

# National Institute of Design, Madhya Pradesh

Acharpura, Eint Khedi, Post Arwaliya, Bhopal M.P. 462038

## Recruitment to various Administrative Posts

**Notification No: - NIDMP/1-70/ (06) Rectt. -Admin/2022 dated 27.10.2022**

| Sl. No.                           | Name of Post                           | Pay Level   | Vacancy                                       | Category wise Vacancies |          |          |          |          |                |
|-----------------------------------|--|---|---|-------------------------|----------|----------|----------|----------|----------------|
|                                   |  |   |   | SC                      | ST       | OBC      | EWS      | UR       | Total          |
| 1.                                | Deputy Registrar                       | <b>Pay Level - 11</b><br>(Rs. 67700-208700)<br>of the Pay of 7th<br>CPC   | Direct<br>Recruitment                         | 0                       | 0        | 0        | 0        | 01       | 01             |
| 2.                                | Administrative<br>Officer              | <b>On Deputation Pay<br/>Level - 10</b><br>(Rs. 56100-177500)<br>of the Pay Matrix of<br>7th CPC<br><b>On Contract</b> – Rs<br>77,418/-*<br>(Consolidated pay =<br>BP + DA) | Deputation/<br>Contract                       | 0                       | 0        | 0        | 0        | 01       | 01             |
| 3.                                | Senior Accounts<br>Officer             | <b>On Deputation Pay<br/>Level - 10</b><br>(Rs. 56100-177500)<br>of the Pay Matrix of<br>7th CPC<br><b>On Contract</b> – Rs<br>77,418/-*<br>(Consolidated pay =<br>BP + DA) | Deputation/<br>Contract                       | 0                       | 0        | 0        | 0        | 01       | 01@<br>(PwD-1) |
| 4.                                | Senior Assistant<br>Librarian          | <b>Pay Level - 7</b><br>(Rs. 44900-142400)<br>of the Pay Matrix of<br>7th CPC<br><b>On Contract</b> – Rs<br>61,962/-*<br>(Consolidated pay =<br>BP + DA)                    | Deputation<br>failing<br>which on<br>Contract | 0                       | 0        | 0        | 0        | 01       | 01^<br>(PwD-1) |
| 5                                 | Assistant<br>Administrative<br>Officer | <b>On Contract</b> – Rs<br>61,962/-*<br>(Consolidated pay =<br>BP + DA)   | Contract                                      | 0                       | 0        | 0        | 0        | 01       | 01             |
| 6                                 | Superintendent                         | <b>On Contract</b> – Rs<br>48,852/-*<br>(Consolidated pay =<br>BP + DA)   | Contract                                      | 0                       | 0        | 0        | 0        | 01       | 01             |
| <b>Total Administrative Posts</b> |  |   |   | <b>0</b>                | <b>0</b> | <b>0</b> | <b>0</b> | <b>6</b> | <b>6</b>       |

**Note:- 1- @ The post at SI no. 3 is reserved horizontally for the PwD Category applicant having benchmark disability of LV, D, HH. The functional requirements for the post are S, ST, W, BN, MF, RW, SE and C. (Abbreviations are given below).**

**2- ^ The post at SI no. 4 is reserved horizontally for the PwD Category applicant having benchmark disability of LV, D, HH, OL, OA, SD/SI without any associated neurological/limb dysfunction. The functional requirements for the post are S, ST, W, BN, MF, RW, SE and C. (Abbreviations are given below).**

**Category Abbreviations Used above: LV= Low Vision, D=Deaf, HH= Hard of Hearing, OL=One Leg, OA= One Arm, SD =Spinal Deformity without any associated neurological/limb dysfunction, SI= Spinal Injury without any associated neurological/limb dysfunction.**

**Functional Requirement Abbreviations Used above: S= Sitting, ST=Standing, BN=Bending, RW= Reading & Writing, SE=Seeing, C=Communication, MF=Manipulation with Fingers, W=Walking**

**\* Based on First Cell of the Pay Level + DA @ 38% (as on date of advertisement, subject to change as per the applicable rate on the date of joining of the candidate).**

**Method of recruitment for each post i.e. Direct Recruitment – DR, Deputation – DP, Contract – C (for a maximum period of three years subject to the annual performance review) etc. is given in Annexure I attached with this document.**

For details regarding online application form, educational qualifications, experience, other requirements and terms & conditions for these positions, please visit the Institute website **[www.nidmp.ac.in](http://www.nidmp.ac.in)**

Interested persons may apply **online** in the prescribed application form, available on NID MP website **[www.nidmp.ac.in](http://www.nidmp.ac.in)**

Last date for submission of online application is **30.11.2022 till 11:59 p.m.**

**CHIEF ADMINISTRATIVE OFFICER**

**I. Essential/ Desirable Qualification, Age and Experience:**

(1) Essential/ Desirable qualifications, age and experience for the above posts are as per Recruitment Rules for Administrative staff in NID MP, available at **ANNEXURE-I**. Formats of various certificates are given at **ANNEXURE II**.

(2) The educational qualifications as mentioned in this advertisement must be acquired from the university/institution recognized/approved by the UGC/AICTE or the Institutions/University established by the Central/State Government.

