



NATIONAL INSTITUTE OF DESIGN ANDHRA PRADESH

(An autonomous Institute of National Importance under
DPIIT, Ministry of Commerce and Industry, Govt. of India.)
EEE & ECE Building, Ground Floor, ANU Campus Guntur 522510



RECRUITMENT NOTIFICATION NO.NID AP/RECT./2023/R-01

Dated:10.03.2023

A. Faculty posts:

Post Code: F01

1	Name of the Post	:	Principal Designer
2	No. of Posts	:	Two (02) UR – 02
3	Classification of Post	:	Group-A
4	Pay Band	:	Pay Level - 13 (Rs. 123100-215900) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	On Deputation/Short-term contract basis initially for two years.
6	Age as on last date for receipt of application	:	Should not be more than 55 years in case of Short-term contract and not more than 56 years in case of Deputation.
7	Educational & Experience criteria	:	Essential: Post Graduate Degree/ Post Graduate Diploma in Design from a recognized University/ reputed Institution a) Minimum 10 years of work experience in relevant field of Design b) Holding Analogous Posts on a regular basis in the parent cadre or department c) With at least 5 years' service in the grade pay of Rs. 7600/- (Pay Level-12) d) With Design background working as Assistant Professor/ equivalent, preferably in design/ fashion technology or similar institutions Desirable: Doctorate in Design.
8	(Indicative but not exhaustive)	:	Teaching discipline related subjects, developing course materials and processes, organizing and managing resources, participating in evaluations, assessments and Juries, contributing in academic reviews, participating in design and research projects of students as faculty guide/ mentor, contributing to research, publication, consulting and design promotion activities of the institute, building up national/ international relation networks with institutions/ industries, including initiation of collaborative courses with National/ International institutions and communication, bringing Industry consultancy, outreach and Industry Programme projects etc. and shall be responsible for maintaining excellence in standards of education, including students disciplinary matters.

Post Code: F02

1	Name of Post	:	Senior Designer
2	No. of Posts	:	Three (03) UR – 03
3	Classification of Post	:	Group-A
4	Pay Band	:	Pay Level - 12 (Rs. 78800-209200) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Deputation/Short Term Contract basis initially for two years.
6	Age as on last date for receipt of application	:	Not exceeding 50 years in case of Short-term contract and not more than 56 years in case of Deputation.
7	Educational & Experience criteria	:	<p>Essential: Post Graduate Degree/ Post Graduate Diploma in Design from a recognized University/ reputed Institution</p> <p>a) Minimum 10 years of work experience in relevant field of Design b) Holding Analogous Posts on a regular basis in the parent cadre or department c) With at least 5 years in the grade pay of Rs.6600/- (Pay Level-11) d) With Design background working as Assistant Professor/equivalent preferably in design/ fashion technology or similar institutions.</p> <p>Desirable: Doctorate in Design.</p>
8	(Indicative but not exhaustive)	:	Teaching discipline related subjects, developing course materials and processes, organizing and managing resources, participating in evaluations, assessments and Juries, contributing in academic reviews, participating in design and research projects of students as faculty guide/ mentor, contributing to research, publication, consulting and design promotion activities of the institute, building up national/ international relation networks with institutions/ industries, including initiation of collaborative courses with National/ International institutions and communication, bringing Industry consultancy, outreach and Industry Programme projects etc. and shall be responsible for maintaining excellence in standards of education, including students disciplinary matters.

Note: In respect of F01 & F02 Post Graduate Degree/ Diploma in Design should be of not less than two years duration and should have been obtained after Degree / Diploma of not less than 3 years duration and should have obtained after 12th standard.

