

RECRUITMENT NOTIFICATION NO.NID AP/RECT./2023/R-03 Date:01.12.2023

The National Institute of Design, Andhra Pradesh is an autonomous multi-disciplinary design Institute of National Importance established under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India. Online applications are invited from the eligible Indian Nationals to fill-up the following positions.

S. No.	Post Name	Pay Level	No. of Posts & Category	Method of Recruitment
1	Administrative Officer	Level - 10	01-UR	Deputation
2	Senior Accounts Officer	Level - 10	01-UR	
3	Senior Engineer (LBM)	Level - 10	01-UR	
4	Senior Assistant Librarian	Level - 07	01-UR	Deputation failing which by Direct Recruitment
5	Design Instructor	Level - 06	02 - UR	Deputation failing which by contract
6	Technical Instructor	Level - 06	01 - UR	
7	Assistant Engineer (IT)	Level - 06	01 - UR	
8	Supervisor (Electrical)	Level - 05	01 - UR	

Interested and eligible candidates may apply online only through the link on the institute website. For further details and updates, please visit our website www.nid.ac.in/careers only. The online application window will be open for 30 days from the date of publication of this notice in the Employment News.



Chief Administrative Officer
NID AP

Post Code: A01

1	Name of the Post	:	Administrative Officer
2	Number of Post	:	One (01) UR – 01
3	Classification of Post		Group-A
4	Pay Level	:	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	:	Not exceeding 56 years
7	Educational & Experience criteria	:	Essential: i) 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 would 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 those who have had experience of working in design or similar institution in an analogous post.
8	Conditions for Deputation	:	Holding analogous posts of ministerial cadre or with 5 years' service in the grade pay of Rs.4,600 (Pay Level-7) in the ministerial cadre.
9	Job Description (Indicative but not exhaustive)	:	i. Handling institute transport, security, Canteen, Mess, housekeeping, Institute Assets & Insurance etc. ii. Recruitment & Promotions matters including maintenance of Reservation and Rosters. iii. Organizing Training & Development Programmes. iv. Ensuring Annual Performance Appraisal and Review System. v. Maintenance of Service Books and Leave records. vi. Attendance/Payroll processing. vii. Handling Employee Service matters and Grievances.

		<p>viii. Handling RTI, Grievances, CPGRAMs, Legal matters & Statutory Compliances like PF, ESI/Minimum Wages etc.</p> <p>ix. Facilitation, Coordination and providing necessary administrative support to other departments.</p> <p>x. All other Establishment, Personnel and General Administration matters.</p> <p>xi. Procurement & Purchase of Goods, Services & AMC's etc. in compliance to GFR-2017 and Manual for Procurement of Goods and Services.</p> <p>xii. Tendering process starting from indent to preparing of NIT and awarding of contract on GeM/CPMP and other modes and platforms.</p> <p>xiii. Agency/Vendor/Supplier empanelment and all contract management.</p> <p>Any other task(s) as assigned by the Competent Authority from time to time.</p>
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Post Code: A02

1	Name of the Post	: Senior Accounts Officer
2	Number of Post	: One (01) UR - 01
3	Classification of Post	: Group-A
4	Pay Level	: 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	: Not exceeding 56 years
7	Educational & Experience criteria	<p>Essential:</p> <p>i) Master's Degree in Commerce / Financial Management from recognized university/ Institution/ C.A or equivalent.</p> <p>ii) A Minimum of 5 years relevant experience in Govt./Educational/ Research Institution with Finance and Accounts Knowledge of Central Govt./U.T. Rules</p> <p>Desirable:</p> <p>i) Previous experience in Educational Institution/Autonomous Bodies Funded by Govt. of India in an analogous post.</p> <p>ii) Passing the departmental Accounts Examination.</p> <p>iii) Member of the organized accounts cadre of Government of India.</p>
8	Conditions for Deputation	Officer under the Central/State/U.T. Government/ Universities/Statutory/Autonomous Bodies