(3) The Experience required for the post(s) would only be reckoned from the date of acquiring essential qualification as mentioned in this advertisement. The Experience acquired during pursuing higher qualification shall not be considered/ reckoned for calculation of total minimum experience required for the post applied for.

**II. Age Limit/Relaxation:**

(1) Maximum age limit for each post shall be as per Recruitment Rules. However, the maximum age of the applicants, who are applying the posts on Deputation Basis, should not be more than 56 years as on closing date.

(2) Age limit and other eligibility conditions for all the positions shall be determined on the last date of submission of online application.

(3) Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen candidates shall be applicable as per Government of India norms. **No relaxation will be applicable to SC/ST/OBC/PwD candidates applying for Unreserved (UR) vacancies.**

(4) Reservation for PwD is a horizontal reservation and therefore candidates selected will be placed in the appropriate category. Persons with Disabilities (PwD) candidates may apply for posts on the basis of suitability determined in the Ministry of Social Justice and Empowerment Gazette notification no. CG-DL-E-13012021-224370 dated 04.01.2021 and subsequent amendments/notifications, as applicable.

| <b>Sl. No.</b> | <b>Category</b> | <b>Age Relaxation permissible beyond the Upper age limit only for the reserved post in respective category</b> |
|----------------|-----------------|--|
| (i)            | SC/ST           | 5 years  |
| (ii)           | OBC (NCL)       | 3 years  |
| (iii)          | PwD (UR)        | 10 years   |
| (iv)           | PwD + OBC (NCL) | 13 years   |
| (v)            | PwD + SC/ST     | 15 years   |

|      |               |  |
|------|---------------|--|
| (vi) | Ex-Servicemen | <p>For the Group A posts above, age relaxation of 5 years will be allowed to the ex-serviceman candidates, from Defence Forces (Army, Navy &amp; Air Force), will be allowed, as per rules.</p> <p>For the Group B &amp; C posts above, age relaxation up to the extent of service rendered in Defence Forces (Army, Navy &amp; Air Force) plus 3 years will be allowed, as per rules.</p> <p>The Ex-serviceman candidates will be mandatorily required to produce a certificate that they have been released from the Defence Forces as per the specified format.</p> |
|------|---------------|--|

- (5) For other categories, the Institute shall follow provisions of age relaxation contained in DoPT O.M. No. 15012/ 2/ 2010 – Estt (D) dated 27.03.2012 regarding consolidated orders on relaxation in upper age limit allowed to various categories of government servants.
- (6) Date of birth shall be considered as indicated in SSC/Secondary School Leaving Certificate. In cases where D.O.B. is not stated in these certificates, any other certificate issued by Govt/State Government shall be considered. No subsequent request for change shall be entertained under any circumstances.
- (7) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 30.11.2022, i.e. the last date of submission of online applications under this advertisement. **Even in case of extension of last date for submission of application, the relevant date for determining all eligibility criteria will be 30.11.2022.**

### **III. Application Fee:**

Candidates belonging to UR, EWS, OBC (Non-creamy layer) category shall be required to make online payment of non-refundable application fee of **Rs. 500/- for positions at Sl no. 1, & 2 (only for direct recruitment & contract) and Rs. 200/- for posts at Sl no. 5 & 6.** SC, ST, PwD, Ex.-Servicemen and Women candidates are exempted from payment of application fees. SC, ST, 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. **No fee is required to be paid by candidates applying on deputation.**

### **IV. Important instructions other General Terms & Conditions:**

- (1) Candidates possessing requisite qualification and relevant experience may apply by filling the prescribed online application format and paying the application fee through Institute web portal. The online application form link will be available from 01.11.2022.
- (2) Candidates are also required to attach scanned copies of the experience, educational documents along with Caste Certificate, if applicable and Identity Proof at the time of applying. Shortlisted candidates shall be required to submit the educational qualification certificates,

Experience certificates, Age, Caste/disability certificate-if applicable and salary certificate/pay-slips at the later stage and shall be required to carry the originals of the same with a set of self-attested copies at the time of written test/skill test/interview. Non-production of original document(s) of any of the requisite documents will render the candidate ineligible for appearing in the selection process. In case the candidate is not fulfilling the criteria at the time of '**Document Verification**', he/she will not be allowed to appear in the selection process.

**(3) The Candidates who wish to apply to a post on Deputation basis, also need to apply online by filing the application form along with submission of documents related to essential educational qualification, experience, educational documents along with Caste/PwD Certificate (as applicable). Besides above, the candidate also needs to fill and attach the Annexure-III (excluding Cadre Controlling Authority endorsement) while submission of online application form. Candidates, applying on deputation, need to send the hard copy of Annexure-III, duly endorsed and completed by the cadre controlling authority/Parent Employer, along with clear No Objection Certification, attested copies of up-to-date ACR/APARS of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during last ten years through registered/speed post on the address given below. The name of the post must be super-scribed "Post applied for [name of the post] on Deputation Basis" on the envelope and the same may be submitted along with all relevant documents as mentioned above through registered/ speed post to the following address (within 31 days of the last date of submission of online applications):**

**Chief Administrative Officer,  
National Institute of Design, Madhya Pradesh,  
Village-Acharpura, Eint Khedi, Bhopal-462038, MP**

(4) The appointment on Deputation basis will be initially for a three-year tenure. The other terms and conditions of the deputation including Pay & Allowances, shall be regulated as per the DoPT OM No 6/8/2009-Est (pay-II), dated 17.06.2010 as amended from time to time and other relevant instructions of the Govt. of India/DoPT.