Post Code: F03

1	Name of Post	:	Faculty
2	No. of Posts	:	Four (04) (SC-01, OBC-02, EWS-01)
3	Classification of Post	:	Group A
4	Pay Band	:	Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment Deputation/Short term contract (initially for a period of two years)
6	Age as on last date for receipt of application	:	Not exceeding 45 years for Direct Recruitment & Short-term contract. Not exceeding 56 years in case of Deputation
7	Educational & Experience criteria	:	Essential: Degree/ Diploma in Design from the recognized University/ reputed Institution with Minimum 5 years in relevant field of Design. Deputation / Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) With at least 5 years as Faculty/ Teaching Associate c) With Design background working as Technical Instructor/ Faculty Associate/ Design Associate/, preferably in design/ fashion technology or similar institutions. Desirable: Post Graduate Degree/Diploma in Design
8	(Indicative but not exhaustive)	:	Teaching discipline related subjects, developing course materials and processes, organizing and managing resources, making of academic calendars, timely delivery of courses pertaining to the discipline, conducting exams juries and arranging assessment and evaluation in accordance with the academic calendar and time table participating in evaluations, assessments and Juries, contributing in academic reviews, participating in design and research projects of students as faculty guide/ mentor, contributing to research, publication, consulting and design promotion activities of the institute, building up national/ international relation networks with institutions/ industries, including initiation of collaborative courses with National/ International institutions and communication, bringing Industry consultancy, outreach and Industry Programme projects etc. and shall be responsible for maintaining excellence in standards of education, including students disciplinary matters.

Note: In respect of F03 Degree/ Diploma in Design should be of not less than three years duration and should have been obtained after 12th standard.

B. Administrative posts:**Post Code: A01**

1	Name of Post	:	Head Librarian
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group-A
4	Pay Band	:	Pay Level - 11 (Rs. 67700-208700) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Deputation (initially for a period of three years)
6	Age as on last date for receipt of application	:	Not exceeding 56 years
7	Educational & Experience criteria	:	<p>Essential:</p> <p>a) Degree in Library Science/ Information Science from a recognized University</p> <p>b) Degree/ Diploma in Computer from a recognized institute</p> <p>c) Experience in Library Automation and Administration</p> <p>d) Officer under the Central / State / U.T. Government / Universities/ Statutory / Autonomous Bodies or Research Development organization holding analogous posts in Library or with 5 years of service in the Pay Level-10 or with 8 years in the Pay Level-7.</p> <p>Desirable:</p> <p>M. Phil/Ph. D in Library Science/ Information Science and Documentation.</p>
8	Description (Indicative but not exhaustive)		<p>Head and overall, In-charge of Library/ Resource Centre and shall function under the guidance of Director and other competent authority of the Institute. Digitization of the important and valuable resources in the KMC, procurement of relevant e-books, emagazines / journals, to ensure and strengthen the resource systems at the Library Resource Centre.</p> <p>Library- Resource Centre Memberships, circulation, reader related issues, etc.</p> <p>Acquisition procedures, approvals, sanctions, etc. from the competent authorities.</p> <p>Classification of books and AV materials.</p> <p>Archival Collection, classification, restoration, maintenance, etc.</p> <p>Institutional contacts (memberships, Inter Library Loans, reference services, etc.)</p>

C. Technical

Post Code: T01

1	Name of Post	:	Senior Engineer (Land, Building and Maintenance)
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group-A
4	Pay Band	:	Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Deputation (initially for a period of three years)
6	Age as on last date for receipt of application	:	Not exceeding 56 years
7	Educational & Experience criteria	:	Essential: (a) A degree in Civil Engineering from University/Institute of repute with 5years post qualification experience as Assistant Engineer (Civil) in CPWD / PWD or related Government organizations / autonomous bodies / PSUs/ reputed private industries. (b) Officer under the Central/State/U.T. Government/ Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or officers with at least two years of service in the post in the Pay Level 7 or 6. Desirable: Experience of campus/ estate management in large residential educational institute.
8	Description (Indicative but not exhaustive)		Overall supervision of the Land, Building and Maintenance works and related service matters. Coordinate, supervise and process the technical, administrative, and financial matters related to the existing as well as new building constructions at the campus. Supervision of routine essential works like Drinking Water, Water Treatment Plant (WTP), Sewage Treatment Plant (STP), carpentry, plumbing, drainage, regular civil maintenance works and other allied works like campus cleaning, housekeeping, gardening etc. executed by maintenance staff. Preparing estimates, tender notices, scrutiny of tenders, recommendation of award of contracts etc. Deal with Rainwater harvesting, usage of Non-conventional power, Disaster Management, energy efficient operations, prevention and protection from the natural and manmade hazards to the campus and capacity building matters. Any other incidental tasks and responsibilities, as needed and as assigned by the Competent Authority of the Institute from time to time.

