



Ref. Advt. No.: NIDH/GA/18/01/31/23-24/5774 dated 26.10.2023, published in Employment news (04.11.2023 to 10.11.2023 edition)

## NOTICE

**Information and procedures for the candidates applying in response to the recruitment advertisement for Chief Administrative Officer position at NID Haryana.**

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### **About the Institute:**

National Institute of Design Haryana is an Institution of National Importance set up by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, for design education, training, research and consultancy services. The Institute is located at Kurukshetra in Haryana and is offering four- year full time B. Des. (Bachelor of Design) program in three disciplines, namely, Industrial Design, Communication Design and Textiles and Apparel Design since academic year 2016-17 from its campus located at Umri, NH-44, Kurukshetra, Haryana.

Applications are invited from eligible and competent professionals willing to take up the role of Chief Administrative Officer in the Institute as per details given below. The last date for receipt of applications along with fee in prescribed format **by post/courier** is **4<sup>th</sup> December 2023**. Persons employed in Government, Semi Government Organizations and Autonomous Bodies shall forward their applications through proper channel along with 'No Objection Certificate (NOC) and Vigilance Clearance Certificate' from their present employer.

### **Vacancy and Eligibility conditions:**

<b>Name of the Position (Vacancy - Category)</b>	<b>Pay Level as per Seventh CPC</b>	<b>Mode of recruitment</b>	<b>Eligibility Criteria</b>
Chief Administrative Officer (01-UR)	Pay Level - 12 (78800-209200) TPTA + DA + HRA, etc as applicable + pension benefits under NPS.	Deputation (including short-term contract)	<b>Essential:</b> i. Degree in any discipline of a recognized Institute or University. ii. Working knowledge of computer. iii. A minimum of ten years of relevant experience in a Government/

			<p>Educational/ Research Institution. The candidate would be expected to have familiarity with academic and administrative activities and working procedures in higher educational Institutions preferably in design, fashion, technology or similar Institution.</p> <p><b>Desirable:</b> 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.</p> <p><b>Eligibility criteria only for Deputation (including short-term contract):</b> Officers under the Central/ State/ U.T. Government/ Universities/ Statutory/ Autonomous Bodies or Research Development organization holding analogous posts or with at least three years of service in the post in the grade pay Rs. 6,600, as per 6<sup>th</sup> CPC or pay level-11 as per the 7<sup>th</sup> CPC.</p>
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### I. Age Limit:

1. **Not exceeding 50 years for Deputation.**
2. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.
3. The date for determining eligibility of candidates in every aspect likewise qualifications, experience and age limit etc. shall be considered as on the last date of submission of applications under this advertisement i.e. **4<sup>th</sup>** December 2023.

### II. Application Fee:

Candidates shall be required to pay application fee (Non-Refundable) of Rs. 1000/-

in the form of Demand Draft from any scheduled bank in favor of "National Institute of Design" payable at Kurukshetra. SC, ST, PwD and Women candidates are exempted from payment of application fees. Such candidates are required to attach with the application form, valid certificates issued by competent authority to claim fee exemption; otherwise their application will be rejected.

### **III. Job Task and responsibility:**

#### **Chief Administrative Officer:**

*The Chief Administrative Officer shall be in charge of the establishment matters, general administration matters of the Institute, liaison with the Central Government and other authorities on implementation of various directives, heading personnel and establishment services, security and housekeeping services, land or building or maintenance services, purchase and stores and such other general administration services and other administrative responsibilities as may be entrusted by the Director.*

### **IV. General Instructions:**

1. The candidates selected for Deputation (including short-term contract) shall be appointed initially for a period of 03 (three) years, extendable for further 02 (two) years on yearly basis based on the annual performance review and requirement of the Institute.
2. The appointment on "Deputation basis including short term contract" would be regulated in terms of Department of Personnel and Training guidelines in this regard as amended from time to time.
3. NID HARYANA reserves the right to fill or not to fill the advertised position or cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
4. The recruitment shall be done only on the recommendations of duly constituted Selection Committee and the Appointing Authority or committee constituted by the Appointing Authority as the case may be. The decision of the Appointing Authority shall be final.
5. NID Haryana will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate.
6. Candidates will be allowed to appear in the selection process on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfill all the essential 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 fulfill essential eligibility conditions, the candidature of such a candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of letter for the selection process will not confer any right for appointment.
7. Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents will be out rightly rejected. No correspondence will be entertained in this regard.