		or Research Development organization holding analogous posts or with 5 years' service in the Pay Level-7 (6th CPC GP of Rs.4,600).
9	Job Description (Indicative but not exhaustive)	: <ul style="list-style-type: none"> a) Maintenance of data in Public Financial Management System (PFMS). b) Budgeting, management of funds, banking operations. c) Maintenance of books of accounts as per applicable accounting standards. d) Ensuring the compliance with General Financial Rules and all other applicable Govt guidelines. e) Ensuring compliance with all applicable legal matters, taxation matters (GST, Income Tax etc) including the filing of returns of respective statutory payments. f) Co-ordination with auditors (Statutory auditors, C&AG auditors, Internal auditors, special auditors etc.) and ensuring the timely compliance with their observations. g) Drawing & Disbursement of salary of Officers & Staff of the Institute and making payments of TA Bills, LTC, Medical reimbursement etc. h) Settlement of invoices/ bills raised by various vendors providing service & goods to the Institute. i) Ensure statutory deduction e.g. TDS, License Fee, Provident Fund, NPS etc. & depositing the same with concerned Government Agencies. The Officer shall file all the statutory returns viz Income Tax Return, TDS return, GST returns etc and other returns as applicable. j) Shall coordinate with the Design Consultancy, Outreach, etc., revenue generating activities of the Institute, w.r.t. accounts and finance of the projects. k) Shall chair such committee and panels for which he may be nominated by Registrar/ Director. l) Assisting the Controller of Finance & Accounts in all matters of accounts, finance, legal, taxation matters etc. m) Any other task(s) as assigned by the Competent Authority from time to time.

Post Code: A03

1	Name of the Post	:	Senior Assistant Librarian
2	Number of Post	:	One (01) UR – 01
3	Classification of Post	:	Group-B
4	Pay Level	:	Pay Level – 7 (Rs. 44900-142400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Deputation (initially for a period of three years) failing which by Direct Recruitment
6	Age	:	Not exceeding 56 years for Deputation and Not exceeding 35 years in case of contract
7	Educational & Experience criteria	:	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. Computer: Degree/Diploma/Knowledge
8	Conditions for Deputation	:	Officer under the Central/State/U.T. Government/ Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with 5 years' service in the Pay Level-6 (6th CPC GP of Rs.4,200).
9	Job Description (Indicative but not exhaustive)	:	a) Shall function under the guidance of Director/Library Advisory Panel and Activity Chairperson, Resource Centre b) Digitization of the important and valuable resources in the KMC, procurement of relevant e-books, e-magazines/journals, to ensure and strengthen the security systems at the Library Resource Centre. c) Library Resource Memberships, circulation, reader related issues, etc. d) Acquisition procedures, approvals, sanctions, etc. from the Competent Authorities. e) Classification of books and AV materials f) Archival collection, classification, restoration, maintenance etc. g) Institutional contacts (memberships, Inter Library loans, references services, etc.) h) Reference services to NID community and ongoing research related projects

		<p>i) Research based services to faculty and project teams.</p> <p>j) Tasks related to reorganizing the Design classic collection.</p> <p>k) Managing Acquisition procedures, classification, and Cataloguing</p> <p>l) Subscriptions/Renewals, Managing the special collection of documents & AV materials.</p> <p>m) Tasks related to developing a material sample library at NID.</p> <p>n) Annual budgeting and advance planning for procurement of Library-Resource Centre resources</p> <p>o) Continuous collaborative support to Research and publications dept. for NID's own publication projects</p> <p>p) Convening Library-Resource Centre advisory panel meetings periodically</p> <p>q) Planning and organizing various events like book reading, book reviews displays, etc. in consultation with the Library-Resource Centre Advisory Panel, to increase the users of the services</p> <p>To create proactive Library-Resource Centre linkages with NID's academic programmes and research projects by collaborating with the coordinators and faculty members. Active support of Library-Resource Centre for courses as per the annual timetable should be provided.</p>
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Post Code: T01