Post Code: T02

1	Name of Post	:	Associate Senior Technical Instructor
2	No. of Posts	:	Two (02) UR – 02
3	Classification of Post	:	Group-B
4	Pay Band	:	Pay Level - 7 (Rs. 44900-142400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment / Deputation
6	Age as on last date for receipt of application	:	Not exceeding 35 years for Direct Recruitment Not exceeding 56 years in case of Deputation
7	Educational & Experience criteria	:	<p>Essential: A Degree or Diploma in the relevant subject from a recognized institution with Four years relevant work experience in case of Degree holder or six years work experience in case of Diploma holder in the relevant field.</p> <p>Deputation: Officer under the Central/State/U.T. Government/ Universities/ Statutory/ Autonomous Bodies or Research Development organization holding analogous posts or with two years of service in the post in the Pay Level 5/6.</p> <p>Desirable: Should be able to converse in English. Working knowledge of relevant software.</p>

Post Code: T03

1	Name of Post	:	Associate Senior Design Instructor
2	No. of Posts	:	Two (02) UR – 02
3	Classification of Post	:	Group B
4	Pay Band	:	Pay Level - 7 (Rs. 44900-142400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment / Deputation
6	Age as on last date for receipt of application	:	Not exceeding 35 years for Direct Recruitment Not exceeding 56 years in case of Deputation
7	Educational & Experience criteria	:	<p>Essential: A Degree or Diploma in the relevant discipline/subject from a recognized institution with Four years in case of Degree holder or six years in case of Diploma holder in the relevant field.</p> <p>Deputation: Officer under the Central/State/U.T. Government/ Universities/Statutory/ Autonomous Bodies or Research Development organization holding analogous posts or with four years of service in the post in the Pay Level 5/6.</p> <p>Desirable: Should be able to converse in English. Working knowledge of relevant software.</p>

Note: In respect of T02&T03, Diploma in the relevant discipline/subject should be of not less than one year duration and should have been obtained after 12th standard.

Post Code: T04

1	Name of Post	:	Technical Instructor
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Group-B
4	Pay Band	:	Pay Level - 06 (Rs. 35400-112400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Direct Recruitment / Deputation
6	Age as on last date for receipt of application	:	Not exceeding 35 years for Direct Recruitment. Not exceeding 56 years in case of Deputation
7	Educational & Experience criteria	:	Essential: 3 years Diploma in relevant discipline/area/ subject from a recognized institution with Four years post qualification experience in the relevant industry / educational institution. Or A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution. Deputation: Officer under the Central/State/U.T. Government/ Universities/Statutory/ Autonomous Bodies or Research Development organization holding analogous posts or with four years of service in the post in the Pay Level 5. Desirable: Should be able to converse in English. Knowledge of relevant software.

Post Code: TC01

1	Name of Post	:	Design Instructor
2	No. of Posts	:	Two (02) UR – 02
3	Classification of Post	:	Direct Contract on Consolidated Pay
4	Pay Band	:	Rs.35,000 - Consolidated Pay per month
5	Method of Recruitment	:	Contractual
6	Age as on last date for receipt of application	:	Not exceeding 35 years.
7		:	02 Years (Based on yearly performance review)
8	Educational & Experience criteria	:	Essential: 3 years Diploma in relevant discipline/area/ subject from a recognized institution with Four years post qualification experience in the relevant industry/ educational institution. Or A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution. Desirable: Should be able to converse in English. Knowledge of relevant software.

