- (xi) Participation certificate in sports and other activities, if applicable.
- (xii) Any other relevant documents in support of the entries filled in application form.

7. Important Dates:

- (i) Date of publication of detailed notification on Institute website: **13.12.2020**
- (ii) Opening date of submission of application: **13.12.2020**
- (iii) Closing date of submission of application: **12.01.2021**
- (iv) Last date of submission of physical copies of application in case of persons serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs, where application to be forwarded through the Department: **27.01.2021**

Any difficulties relating to submission of application may be sent to email Id-career@nidmp.ac.in

8. Check List:

- (i) Whether all details in application form have been filled up correctly?
- (ii) Whether recent Photograph uploaded?
- (iii) Whether application fee, if applicable, paid?
- (iv) Whether certificates of essential qualification uploaded?
- (v) Whether caste/ category/ PwD/ Ex-servicemen certificate if applicable, uploaded?
- (vi) Whether relevant experience certificate uploaded?
- (vii) Whether other relevant documents, if any, have been uploaded?

Appendix A

**RECRUITMENT TO THE POST OF PRINCIPAL DESIGNER (PROFESSOR) IN
THE NATIONAL INSTITUTE OF DESIGN, MADHYA PRADESH**

(i)	Name of Post	:	Principal Designer (Professor)
(ii)	No. of Posts	:	Three (03) - Unreserved [Posts will be filled on Deputation/ Short term contract/ on contract basis for a fixed period up to three years (in three steps of one year each)]
(iii)	Classification of Post	:	Group A
(iv)	Pay Band	:	Pay Level - 13 (Rs. 123100-215900) of the Pay Matrix of 7th CPC (6th CPC Pay Band-4 with Grade Pay Rs. 8700)
(v)	Age	:	Not exceeding 55 years as on date of closure of application. However, the Governing Council may relax the age limit on the specific recommendation of the Director. Age relaxation admissible as per Govt of India Rules
(vi)	Educational Qualification	:	Essential: Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution. Desirable: 1. Doctorate in Design 2. Specialization (i) Specialization - Industrial Design (01) (ii) Specialization - Communication Design (01) (iii) Specialization - Textile Design/ Apparel Design (01)
(vii)	Experience	:	Minimum 10 years in relevant field of Design
(viii)	Probation period	:	Two years (for direct recruits)
(ix)	Conditions for Deputation/ Short term contract for a fixed period up to three years (in three steps of one year each) :	:	a) Holding Analogous Posts on regular basis in parent cadre or department. b) with at least 5 years' service in the grade pay of Rs. 7600/-. c) With Design background working as Assistant Professor/ equivalent, preferably in design/ fashion technology or similar institutions.

Appendix B

**PROFORMA OF APPLICATION FOR THE POST OF PRINCIPAL DESIGNER
(PROFESSOR) [FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/ ON
CONTRACT BASIS]**

Registration Parameters

Name of the post	Principal Designer (Professor)
Name of Applicant (in full block letters)	
Gender	
PWD	Yes / No
Ex Serviceman	Yes / No
Category (SC, ST, OBC / EWS / UR)	
NIDMP employee	Yes / No
E-mail ID / Mobile no	
Nationality and Native	
Date of Birth & Age	____,____,____ & ____ Years ____ Month (as on date of application)

Application form

Family Details (as on Date of application)	
Father's name (Occupation)	
Mother's Name (Occupation)	
Sister's Name (Occupation)	
Brother's Name (Occupation)	
Wife's name (Occupation)	
Son's Name (Occupation)	
Daughter's name (Occupation)	
Marital Status	Yes/No
Applied For (Faculty Streams):	Industrial Design Communication Designer Textile & Apparel Design Common Foundation Studies

Method of Recruitment		Deputation (DP) / Short-term Contract (STC) / Contract Basis (C)	
Postal address (in block letters) (Official)			
(Residential)			
Language(s) known (Please Tick)	Read	Write	Speak
Educational qualifications		Details in Annexure – 1	
Field of Specialization			
Details of experience possessed as per eligibility criteria (a) Administrative Experience (b) Details of Academic/Teaching Experience		No of years _____ Details in Annexure – 2.1 & 2.2.	
Participation and contribution in relevant area in higher education as: - (a) Visiting Professor (b) Resource Person (c) Others (specify)		Details in Annexure – 3.1, 3.2 & 3.3.	
Important MoUs formulated for academic collaboration		Details in Annexure – 4.	
International academic exposure, if any		Details in Annexure – 5.	
Details of Publication: Contribution to Journals / books / publications		Details in Annexure – 6.	
Participation and contribution in national/international Plenary lectures /		Details in Annexure – 7.	