1	Name of the Post	:	Senior engineer (Land, Building and Maintenance)
2	Number of Post	:	One (01) UR – 01
3	Classification of Post	:	Group-A
4	Pay Level	:	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	:	Not exceeding 56 years
7	Educational & Experience criteria	:	<p>Essential:</p> <p>(a) A degree in Civil Engineering from University/Institute of repute with 5 years post qualification experience as Assistant Engineer (Civil) in CPWD / PWD or related Government organizations / autonomous bodies / PSUs/ reputed private industries.</p> <p>Desirable:</p>

		Experience of campus/ estate management in large residential educational institute.
8	Conditions for Deputation	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.
9	Job Description (Indicative but not exhaustive)	: <ul style="list-style-type: none"> a) Overall supervision of the Land, Building and Maintenance works and related service matters. b) Coordinate, supervise and process the technical, administrative and financial matters related to the existing as well as new building constructions at the campus. c) 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, waste management etc. executed by maintenance staff. d) Preparation of estimates, tender notices, scrutiny of tenders, recommendation for award of contracts etc. e) 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. f) Ensuring compliance with all applicable statutory provisions including their respective payments. g) Ensuring Compliance of safety standards as applicable including Disaster management of the Institute. h) Maintenance of Accommodation and its allied services. i) 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 the Post	:	Design Instructor
2	Number of Post	:	Two (02) UR – 02
3	Classification of Post	:	Group-B
4	Pay Level	:	Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Deputation failing which by contract on Pay Scale for 03 years
6	Age	:	Not exceeding 56 years for Deputation and Not exceeding 35 years in case of contract
7	Educational & Experience criteria	:	<p>Essential: 3 years Diploma in relevant discipline/area/ subject from a recognized institution with Four years post qualification in the relevant industry/educational institution,</p> <p style="text-align: center;">or</p> <p>A Degree in relevant area/ subject from a recognized Institution with two years post qualification experience in the relevant industry/ institution.</p> <p>Desirable: Should be able to converse in English. Knowledge of relevant software.</p>
8	Conditions for 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 grade pay Rs.2,800/- Equivalent (Pay Level-5) of the Pay Matrix of 7th CPC.

Post Code: T03

1	Name of the Post	:	Technical Instructor
2	Number of Post	:	One (01) UR – 01
3	Classification of Post	:	Group-B
4	Pay Level	:	Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	:	Deputation failing which by contract on Pay Scale for 03 years
6	Age	:	Not exceeding 56 years for Deputation and Not exceeding 35 years in case of contract
7	Educational & Experience criteria	:	Essential: 3 years Diploma in relevant area/ subject from a recognised institution with Four years post qualification in the relevant industry / educational institution

		<p style="text-align: center;">or</p> <p>A Degree in relevant area/ subject from a recognised Institution with two years post qualification experience in the relevant industry/ institution</p> <p>Desirable: Should be able to converse in English. Knowledge of relevant software.</p>
8	Conditions for 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 grade pay Rs.2,800/- Equivalent (Pay Level-5) of the Pay Matrix of 7th CPC.

Post Code: T04

1	Name of the Post	: Assistant Engineer (IT)
2	Number of Post	: One (01) UR – 01
3	Classification of Post	: Group-B
4	Pay Level	: Pay Level – 6 (Rs. 35400-112400) of the Pay Matrix of 7th CPC
5	Method of Recruitment	: Deputation failing which by contract on Pay Scale for 03 years
6	Age	: Not exceeding 56 years for Deputation and Not exceeding 35 years in case of contract
7	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
8	Conditions for 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 grade pay Rs.2,800/- Equivalent (Pay Level-5) of the Pay Matrix of 7th CPC.

