राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Ref. No. NIDMP/HR/Rectt.-Admin/02/2021-22   Dated: 03.02.2022

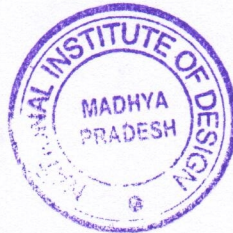
Corrigendum: Notice to Candidates, who have applied for the post of Assistant (Accounts/Admin/Library)

1. Kind attention is invited to the advertisement notification No. NIDMP/Rectt./Admin/2021/01 dated 23.08.2021 for administrative positions uploaded on NID MP website & published in national dailies and Employment News, regarding recruitment to various administrative posts on direct recruitment/ deputation/ contract basis and Notification No. 15/2021 dated 27.10.2021.

2. Candidates who have applied for Assistant (Accounts/Admin/Library) in response to above cited advertisement by submitting online application are requested to note syllabus as furnished below for written exam and skill test:

Syllabus details:

S. No	Post	Broad syllabus for written test	Skill Proficiency Test
01	Assistant (Accounts/Admin/Library)	Language proficiency in English, Quantitative Aptitude, General Awareness, Concepts of IT, Windows OS: MS-Office, Word, Excel, PowerPoint etc, Awareness of central Govt office procedures; Awareness of functioning of educational institutions, Basic rules of Establishment & Administration matters related to an Institute/ University System as relevant for Job profile of the post.	English/Hindi typing test @30 words per minute, letter and precis writing/ practical tasks related to topics mentioned in the broad syllabus for written test.

3. This supersedes the syllabus for the post of Assistant (Accounts/ Admin/library), given in NID MP Notification No. 15/2021 dated 27.10.2021. All other criteria/details/terms and conditions of the recruitment notification shall remain unchanged.

4. Any further changes/updates shall be made available only on the Institute website. Candidates are advised to keep on checking the Institute's website for any updates.

Chief Administrative Officer

Copy to:
1. PA to Director, NID MP
2. Registrar, NID MP
3. Assistant Engineer (IT)- for uploading this notification on official website of NID MP for information of the applicants.
4. Office copy