(5) Persons employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's and applying on Fixed Term Contract/Direct Recruitment basis will have to submit 'No Objection Certificate (NOC)' and a 'Certificate of Vigilance Clearance' from their parent employer at the time of interview/ skill test failing which their candidature will be cancelled and they will not be allowed to attend the interview/ skill test.

(6) A candidate can apply for more than one post by submitting separate application form and by paying the application fee for each post separately. Candidates will be considered only for the post applied for.

(7) Incomplete applications and those without requisite fee are liable to be rejected. Applications, where the supporting documents related to qualification and experience are insufficient or not as per format, may be provisionally admitted solely at the discretion of the Institute but the candidate will have to submit all necessary documents in original at the time of document verification. Failure to produce necessary documents shall result in rejection of candidature at the stage of document verification.

(8) Degrees etc. in support of educational qualifications should have been awarded by a recognized University/ Institute from Central/State Government regulatory bodies like UGC, AICTE etc. The Institute reserves the right to carry out positive 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 mark sheets at the time of document verification.

(9) Experience Certificate especially from private employer 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 fulltime education will not be counted as professional experience.

(10) Offline applications shall be outrightly rejected. No correspondence will be entertained in this regard.

(11) Mere eligibility will not entitle any candidate for being called for recruitment process. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/ interview/ skill test. Canvassing in any manner would entail disqualification of the candidature. If the number of applicants for a particular post is large, the Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidates' qualification, suitability, relevant experience, etc.

(12) NID MP reserves the right to restrict number of candidates to be called for Test/Interview/ skill test by short-listing the applications based on higher benchmarks or criteria as may be decided by the Institute.

(13) Candidates will be allowed to appear in the selection process on the basis of the information/documents furnished by them in their application form. They are, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case, it is found at a later stage

that the information furnished by the candidate is false or the candidate does not fulfil eligibility conditions the candidature of such a candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of Admit Card for the selection process will not confer any right for appointment.

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

(16) 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.

(17) 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.

(18) 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.

**(19) The appointment on contract basis will be for a period of maximum 3 years renewable annually, subject to the annual assessment and review of the performance of the selected candidate as per the requirements of the Institute. However, the candidate will not confer any right to claim absorption in regular establishment of the Institute.**

(20) On the day of joining, the Consolidated pay for the selected candidates on contract will be fixed based on the applicable rates of Dearness Allowance for the Institute. The applicable taxes will be deducted from the monthly payable remuneration.

(21) The Candidates selected on Contract for various posts will only be paid the remuneration specified above, during the entire initial year of the engagement. Thereafter, a revision in consolidated pay may be considered, as per annual increment and increased dearness allowance for the second and third year, subject to annual performance review and subsequent continuation of contract.

(22) The person appointed on contract shall be entitled to avail casual leave of 8 days in a year on pro-rata basis during the contract period. Two Restricted Holidays shall also be allowed. Leave can't be carried forward or accumulated to the next year. No leave encashment for un-availed leave is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

(23) Working hours/days and public holidays shall be observed as notified by the Institute.

(24) No other allowances/ perks or benefits would be admissible to the person selected on contract positions, except those that are clearly mentioned in this notification.

(25) 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.

(26) NID MP reserves the right to cancel, restrict, enlarge the requirement without assigning any reason.

(27) Police verification of the selected candidates shall be done as per the latest instructions issued by the Govt of India. In case the police verification is received as negative, the contract/engagement of the individual shall cease to exist with immediate effect without any notice.

**(28) The Institute can terminate the Contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the individual or one month's pay in lieu of one month notice. The individual can also seek for termination of the contract upon giving one month's notice to the Institute.**

(29) All modification/amendment shall be displayed on NID MP official website only at [www.nidmp.ac.in](http://www.nidmp.ac.in) under careers section. Therefore, candidates are requested to check the website for modifications/ amendment, if any, before appearing for selection process.

(30) Once applied, the applicants are advised to check the NID MP 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 MP official website only.

(31) All the appointments are for full time commitment and 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.

(32) Candidates appointed on Contract basis shall not be eligible for any retirement benefits after the end of Contractual tenure.



(33) Institute reserves the right to conduct Written Test, Skill Test, Group Discussion, Presentation, Teaching Demonstration, Interviews (Only for Group A posts) etc. (one or more of these methods) as considered appropriate for shortlisting and selection. No TA/DA will be paid for appearing in the Selection Process. List of eligible/shortlisted candidates for participating in various stages of the selection process will be displayed only on NID MP website. No separate communication/intimation in this regard shall be made by the Institute. All other communications in regard with recruitment will be made by email/SMS only.