Post Code: TC02

1	Name of Post	:	Technical Instructor
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Direct Contract on Consolidated Pay
4	Pay Band	:	Rs.35,000 - Consolidated Pay per month
5	Method of Recruitment	:	Contractual
6	Age as on last date for receipt of application	:	Not exceeding 35 years.
7	Period of Contract	:	02 Years (Based on yearly performance review)
8	Educational & Experience criteria	:	Essential: 3 years Diploma in relevant discipline/area/ subject from a recognized institution with Four years post qualification experience in the relevant industry/educational institution. Or A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution. Desirable: Should be able to converse in English. Knowledge of relevant software.

Post Code: TC03

1	Name of Post	:	Assistant Engineer (IT)
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Direct Contract on Consolidated Pay
4	Pay	:	Rs.35,000/- Consolidated Pay per month
5	Method of Recruitment	:	Consolidated Pay
6	Age as on last date for receipt of application	:	Not exceeding 35 years
7	Period of Contract	:	02 Years (Based on yearly performance review)
8	Educational & Experience criteria	:	Essential: Degree in Computer Engineering or equivalent with Two years post qualification in the industry/academic institution in the relevant field. Desirable: Post Graduation Diploma in Networking.

Post Code: TC04

1	Name of Post	:	Supervisor (Electrical)
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Direct Contract on Consolidated Pay
4	Pay	:	Rs.30,000/- Consolidated Pay per month
5	Method of Recruitment	:	Direct Contract on Consolidated Pay
6	Age as on last date for receipt of application	:	Not exceeding 30 years
7	Period of Contract	:	02 Years (Based on yearly performance review)
8	Educational & Experience criteria	:	Essential: SSC with ITI electrical trade from a recognized institution with Minimum four years post qualification work experience in erection, running, maintenance of electrical appliances and installations including UG cables. Should possess Electrical supervisory /Wiremen license issued by competent Authority. Or A Diploma in Electrical Engineering from a recognized institution with 2 years post qualification work experience in the relevant field. Should possess Electrical Supervisory/Wiremen license issued by Competent Authority.

Post Code: TC05

1	Name of Post	:	Technical Assistant
2	No. of Posts	:	Two (02) UR – 02
3	Classification of Post	:	Direct Contract on Consolidated Pay
4	Pay	:	Rs.30,000/- Consolidated Pay
5	Method of Recruitment	:	Direct Contract on Consolidated Pay
6	Age as on last date for receipt of application	:	Not exceeding 30 years
7	Period of Contract	:	02 Years (Based on yearly performance review)
8	Educational & Experience criteria	:	Essential: SSC with ITI in relevant trade from a recognized institution with Minimum Four years post qualification work experience in the industry in the relevant field. Or A Diploma in relevant engineering field from a recognized institution with two years post qualification work experience in industry in the relevant field.

C. Administrative posts:**Post Code: AC01**

1	Name of Post	:	Assistant
2	No. of Posts	:	One (01) UR – 01
3	Classification of Post	:	Direct Contract on Consolidated Pay
4	Pay	:	Rs.25,000/- Consolidated Pay
5	Method of Recruitment	:	Direct Contract on Consolidated Pay
6	Age as on last date for receipt of application	:	Not exceeding 25 years
7	Period of Contract	:	02 Years (Based on yearly performance review)
8	Educational & Experience criteria	:	Essential: Bachelor's degree from recognized university / institution with Computer knowledge

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES AND GENERAL TERMS AND CONDITIONS OF THE RECRUITMENT

1. The teaching positions mentioned at post code from F01 to F03 and technical positions from T02 to T04 and TC01 & TC02 are available under the following Design Disciplines. Preferred sub-specializations are indicated therewith. Individuals having expertise in more than one subject area shall be preferred. The following domain/functional areas shall be considered to decide the relevancy of experience/relevant field in case of aforesaid teaching & technical posts.