Post Code: T05

1	Name of the Post	: Supervisor (Electrical)
2	Number of Post	: One (01) UR – 01
3	Classification of Post	: Group-C
4	Pay Level	: Pay Level – 5 (Rs. 29200-92300) of the Pay Matrix of 7th CPC
5	Method of Recruitment	: Deputation failing which by contract on Pay Scale for 03 years
6	Age	: Not exceeding 56 years for Deputation and

			Not exceeding 30 years in case of contract
7	Educational & Experience criteria	:	<p>Essential: SSC with ITI electrical trade from a recognized institution with minimum four years post qualification in erection, running, maintenance of electrical appliances and installations including UG cables.</p> <p>Should possess Electrical supervisory /Wiremen license issued by competent Authority.</p> <p style="text-align: center;">Or</p> <p>A Diploma in Electrical Engineering from a recognised institution with 2 years' post qualification experience in the relevant field.</p> <p>Should possess Electrical Supervisory/Wiremen license issued by Competent Authority.</p>

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

1. Technical positions T02 & T03 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 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 modeling, 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 drawn Animation, Stop motion/ Claymation, CGI Animation, Character Design, Storyboarding, 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. Candidates are required to submit the application online only in the link provided on the institute website and not required to print and send the online application to NID AP except in case of Deputation. Scanned copies of recent passport size photographs and scanned copies of relevant certificates and other testimonials in support of age, qualification, experience etc. required to be uploaded at an appropriate column on the online application portal. Applications or CV/Bio-data sent by e-mail and any other modes other than prescribed mode shall not be considered. Online link for application shall be available till 15th January, 2024(18.00 hrs).
 3. For the post of Administrative Officer, Lien exists till June 2024 and hence in case the Lien holder repatriates within this period, the deputationist shall have to revert to his/her parent organization.
 4. 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.
 5. 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 shall pay the respective fee separately for each applied post.
 6. The work experience gained after acquiring essential qualifications shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account/considered.
 7. Degrees / Diploma, etc. in support of educational qualifications should have been obtained from a 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.
 8. 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/all applications at any stage or not to offer the appointment without assigning any reason.

9. 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 shall 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.
10. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be canceled 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. No further communications shall be entertained in this respect.
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 canceled 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 with or wrong information / documents.

16. Incomplete application in any respect and not accompanied by any certificate /documents/ photograph, without fee payment unless exempted will be summarily rejected. Original documents will be verified at the time of written test /interview and at the time of joining.
17. Firstly, applications received on deputation shall be considered for further selection process. In case sufficient candidates are not found for further selection process or the selection through the deputation method is failed, applications received on contract/direct recruitment method of recruitment as the case may be shall be considered.
18. **DEPUTATION:** Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions /Universities and desirous to apply on deputation for the earmarked positions only should apply online first and then get the online generated application duly forwarded through proper channel 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 and previous employments within 31st January, 2024 to the address: **Chief Administrative Officer, National Institute of Design Andhra Pradesh, Transit Campus, EEE Building, Acharya Nagarjuna University Campus, Nagarjuna Nagar, Namburu, Guntur - 522510.** Applications received online but not forwarded through proper channel with required documents within stipulated time shall not be considered for further selection process.
19. Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions /Universities and applying for positions on Direct Recruitment must upload No Objection Certificate from the present employer in their online application failing which their application shall not be considered for further selection process.

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 may also be considered as proof of Experience as per Institute discretion and 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 an application made is not correctly selected/ mentioned 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 as per Institute discretion.
25. Only date of birth indicated in SSC/HSC/Secondary School Leaving Certificate/Birth Certificate shall be considered and 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 online submission of applications under this advertisement (15/01/2024). The age relaxation and horizontal reservation benefits (if applicable as per the recruitment notification) will be given to PWD (Persons with Benchmark Disabilities) / Ex-Servicemen candidate(s) etc, 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 by the appropriate authority.

27. Institute strives to have a workforce which reflects gender balance. Women candidate(s) and transgenders 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. Candidates are advised to check the Institute website regularly for updates.
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. Transaction Number/UTR of successful fee payment must be provided in the online application before final submission and applications without fee payment/valid payments particulars shall be rejected. 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 upload 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. 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 jurisdiction.
35. **NO INTERIM ENQUIRIES ABOUT RECRUITMENT WILL BE ENTERTAINED. Only in case of any technical difficulty in filling the online application, candidates may write to careers@nid.ac.in with a screenshot of the error page/stage and short description of the problem. However, it is the responsibility of the individual candidate to complete the online application within the due date.**