(34) NID MP will retain data of online 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.

(35) 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.

(36) Details of posts that have been identified as "suitable" for persons with disabilities (PwD) are given in Annexure I.

(37) The institute will further inform about the syllabus and methodology of conduct of Written Test, Skill Test, Group Discussion, Presentation, Teaching Demonstration, Interview (for Group A posts only) etc. to be held for each post for those candidates, who fulfill all requirements given in the advertisement, through Notification(s) in "careers" section of NID MP website.

(38) 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.

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

(1) Following documents/certificates, in original along with one set of photocopy, are required to be brought along with a printout of the Online Recruitment Application and receipt/proof of online Application Fee deposited in bank, 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:

- a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. 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.
- b) Higher Secondary / Class XII (or equivalent) board marksheet and passing certificate.

- c) Degree/Diploma Certificate(s), as applicable, along with marksheets pertaining to all the academic years as proof of educational qualification claimed.
- d) The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed proforma (**ANNEXURE-II [A]**). Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.

The caste of the candidate must be in the State-wise Central list of SCs given at “<http://socialjustice.nic.in/UserView/PrintUserView?mid=76750>” or “<http://www.socialjustice.nic.in/UserView/index?mid=76750>”

The caste of the candidate must be in the State-wise Central list of STs given at “<https://tribal.nic.in/ST/Latest List of Scheduled tribes.pdf>”

- e) OBC Non-Creamy Layer certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the State-wise Central list of OBCs given at [www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx). The OBC certificate must be produced in the prescribed proforma (**ANNEXURE-II [B]**).
- f) EWS certificate issued on or after 1st April, 2022 shall be considered for reservation under EWS category, whose family has gross annual income below Rs. 8.00 lakh (Rupees Eight Lakh only) for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the assets as mentioned in DOPT, Govt. of India OM No.36039/1/2019-Estt (Res) dated 31st January, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The EWS certificate must be produced in the prescribed proforma (**Annexure-II [C]**). Certificate to be rendered by PwD is placed as **Annexure II (D)**.
- g) Prescribed format of certificates to be submitted by Ex-Servicemen and serving Armed Forces Personnel is placed at **Annexure II (E)**.
- h) Photo identity card (issued by govt. agency).
- i) NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

- j) Participation certificate in sports and other activities, if applicable.
- k) Degree as referred above should have been awarded by a recognized University/ Institute.
- l) Any other relevant documents in support of the entries filled in application form,

**Note: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted. Certificate other than the prescribed format will not be accepted.**

**VI. How to apply:**

- (1) Candidates are required to apply online only on the online recruitment portal of the Institute website: [www.nidmp.ac.in](http://www.nidmp.ac.in) from **01.11.2022 to 30.11.2022 upto 11.59 p.m.**
- (2) Candidates may click on the online application link available on Institute website for registration after reading the instructions carefully and fill-in the online application form giving accurate information.
- (3) After registration, candidates will have to pay the application fee through “SBI I-Collect” and get the printout of fee receipt generated by “SBI I-Collect”. SC, ST, PwD, ESM, and Women candidates are exempted from payment of application fee.
- (4) **After the payment of application fee, the candidate will have to fill the application form through online application link available on Institute website. If the online application is not successfully completed, candidate is required to register again. 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.**
- (5) Incomplete applications/ applications received through any other mode than those specified above will not be accepted and summarily rejected.
- (6) **Once the application is filled and submitted successfully, no request for change in any data entered by the candidate will be entertained. Candidates will have to apply afresh for the post.**
- (7) While applying online, candidates need to upload the scanned copy of their recent passport size colour photograph & signature. Scanned copies of all certificates of educational qualifications and age proof, caste certificate, ex-servicemen certificate, etc are to be uploaded in PDF format. Candidates called for selection process will be required to produce their original certificates and other relevant documents as mentioned in the online application form.

- (8) NID MP will not be responsible for any candidate for not being able to submit his/her online application within the last date on account of system error or any other reasons. After submission of form, payment gateway will be open for payment of fee, if applicable. Follow the instructions carefully for payment of fee. Applications without payment of application fee will be an incomplete application and will be summarily rejected.

**VII. Important Dates:**

Date of publication of detailed notification on Institute website. : 27.10.2022

Opening date of online submission of application. : 01.11.2022

Closing date of online submission of application : 30.11.2022

Last date for receipt of hardcopy of documents (for Deputation only): 31.12.2022

Any difficulties relating to submission of online application may be sent to email Id-  
[career@nidmp.ac.in](mailto:career@nidmp.ac.in)

**VIII. Checklist:**

- (1) Whether all details in online application form have been filled up correctly?
- (2) Whether recent Passport Size Photograph uploaded?
- (3) Whether applicable application fee, if applicable, paid?
- (4) Whether certificates of essential qualification uploaded?
- (5) Whether caste/category certificate, if applicable, uploaded?
- (6) Whether Ex-servicemen certificate, if applicable, uploaded?
- (7) Whether NOC from parent employer, if applicable, uploaded?
- (8) Whether relevant experience certificate, if applicable, uploaded?
- (9) Whether a PDF copy of the finally submitted online applications has been stored for producing the same during the selection process, if called for the same.