Subject Domains/ Areas of Sub-Specializations/relevant discipline/field/subject for the Teaching and Technical posts:

- I. **Industrial Design:** Materials & Processes, Form Studies, Elements of Design, Technically Complex Product Development, User Experience Design, Packaging, Rendering Techniques, 3D Visualization and CAD modelling, Digital Product Design, Design Ergonomics, Furniture Design, Bamboo Craft & Furniture design, Sustainable Design. In Ceramic and Glass design areas, Finishing & Glazes, Ceramic & Glass material technology, Ceramic & Glass Design. In Transportation and Automobile areas Styling & Representation Techniques, Surface Modelling, Rapid Prototyping, Design Engineering, Digital Sculpting, Transportation Design Engineering.
 - II. **Communication Design:** Visual Perception & Communication, Colour, Visualization & Representation Techniques, Type Design, Publication Design, Photography, Packaging, Branding, Web Design, Printing Technology. Under the Animation Film Design, Life Drawing, Hand drew Animation, Stop motion/ Claymation, CGI Animation, Character Design, Story Boarding, Hands on experience in Animation production. Under the Film & Video communication areas, Script Writing, Editing, Sound Design, Cinematography.
 - III. **Textile & Apparel Design:** Surface Techniques-Ornamentation, Print Design, Jacquard Design, Textile CAD-CAM, Traditional Textiles, Weaving Techniques. Under the Apparel Design areas, Pattern Drafting and making, Grading, techniques for Men's and Women's wear, Computerized Pattern making, Draping and Garment Construction for ready to wear, History of World Costume, History of Indian costume, History of Fashion, Fashion Forecasting, Trends Forecasting, Garment manufacturing Technology, Marketing and Merchandising, Knitwear Design.
 - IV. **Design Foundation Studies:** History of Design, Design Fundamentals, Design Process, Geometrical Construction, Analytical Drawing, Drawing & Sketching, Illustration, Colour, Form & Composition, Cultural Anthropology, Semiotics & Semantics, Liberal Arts, Design Ethnography, Design Theory, Design Research.
2. The Application Form and other particulars can be viewed/downloaded from our Institute website www.nid.ac.in. Applications received in the prescribed format along with required enclosures will only be considered. No hand-written applications but only typed applications duly signed will be accepted. Application or CV/Bio-Data sent through e-mail will not be considered.

3. Only Candidate(s) fulfilling the required criteria may apply. Candidate(s) are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience as per the advertisement.
4. A candidate(s) can apply for more than one post for which he / she is eligible. Such candidate(s) shall have to apply separately for each post and pay separately for each applied post.
5. The work experience gained after acquiring essential qualification shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account/considered.
6. Degrees / Diploma, etc. in support of educational qualifications should have been obtained from recognized University/Institute/UGC/AICTE/NID. The candidates while applying should make sure that their qualification meets this criterion. In case on later stage even after appointment it is found that the qualification is not obtained from a recognized/regulatory body, the onus of proving the recognition shall be with candidates failing which the appointment shall be liable for cancellation.
7. The Institute reserves the right to increase or decrease the no. of posts to be filled or not to make any recruitment to any post(s), to shortlist candidates for written test and/or interviews and to accept or reject any application or not to offer the appointment without assigning any reason.
8. Mere fulfillment of the minimum qualification and experience will not vest any right on a candidate(s) for being called for a written test / skill test /Group Discussion/Interaction/Interview etc. The decision of the Institute in all matters will be final. List of shortlisted candidates based on screening of applications shall be hosted on the institute website without any interim step of inviting objections as the screening shall be strictly based on the applications received and already provided documents without any scope/requirement of additional explanation/interpretations.
9. Candidates, who wish to be considered against vacancies reserved / to seek age relaxation, must submit requisite valid certificate issued by the Competent Authority along with their application for the examination/verification, otherwise, their claim for SC/ST/OBC/EWS/PWD status will not be entertained and their applications will be considered under General (UR) category.
 - a) OBC(NCL) certificate should have been issued on a date within 1 (one) year of the last date of receipt of application.
 - b) The candidates submitting application under EWS category should attach a valid EWS certificate issued in the current financial year.
10. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.