8. NID HARYANA strives to have a workforce, which also reflects gender balance, and hence, female candidates are especially encouraged to apply without paying any application fees.
9. Mere fulfillment of eligibility criteria does not guarantee candidates being called for Interview. NID HARYANA reserves the right to restrict number of candidates to be called for Test/ Interview by short-listing the applications based on higher benchmark for short-listing criteria as may be decided by the Institute.
10. NID HARYANA 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.
11. 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 HARYANA reserves the right to withdraw/cancel/modify any communication made to the candidate.
12. Institute will not arrange any travel, boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending written test/ interview. No T.A. or D.A. will be paid to the candidates who are called to appear before the Selection Committee/ Interview.
13. The decision of NID HARYANA in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/organizations to selected candidate will be final and binding on the candidate. No enquiry/correspondence will be entertained in this regard.
14. 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 may take any action as deemed fit by the appointing authority.
15. Candidate 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 HARYANA service as per the Government of India norms.
16. All the appointments are subject to verification of credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of Institute service, if NID HARYANA, 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.
17. NID HARYANA reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for the post at any stage.
18. The Institute reserves the right, not to fill the post herein advertised in case of no availability of suitable candidate.

19. Decision of NID HARYANA regarding shortlisting of number of eligible candidates, conduct of interview, verification of documents and selection will be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
20. Photograph: One recent (not earlier than three months from the date of application) color passport size photograph with clear front view of the candidate without cap, scarf and sunglasses should be pasted while filling the application form.
21. No educational qualification shall be considered unless supported by Post-Degree Certificate or Provisional Post-Degree Certificate along with mark sheets. Only a grade card/ mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree. All educational qualifications must be from a UGC recognized University or Government recognized reputed Institute and the Degree must be approved/recognized by the competent authority.
22. Experience Certificate from employer must mention Total Monthly Salary, Pay Scale/ Pay Band & Grade Pay, Nature of Employment, period of employment designation (Post) and all other work experience related details which candidate has claimed in his/her application. It is the responsibility of the candidate to provide conclusive documentary proof(s) in support of experience claimed.
23. In case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Competent Authority shall be final.
24. Legal disputes shall be subject to the jurisdiction of courts of Kurukshetra, Haryana.

#### **V. Selection Process:**

1. Screening of applications received may be done to restrict number of candidates to be called for selection process based on the eligibility and desirable criteria. NID HARYANA at its discretion may restrict the maximum number of candidates to be called for any stage of the selection process, for the advertised post.
2. Selection process may consist of Written Test/Presentation followed by Personal Interview or only Personal Interview.
3. The Written Test/Presentation and/or Personal Interview shall be conducted at NID HARYANA or as decided by the Institute on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.
4. Canvassing in any manner will entail disqualification of the candidature.
5. List of candidates shortlisted and not shortlisted shall be published on NID HARYANA website only for participating in the selection process. Shortlisted candidates additionally, may also be communicated through e-mail.
6. Documents/ Certificate to be produced at the time of selection process:  
Following documents/certificates, in original along with one set of photocopies, are required to be brought at the time of appearing in the selection process, failing

which the candidature will be summarily rejected and candidate will be debarred from participation in the further selection process:

- 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 marks sheet.
- c. Bachelor Degree & Post Graduation certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
- d. 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).
- e. Latest Month Pay Slip attested by the employer.
- f. Copy of Aadhar card or any other document as photo Id proof.

## **VI. How to apply:**

1. Candidates should fill up the application in the prescribed format at **Annexure-I** and attach copies of all educational qualifications, experience, Salary certificate, Vigilance Clearance, No Objection Certificate etc., paste passport size photograph, sign the application and forward the application in an envelope to the following address:

**To,  
The Chief Administrative Officer (I/C)  
National Institute of Design Haryana,  
NH-44, Village: Umri,  
Distt.: Kuruskhetra-136131, Haryana**

2. The name of the post must be super-scribed as "Application for the post of CAO" on the top-middle of the envelope.
3. The last date for receipt of application at the above address is 4<sup>th</sup> December 2023. No applications will be accepted after the last date. In case the last date mentioned above is declared as a public holiday, the next working day will be treated as the last day for receipt of applications. The Institute will not be responsible for any delay/loss due to postal or technical reasons in the receipt of the application forms.
4. In case of candidates from Government, Semi Government Organizations and Autonomous Bodies applying for Deputation (including short term contract), the willing applicant may submit their advance application within the prescribed last date (i.e. 4<sup>th</sup> December 2023) for receipt at the above stated address. However, their application will be considered only if received through proper channel within 15 days from the last date of closure of application forms.