**CHIEF ADMINISTRATIVE OFFICER**

## RECRUITMENT FOR VARIOUS ADMINISTRATIVE POSITIONS IN NID MP

### Recruitment for Deputy Registrar

1. Name of Post : Deputy Registrar
  2. No. of Posts : **One (01) UR – 01 {Direct Recruitment}**
  3. Classification of Post : Group A
  4. Age : Not exceeding 45 years as on date of closure of application  
Age relaxation admissible as per Govt of India Rules
  5. Educational Qualification/ Experience : **Essential:**
    - i) Graduate Degree in any discipline of a recognized institute or University. Working Knowledge in computer.
    - ii) A Minimum of 10 years of **relevant experience** in a Government/ Educational/Research Institution. The candidate will 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.

**Desirable:**

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.
- Job Profile (Indicative but not exhaustive)
- \* Deputy Registrar shall function under the supervision and directions of the Registrar and shall be assigned with the tasks and responsibilities in the areas of academic and students' affairs, examinations and shall assist the Registrar in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades, all academic matters related to faculties/Technical staff, awarding of degrees and any other academic administration related tasks and responsibilities as may be entrusted by the Registrar.
- \*To carry out any other tasks as assigned by the higher authorities of the institute.

## Recruitment for Administrative Officer

1. Name of Post : Administrative Officer
2. No. of Posts : **One (01) UR – {On Deputation/Contract}**
3. Classification of Post : Group A
4. Age : Not exceeding 40 years as on date of closure of application  
Age relaxation admissible as per Govt of India Rules
5. Educational Qualification/ Experience : **Essential:**
  - i) Graduate Degree in any discipline of a recognized institute or University. Knowledge in computer.
  - ii) A Minimum of 5 years of **relevant experience** in a Government/ Educational/Research Institution. The candidate will 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.**Desirable:**

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.
6. Conditions for Deputation : From analogous posts of ministerial cadre or with 5 years' service in the grade pay of Rs.4,600/- in the ministerial cadre.
7. Job Profile (Indicative but not exhaustive) : \* Administrative Officer shall function under the supervision and directions of the Deputy Registrar and shall be assigned with the tasks and responsibilities in the areas of academic and students' affairs, examinations and shall assist the Registrar/Deputy Registrar in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades, all academic matters related to faculties/Technical staff, awarding of degrees and any other academic administration related tasks and responsibilities as may be entrusted by the Registrar/Deputy Registrar.\*To carry out any other tasks as assigned by the higher authorities of the institute.

## Recruitment for Senior Accounts Officer

1. Name of Post : Senior Accounts Officer
2. No. of Posts : **One (01) UR – (Reserved for PwD)**  
**{On Deputation/Contract}**
3. Classification of Post : Group A
4. Age : Not exceeding 40 years as on date of closure of application  
Age relaxation admissible as per Govt of India Rules
5. Educational Qualification/ Experience : **Essential:**  
(i) Master's degree in Commerce/Financial Management from recognized University/Institution/C.A or equivalent.  
  
(ii) A minimum of 5 year **relevant experience** in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules  
  
**Desirable:**  
(i) Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post.  
  
(ii) Passing the departmental Accounts examination  
  
(iii) Members of the organized accounts cadre of Government of India
6. Suitable for PwD : **LV, D, HH**
7. Conditions for Deputation : Officer under the Central/ State/ U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay Rs.4,600/-
8. Job Profile (Indicative but not exhaustive) : Senior Accounts Officer shall function under the supervision and directions of the Controller of Finance and shall be responsible for the tasks and responsibilities in the areas as detailed below:-  
  
\*Maintenance of data in Public Financial Management System (PFMS).  
  
\*Budgeting, management of funds, banking operations.

- \*Maintenance of books of accounts as per applicable accounting standards.
- \*Ensuring the compliance with General Financial Rules and all other applicable Govt guidelines.
- \*Ensuring the compliance with all applicable legal matters, taxation matters (GST, Income Tax etc) including the filing of returns.
- \*Co-ordination with auditors (Statutory auditors, C&AG auditors, Internal auditors, special auditors etc.) and ensuring the timely compliance with their observations.
- \*Drawing & Disbursement of salary of Officers & Staff of the Institute and making payments of TA Bills, LTC, Medical reimbursement etc.
- \*Settlement of invoices/ bills raised by various vendors providing service & goods to the Institute.
- \*To take care of various statutory deductions e.g. Income Tax TDS, License Fee, Provident Fund, NPS etc. & Depositing the same with concerned Government Agencies. He shall file all the statutory returns viz Income Tax Return, TDS return, GST returns, GST TDS etc.
- \*Shall coordinate with the Design Consultancy, Outreach, etc., revenue generating activities of the Institute, w.r.t. accounts and finance of the projects.
- \*Shall chair such committee and panels for which he may be nominated by Registrar/ Director.
- \*Assisting the Controller of Finance & Accounts in all matters of accounts, finance, legal, taxation matters etc.
- \* To carry out any other tasks as assigned by the Controller of Finance & Accounts/Higher Authorities of the Institute.