11. The Institute reserves the right to call only the requisite number of candidate(s) for selection process after shortlisting with reference to the candidates' essential and desirable qualification, suitability, relevant experience, etc. and also to convert the desirable qualification into essential qualification to optimize the number of candidate(s) for selection process.
12. The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimize the number of candidate(s) to be called for interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
13. The Institute reserves the right to reject any or all the applications and to cancel any of the advertised posts, without assigning any reasons thereof. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of any / all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening / selection, conduct of test / interview, shall be final and binding on the candidate(s).
14. Shortlisting of candidate(s) shall be provisional subject to the candidate(s) fulfilling the criteria as per Advertisement and also the criteria of shortlisting to be fixed by the institute. In case, it is detected at any later date, that candidate(s) were otherwise not eligible for the post, as per Advertisement / criteria fixed for shortlisting, the institute reserve the right to cancel the selection process of the candidate(s) and if already selected, then the institute reserve the right to withdraw the appointment. The onus of fulfilment of criterion(s) shall rest with the candidate(s) for all purposes.
15. Appointment orders issued by the Institute to the finally selected candidate(s) shall be provisional. The Institute shall verify the antecedents or documents (subject to character / antecedent / Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate(s) at the time of interview and the appointment. In case, at any point of time if it is found that any information furnished by the candidate(s) in his / her application is false / incorrect or the candidate(s) has suppressed any relevant information or wrongly represented or the candidate(s) otherwise does not satisfy the eligibility criteria or any of the facts / documents submitted by a candidate(s) are falsified or tampered with or the candidate(s) has doubtful antecedents / background and has suppressed the said information or the qualifications are from recognized University/Institution or the institute have wrongly shortlisted / selected the candidate, then his / her candidature shall stand cancelled or his / her services shall be terminated immediately without assigning any reason whatsoever. Appropriate legal action may be initiated against the candidate, if it is found that the candidate has submitted falsified or tampered or wrong information / documents.

16. Self-attested copies of certificates, mark sheets, testimonials etc., are to be attached with the application. Application incomplete in any respect and not accompanied by any certificate /documents/ photograph/ and / or those received after the last date, without fee payment unless exempted will be summarily rejected. Original documents will be verified at the time of written test /interview.
17. The Institute may offer appointments on contract or on deputation basis for the posts notified on Direct Recruitment in the interest of the institute and based on suitability of the candidate. The contract may be as pure Term Contract with specified Tenure on consolidated Pay or on Pay Scale.
18. **DEPUTATION:** Application made on deputation by the Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions/Universities should be duly forwarded by the present employer 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 the present employment within 14 days of the last date of receipt of application only provided an advance copy from such candidate with the proof of request to the present employer for forwarding of application on Deputation is submitted within the last date.
19. Persons serving in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions/Universities should send their application through Proper channel or should furnish a "No Objection Certificate" having the certification of no vigilance / disciplinary case is either pending or contemplated against him/ her, at the time of written test/interview. They can however send an advance copy of their application. If the application is not forwarded through proper channel or "No Objection Certificate" is not submitted at the time of written test/interview or at the time asked by the Institute, his/her candidature will not be considered for selection forthwith.
20. The Institute reserves the right to offer appointment to candidate(s) in lower position than that applied for, if they do not merit appointment to the post applied but found suitable for the lower post based on the assessment of performance of the candidate(s) in the selection process.
21. The Institute reserves the right to empanel candidate(s) for future vacancies, if any. The Institute reserves the right to offer appointment to other temporary positions equivalent to Group-B & below posts as and when required by the Institute to the candidates applied against this notification following due process.
22. Certificate in support of experience should be in proper format i.e., it should be on the organization's letterhead, bear the date of issue, duration of engagement, pay scale / Last Pay, nature of work handled, name and designation of the issuing authority along with his/her signature. Pay slips/Office orders/Appointment orders or any other documents issued by the competent authority of the employers shall also be considered as proof of Experience provided it establishes the fulfilment of prescribed criteria like nature of employment, position, nature of work, pay levels unambiguously.

23. The period of experience rendered by a candidate(s) on part-time basis and occasional experience of less than 15 continuous days in a month etc. will not be counted while calculating the requisite / relevant experience for shortlisting the candidate(s) for written test/interview.
24. In case method of recruitment on which application made is not correctly selected or application made on deputation is not duly forwarded by the present employer within the due date, institute reserves the right to cancel the candidature or consider as deemed fit.
25. Only date of birth indicated in SSC/HSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. **The date for determining eligibility of candidates in every respect i.e. qualifications, experience and age limit etc. shall be considered as on the last date of submission of applications under this advertisement.** The age relaxation and reservation benefits will be given to SC / ST / OBC / EWS / PWD (Persons with Disabilities) / Ex-Servicemen candidate(s), wherever applicable, as per existing Central Government rules. Candidate(s) seeking such age relaxation and benefits must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders and possess certificates in the format prescribed by Govt. of India.
26. For candidate(s) to be considered under PwD Category, candidate(s) has to submit relevant disability certificate as prescribed under Rights of Persons with Disabilities Act, 2016 and also the candidate(s) should have suffered from not less than 40% of relevant disability, the same should clearly be mentioned in the certificate issued.
27. Institute strives to have a workforce which reflects gender balance. Women candidate(s) are encouraged to apply.
28. All correspondence from the Institute to the candidate(s) shall be made exclusively by way of email in the ID provided by the candidate(s). Therefore, candidate(s) are requested to retain the email-ID and check it regularly. The correspondence shall include, call for written test / trade test / interview / appointment letter, etc.
29. Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website only. Candidate(s) are advised to visit the Institute website regularly.
30. No TA/DA will be admissible for the candidates who appear for written test / trade test / Skill test/interview etc. unless otherwise mentioned in the call letters.
31. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify / withdraw / cancel any communication made to the candidate(s).

32. Candidates shall be required to pay an application fee (Non-Refundable) of Rs. 500/- through SBI Collect link provided on the Institute website career page. Copy of successful fee payment transaction must be attached with the application in addition to stating the payment particulars in the application. SC, ST, PwD, Ex-servicemen and Women candidates are exempted from payment of application fees. SC, ST, Ex-servicemen and PwD candidates are required to attach a valid Caste/Service Certificate/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Women candidates need to attach a copy of any Government Identity Cards like Aadhar Card/Voter Card/Pan Card etc. Applications without fee unless exempted payment shall not be considered.
33. Canvassing in any form and / or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
34. For any legal dispute, the courts of law at Guntur will have the jurisdiction.
35. NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.
36. The duly filled in applications in a sealed envelope superscribed by "Application for the post of _____ and should be forwarded by speed post only to the following address, so as to reach within 45 days from the date of publication of the notification in the Employment News. The date of publication of notification on the website shall be displayed on the institute website to note the last date.

**The Chief Administrative Officer
National Institute of Design Andhra Pradesh
Transit Campus: EEE Building, Acharya Nagarjuna University, Nagarjuna
Nagar, Namburu, Guntur – 522 510.**

37. The Institute shall not be responsible for any postal loss or delay.