5. Cadre Controlling Authorities/Head of Institution are requested to forward application of eligible and willing candidate whose services can be spared on deputation immediately upon their selection, accompanying the following documents:
  - a. Attested copy of application in prescribed proforma.
  - b. Cadre Clearance Certificate from the Controlling Authority.
  - c. Statement giving detail(s) of Major/Minor penalties, imposed upon the Officer, if any, during the last (10) years.
  - d. Vigilance Clearance/Integrity Certificate.
  - e. Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an Officer not below the level of Under Secretary or equivalent.
6. Any vigilance/ disciplinary cases should not be pending against the candidates working in any Govt./ Semi- Govt. Organizations. In such cases, application shall not be considered.
7. Original documents along with one set of self-attested copies will have to be produced at the time of Interview for verification. Non-production of original of any of the requisite documents will render the candidate ineligible for appearing in the interview. In case the candidate is not fulfilling the criteria at the time of documents verification, he/she will not be allowed to appear in the interview despite passing the written test.
8. Candidates are advised to visit the career page of NID HARYANA website <http://www.nidh.ac.in> regularly. Any addendum/ corrigendum shall be published only on the Institute website. List of candidates shortlisted for participating in various stages of the selection process will be displayed only on NID HARYANA website. No separate communication/intimation in this regard shall be made by the Institute.
9. All communications in regard with recruitment will be made by Email only. Candidates should check their email including SPAM folder regularly. Name of the shortlisted candidates for Interview will be displayed on NID HARYANA website and intimation shall be sent only to registered e-mail id of candidate. No separate intimation will be sent by post.
10. Candidates are advised in their own interest to provide their working e-mail id and to white-list the e-mail id **recruitment@nidh.ac.in** so that communications from Institute does not end up in spam folder. NID HARYANA will not be responsible for non-receipt of intimation via e-mail due to any technical reason/ problem not attributable to the Institute.
11. Incomplete applications would be summarily rejected.

Sd/-

**Chief Administrative Officer (I/C)**

## National Institute of Design Haryana

National Highway 44, Village Umri, Kurukshetra, Haryana-136131, India

(Last Date for receipt of Application: 04/12/2023)

1.	<b>Post applied for</b>	<b>Chief Administrative Officer</b>			
2	Mode of appointment	Deputation (Including Short Term Contract)			
3	Name of the Candidate (in block letters)				Paste a recent Passport size photograph
4	Gender (✓ the appropriate box)	Male		Female	
5	Date of birth (DD/MM/YYYY)				
6.	Date of retirement				
7.	Address for correspondence, mobile number and e-mail id				
8.	Education qualification (Graduation level and above)				
	Examination Passed	Year	Name of University/ Institute	%age of marks/ CGPA	Subjects
8 (i)	Date of entry in service	Name of organization		Date of initial appointment	
8 (ii)	Details of employment in, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)				
	Organization/Institution	Post Held	From	To	Scale of Pay
					Nature of duties
9.	Complete office address along with telephone number of the present Employer				
10.	Please give Email and mobile number of two references, preferably current/ previous				



	employers				
11.	Nature of the Present employment (✓ the appropriate box)	AD-hoc		Temporary	
		Quasi-permanent		Permanent	
12.	Present grade and date from which held on regular basis				
13.	Name of the Service, if belonging to Organized Service of the Central Government				
14.	Whether Educational and other qualifications required for the post are satisfied				
	If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.				
Qualification/Experience required			Qualification/Experience possessed by the officer		
Essential:					
(i) Degree in any discipline of a recognized Institute or University.					
(ii) Working knowledge of computer.					
(iii) A minimum of ten years of relevant experience in a Government/ Educational/ Research Institution. The candidate would be expected to have familiarity with academic and administrative activities and working procedures in higher educational Institutions preferably in design, fashion, technology or similar Institution.					
<b>For Deputation (ISTC) only:</b> Officers under the Central/ State/ U.T. Government/ Universities/ Statutory/ Autonomous Bodies or Research Development organization holding analogous posts or with atleast three years of service in the post in the grade pay Rs. 6,600/- (as per 6 <sup>th</sup> CPC or pay level-11 as per the 7 <sup>th</sup> CPC).					
Desired:					
(i) 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.					
14.	In case the present employment is held on deputation/contract basis, please state	Date of initial appointment			
		Period of appointment on deputation/ Contract			
		Name of the parent office/organization to			

		which you belong	
15.	Training/Courses attended		
16.	Additional information, if any, which you would like to furnish in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient		

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any point of time, I am found to have concealed/distorted any material information, my appointment shall be liable to be terminated summarily without assigning any reason or notice.

Date:

Place:

(Signature of the Candidate)

Mobile No.: \_\_\_\_\_

Office Tel. No.: \_\_\_\_\_

Certified that the service particulars given by the applicant have been verified from his/her service records and found to be correct.

Signature with seal of the Competent Authority

**To be filled in by the Cadre Controlling Authority**

Office of: .....

File No.: .....

Date: .....

1. The applicant Shri/Smt./Ms. .... if selected, will be relieved immediately.
2. Certified that the particulars furnished by the Officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 (ten) years. (Alternatively, penalty statement during the last 10 years, if any may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 05 (five) years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an Officer not below the rank of Under Secretary or equivalent.

Signature: .....

Name: .....

Designation: .....

Contact No. of the forwarding Officer: .....

(Office Stamp)

Date: .....

Place: .....