## Recruitment for Assistant Administrative Officer

1. Name of Post : Assistant Administrative Officer
2. No. of Posts : **One (01) UR – {On Contract}**
3. Classification of Post : Group B
4. Age : Not exceeding 35 years as on date of closure of application  
Age relaxation admissible as per Govt of India Rules
5. Educational Qualification : **Essential:-**
  - (i) Graduate Degree or equivalent from a recognized University.
  - (ii) Working knowledge in computer

**Desirable:-**  
Experience in Administration, Academic, and purchase matters
6. Job Profile (Indicative but not exhaustive) : Plan and schedule work for the Branch/ Office well in advance and ensure close supervision of its execution.  
  
Ensure Statutory Compliances and Handling routine Establishment and Administrative matters, Procurement matters, Estate Matters.  
  
Assign specific jobs to subordinates with timelines and supervise the tasks assigned.  
  
Maintain proper co-ordination and follow up with other Branch/ Offices and follow up actions on the decisions/directives given by the higher authorities.  
  
Coordinating Training & Development activities for the staff.  
  
Take intermediate routine action on the directives received from the senior officers.  
  
Monitor progress of projects, contracts, outsourced services etc, and sending out notices wherever required.  
  
Any other tasks and responsibilities as may be assigned by Higher Authorities of the Institute.

## Recruitment for Superintendent

1. Name of Post : Superintendent
2. No. of Posts : **One (01) UR – {On Contract}**
3. Classification of Post : Group B
4. Age : Not exceeding 35 years as on date of closure of application  
Age relaxation admissible as per Govt of India Rules
5. Educational Qualification : **Essential:-**  
(i) Graduate Degree or equivalent from a recognized University.  
(ii) Working knowledge in computer  
**Desirable:-**  
Experience in Administration, Academic, and purchase matters
6. Job Profile (Indicative but not exhaustive) : Ensure Statutory Compliances and Handling routine Establishment and Administrative matters, Procurement matters, Estate Matters.  
  
Handling Purchase & Procurement matters through GeM/CPP Portal, Stores/Inventory Management, Leave & Attendance matters, Service matters, Training & Development, Institute Programmes & infrastructure matters, Disciplinary & Vigilance matters, Performance Appraisal System (APARs), Probation reports etc.  
  
Maintain proper co-ordination and follow up with other Branch/ Offices and follow up actions on the decisions/directives given by the higher authorities.  
  
Planning, Coordinating and Executing all functional activities for the respective Section.  
  
Take intermediate routine action on the directives received from the senior officers.  
  
Monitor progress of time-bound tasks and ensuring compliance of timelines.  
  
Any other tasks and responsibilities as may be assigned by Higher Authorities of the Institute.

### Recruitment for Senior Assistant Librarian

1. Name of Post : Senior Assistant Librarian
2. No. of Posts : **One (01) UR – { Deputation failing which on contract} (Reserved for PwD) (Preference will be given for filling the post on Deputation)**
3. Classification of Post : Group B
4. Age : Not exceeding 35 years as on date of closure of application  
Age relaxation admissible as per Govt of India Rules
5. Educational Qualification : **Essential:-**
  - i) Degree in Library Science/ Information Science from a recognized University
  - ii) Experience in Library Automation and Administration**Experience:-**
  - iii) Five years service as Assistant Librarian in a recognized Institution in the grade pay of Rs.4,200/- or equivalent.
  - iv) Experience in Library Administration.**Desirable:-**
  - (i) M. Phil/Ph. D in Library Science/Information Science and Documentation.
  - (ii) Computer: Degree/Diploma/Knowledge
6. Suitable for PwD : LV, D, HH, OL, OA, SD/SI without any associated neurological/limb dysfunction
7. Conditions for Deputation : From Analogous posts of or with 5 years service in grade pay of Rs 4200/-.
8. Job Profile (Indicative but not exhaustive) : Senior Assistant Librarian shall function under the supervision and directions of the Head Librarian and expected to have good knowledge of tasks and responsibilities in the areas as detailed below:-

To Assist the Head Librarian in operation and functioning of Library/Resource Center, Digitization of the important and valuable resources in the KMC, procurement of relevant e-books, e- magazines/ journals, to ensure and strengthen the resource systems at the Library Resource

Centre, Library- Resource Centre Memberships, circulation, reader related issues, etc, Acquisition procedures, approvals, sanctions, etc. from the competent authorities.

Classification of books and AV materials.

Archival Collection, classification, restoration, maintenance, etc.

Institutional contacts (memberships, Inter-Library Loans, reference services, etc.).

To carry out any other tasks as assigned by the Higher Authorities of the Institute.

**THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA.**

This is to certify that Shri/Shrimati/Kumari\_\_\_\_\_son/daughter of

\_\_\_\_\_of village/town\_\_\_\_\_

in District/Division\_\_\_\_\_of the State/Union Territory \_\_\_\_\_

belongs to the\_\_\_\_\_Caste/Tribes which is recognized as a Scheduled Castes/Scheduled Tribes under:

@The Constitution (Scheduled Castes) Order, 1950

@The Constitution (Scheduled Tribes) Order, 1950

@The Constitution (Scheduled Castes) Union Territories Order, 1951 @The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962

@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962

@The Constitution (Pondicherry) Scheduled Castes Order, 1964

@The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967

@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order, 1978

@The Constitution (Sikkim) Scheduled Tribes Order, 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @The Constitution (SC) Order (Amendment) Act, 1990

@The Constitution (ST) Order (Amendment) Act, 1991

@The Constitution (ST) Orders (Second Amendment) Act, 1991

@The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002 @The Constitution of (Scheduled Castes) Order (Amendment) Act, 2002

@The Constitution of (Scheduled Castes and Scheduled Tribes) Orders (Amendment)

Act, 2002 @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued \_\_\_\_\_ to \_\_\_\_\_ Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory of \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

Shri/Shrimati/Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in village/town \_\_\_\_\_ of \_\_\_\_\_ District/Division \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_.

Date :

Signature

Place :

Office Seal

**NOTE:** The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue SC/ST Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/\* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (\*not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_. Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Signature \_\_\_\_\_

Designation \_\_\_\_\_ \$

Dated:

Seal

-----  
\*-The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

Affix resent passport  
size photo

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_  
permanent resident of \_\_\_\_\_, village/street \_\_\_\_\_  
Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_  
Pin Code \_\_\_\_\_

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs.8.00 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- (i) 5 acres of agricultural land and above.
  - (ii) Residential flat of 1000 sq. ft. and above.
  - (iii) Residential plot of 100 sq. yards and above in notified municipalities.
  - (iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward classes (Central List).

Signature with Seal of office \_\_\_\_\_  
Name \_\_\_\_\_

Designation \_\_\_\_\_



\* Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\* Note 2: The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**Annexure II [D]**

**THE FORM CERTIFICATE TO BE PRODUCED BY  
PERSONS WITH DISABILITIES (PwD)/PHYSICALLY HANDICAPPED CANDIDATES  
APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA**

**NAME & ADDRESS OF THE MEDICAL INSTITUTE/HOSPITAL**

Certificate No. \_\_\_\_\_

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

Recent Photograph  
of the candidate  
showing the  
  
disability duly  
attested by the  
Chairperson of the  
Medical Board.

This is certified that we have carefully examined Shri/ Smt./ Kum.  
\_\_\_\_\_ son/ wife/ daughter of Shri \_\_\_\_\_ Date  
of birth \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ Registration  
No. \_\_\_\_\_ permanent resident of  
\_\_\_\_\_ (Address) whose photograph is affixed above and are  
satisfied that he/she is a case of \_\_\_\_\_ disability of following category:

**A. Locomotor or Cerebral Palsy:**

- (i) BL – Both legs affected but not arms
- (ii) BA – Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL – One leg affected (right or left)
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (v) OA – One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (vi) BH – Stiff back and hips (cannot sit or stoop)
- (vii) MW – Muscular weakness and limited physical endurance

(viii) SD – Spinal Deformity without any associated neurological/limb dysfunction

(ix) SI – Spinal Injury without any associated neurological/limb dysfunction

**B. Blindness or Low Vision:**

(i) B – Blind

(ii) PB – Partially blind

**C. Hearing impairment:**

(i) D – Deaf

(ii) PD – Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of.....years ..... months.

\* 3. Percentage of disability in his/her case is..... Percent.

4. Shri/Smt./Kum. .... meets the following physical requirements for discharge of his/her duties:—

(i) MF—Can perform work by manipulating with fingers. Yes/No

(ii) PP—Can perform work by pulling and pushing Yes/No

(iii) L—Can perform work by lifting. Yes/No

(iv) KC—Can perform work by kneeling and crouching. Yes/No

(v) BN—Can perform work by bending. Yes/No

(vi) S—Can perform work by sitting. Yes/No

(vii) ST—Can perform work by standing. Yes/No

(viii) W—Can perform work by walking. Yes/No

(ix) SE—Can perform work by seeing. Yes/No

(x) H—Can perform work by hearing/speaking. Yes/No

(xi) RW—Can perform work by reading and writing. Yes/No

(xii) C - Can perform work by communication. Yes/No

(Dr.....)

Member

Medical Board

(Dr. ....)

Member

Medical Board

(Dr.....)

Chairman

Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (With seal)

\* Strike out whichever is not applicable.

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES  
PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT  
RECRUITMENT/CONTRACT**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of  
birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_

in Army/Navy/Air Force.

He has been released from military services:

- (a) on completion of assignment otherwise than
  - (i) by way of dismissal, or
  - (ii) by way of discharge on account of misconduct or inefficiency, or
  - (iii) on his own request, but without earning his pension, or
  - (iv) he has not been transferred to the reserve pending such release
- (b) on account of physical disability attributable to Military Service.
- (c) on invalidment after putting in at least five years of Military service.

He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Note: \*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

**B. Form B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
is serving in the Army/Navy/Air Force from \_\_\_\_\_.

He is due for release retirement on completion of his specific period of assignment on \_\_\_\_\_.

No disciplinary case is pending against him.

\*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Signature and name of the Candidate

Date:

Place:



**APPLICATION ON DEPUTATION BASIS**

|   |  |   |  |
|---|--|---|--|
| 1. Name of the post applied for   |  |   |  |
| 2. Name and Address (in Block Letters)  |  |   |  |
| 3. Date of Birth (DD/MM/YYYY Format)  |  |   |  |
| 4. i) Date of entry into Present Service  |  |   |  |
| ii) Date of retirement under Central/State Govt. Rules  |  |   |  |
| 5. Educational Qualifications as per service records  |  |   |  |
| 6. Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).</b> |  |   |  |
| <b>Qualifications/ Experience required as mentioned in the advertisement/vacancy circular.</b>  |  | <b>Qualification/ experience possessed by the officer</b> |  |
| <b>Essential:</b>   |  | <b>Essential:</b>   |  |
| Qualification   |  | Qualification   |  |
| Experience  |  | Experience  |  |
| <b>Desirable:</b>   |  | <b>Desirable:</b>   |  |
| Experience  |  | Experience  |  |
| 7. Please state clearly whether in the light of the entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.   |  |   |  |

**8. Details of Employment, in chronological order. Enclose a separate sheet duly Authenticated under your signature, if the space below is insufficient.**

| Office/ Institute | Post held on regular basis | From | To | *Level in the Pay Matrix of the post held on regular basis• | of Duties (in details) Highlighting experience required for the post applied for. |
|-------------------|----------------------------|------|----|---|---|
|                   |                            |      |    |   |   |
|                   |                            |      |    |   |   |

\*Important: Financial upgradations granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Level in the pay matrix of the post held on regular basis is to be mentioned. Details of ACP/MACP with present Level in the pay matrix where such benefit its have been drawn by the Candidate, may be indicated as below:

| Office/Institute | Level the Pay Matrix drawn under ACP/MACP Scheme | From | To |
|------------------|--|------|----|
|                  |  |      |    |

|   |  |  |   |
|---|--|--|---|
| <b>9.</b> Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.  |  |  |   |
| <b>10.</b> In case the present employment is held on deputation/contract basis, please state-   |  |  |   |
| a)The date of initial appointment   | b)Period of appointment on deputation/contract | c)Name of the parent office/organization to which the applicant belongs. | d)Name of the post and Pay of the post held substantive capacity in the parent organization |
|   |  |  |   |
| <p><b>10.1)Note:</b> In case Officers already on deputation, the application of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>10.2)Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p> |  |  |   |

|   |  |                  |
|---|--|------------------|
| 11. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.   |  |                  |
| 12. <b>Additional details about present employment:</b><br>Please state whether working under (indicate the name of your employer against the relevant column)  |  |                  |
| a) Central Government   |  |                  |
| b) State Government   |  |                  |
| c) Autonomous Government  |  |                  |
| d) Government Undertaking   |  |                  |
| e) Universities   |  |                  |
| f) Others   |  |                  |
| 13. Are you in the Revised Scale of pay (7 <sup>th</sup> CPC) If yes, give the date from which the revision took place and also indicate the pre-revised scale.   |  |                  |
| 14. Total emoluments per month now drawn  |  |                  |
| <b>Level in the Pay Matrix (7<sup>th</sup> CPC)</b>   | <b>Index Number in the level</b>   | <b>Basic Pay</b> |
|   |  |                  |
| 15. In case the applicant belongs to an Organization which is not following the central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.   |  |                  |
| Basic Pay with the Scale of Pay rate of Increment   | Dearness pay/Interim relief / other Allowances etc., (with break-up details) | Total Emoluments |
|   |  |                  |
| 16. <b>A Additional Information</b> , if any, relevant to the post you applied for in support of your suitability for the post.<br>(This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement)<br><br><b>(Note: enclose a separate sheet, if the space is insufficient.)</b> |  |                  |



|   |  |
|---|--|
| <p><b>16.B Achievements:</b></p> <p>The candidates are required to indicate information with regard to</p> <p>(i) Research publications and reports and special projects,<br/> (ii) Awards/Scholarships/Official Appreciation,<br/> (iii) Affiliation with the professional bodies/institutions/societies and;<br/> (iv) Patents registered in own name or achieved for the organization,<br/> (v) any research /innovative measure involving official recognition<br/> (vi) any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p> |  |
| <p><b>17.</b> Please state whether you are applying for Deputation (ISTC)/Absorption Basis.<br/> (Officers under Central/State Governments are only eligible for "Absorption". Candidates of the non-Government Organizations are eligible only for Short Term Contract.</p>  |  |
| <p><b>18.</b> Whether belongs to SC/ST</p>  |  |

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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:

**(Signature of the candidate)**

Address.....

.....

Mobile/Contact No.....

## **Certificate by the Employer/Cadre Controlling Authority**

The information/details provided in the above application 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 or with in.....days.

### **2. It is also certified that;**

There is no Vigilance or disciplinary case pending/contemplated against Shri/Smt.  
.....working as.....

- (i) His/her integrity is certified.
- (ii) His/Her APAR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iii) No major penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned  
(Parent Employer/Cadre Controlling Authority with Seal)