	talks, conference attended, examinership etc.	
	Consulting experience, if any	Details in Annexure – 8.
	Honors / awards won	Details in Annexure – 9.
	No of research scholars guided	Details in Annexure – 10.
	A para in about 100 words on the candidate's strengths	Details in Annexure – 11.
	Write 500 words on your vision for NIDMPs and how your own professional aspirations fit into this vision (Refer https://nidmp.ac.in)	Details in Annexure – 12.
<p>Declaration: I hereby certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily and if I am already appointed, my services are liable to be terminated without any notice.</p>		
<p>Date: Place:</p>		
<p>(Digital Signature of the Candidate)</p>		

Annexure 1

Educational Qualifications

Examination / Degree	University / Board	Year awarded	Percentage / Grade	Upload Documents

Annexure 2.1

Details of experience possessed

a) Administrative Experience

Administrative Experience Post Held	Pay Scale	Organisation	Nature of Duties	Experience of duties		Upload Documents
				From	To	
Nature of Duties:						
Notable assignments:						

Note: to be filled for each experience separately.

Annexure 2.2

Details of experience possessed as per eligibility criteria

B) Details of Academic/Teaching Experience

1. Modules taught at other Institutions / organisations / other than core portfolio

Year	Module Details

2. Modules Taught at institution of employment (to be filled for each experience.)

Year	Module Details

3. Modules Taught in online mode (to be filled for each experience.)

Year	Online Module Details

Annexure 3.1

Participation and contribution in relevant area in higher education as: -

(a) Visiting Professor

Capacity	Organisation	Year	Area of Specialization

Annexure 3.2

Participation and contribution in relevant area in higher education as: -

(b) Resource Person

Capacity	Organisation	Year	Area of Specialization

Annexure 3.3

Participation and contribution in relevant area in higher education as: -

(c) Others

Capacity	Organisation	Year	Area of Specialization

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Annexure 4**Important MoUs formulated for academic collaboration**

Year	MoU Details

Annexure 5**International academic exposure, if any**

Year	International academic exposure details

Annexure 6

Details of Publication:
Contribution to Journals / books / publications

a. Books:

Year	Title details

b. Publications

Year	Title details

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Annexure 7

Participation and contribution in national/international for a (*Plenary lectures / talks, conference attended, examinership etc.*)

Year	Title details

Annexure 8

Consulting experience

Year	Consulting area details

Annexure 9

Honors / awards won –

Year	Honors / awards details

Annexure 10

Number of Research Scholars guided

Year	Research Scholars guidance details

Annexure 11

A para in about 100 words on your strengths

Annexure 12

Write 500 words on your vision for NIDMPs and how your own professional aspirations fit into this vision (Refer <https://nidmp.ac.in>)

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

(for candidates applying on deputation/ including short term contract)

No.

Date:

1. It is certified that the date of birth, qualification, experience and other details given by Dr/ Ms/ Mr in the application form for the post of Principal Designer (Professor) at National Institute of Design, Madhya Pradesh have been verified from the records available in this office and found correct.
2. Integrity of Dr/ Ms/ Mr is certified.
3. No vigilance or disciplinary proceeding is either pending or contemplated against the Applicant.
4. No major/ minor penalty has been imposed on him/ her during the last 10 years.
5. Cadre clearance of the competent authority has been obtained. The organisation has no objection to relieve Dr/ Ms/ Mr if he/ she is selected for the post of Principal Designer (Professor) in the National Institute of Design, Madhya Pradesh on deputation/ including short term contract basis.
6. The National Institute of Design, Madhya Pradesh will be informed at the earliest if any vigilance or disciplinary proceeding is initiated or contemplated against the Applicant after his/ her application is forwarded.
7. Attested copy of ACR/ APAR of the Applicant for the last five years are enclosed.
8. In case of selection of Dr/ Ms/ Mr , he/ she would be allowed to retain lien and in his/ her regular post of during the period of his her appointment as Principal Designer (Professor) in the National Institute of Design, Madhya Pradesh on deputation/ including short term contract basis.

Date:

Signature of authorized officer

Name and designation:

Address:

Telephone/ fax number:

Seal of the Officer: