

(FOR WEBSITE)

NID Ahmedabad invites applications for the post of Registrar

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is an internationally acclaimed as one of the finest educational and research institutions for Industrial, Communication, Textile and IT Integrated design domains. The institute has its campuses in Ahmedabad, Gandhinagar and in Bengaluru. NID has been declared 'Institution of National Importance' by the Act of Parliament, by virtue of the National Institute of Design Act, 2014 and is a statutory and autonomous institution under the DPIIT, Ministry of Commerce and Industry, Government of India. The institute offers higher professional qualifications in several disciplines of design at both undergraduate and post-graduate levels.

The institute invites applications from qualified and experienced candidates for the position of **Registrar** at **NID Ahmedabad**. For essential and desirable qualifications and experience required, age limit, job descriptions, pay and allowances, general instructions on recruitment process, online application form and how to apply etc. visit www.nid.edu/careers. Any addendum, corrigendum, extension of dates etc. to the above recruitment shall be notified on the above website only.

Last date of submission of online applications is 13th July 2024 (up to 05:00 p.m. IST).

RECRUITMENT FOR THE POST OF REGISTRAR

The Institute invites applications from eligible candidates for the above post on Direct Recruitment (Fixed Tenure Contract basis) for a maximum period of five years from the date of appointment. Performance of the incumbent shall be reviewed, as required, during this period based on which continuation of service or otherwise shall be decided by the Institute.

- Scale of Pay** : Pay Level -13 (Rs. 123100-215900) of the Pay Matrix
- Number of Post** : 01 (one) UR
- Age limit** : Not exceeding 50 years as on the last date of submission of online application.

Eligibility Criteria

Essential:

- (i) Master's degree or its equivalent in any discipline (preferably in the fields of Design, Technology or Management) from a recognized University/Institution
- (ii) At least 12 years of experience as Assistant Professor in the Academic Level 11 and above or with 5 years of service in the Academic Level 12 and above – mandatorily with experience in educational administration OR A Minimum of 12 years of relevant administrative experience of which 5 years experience should be in Pay Level-12 or equivalent posts at Institute of National Importance / Central & States Government / Educational / Research / Autonomous Organizations / HEIs, etc.

Desirable:

The candidate(s) would be expected to have experience in the working procedure at higher educational institutions in matters of academic administration and preferably having:

- (i) Experience in handling academics / student affairs
- (ii) Placement / Alumni matters.
- (iii) Experience of working in E-Office system
- (iv) Working Knowledge in Computers

Job Descriptions for the post of Registrar:

1. The Registrar shall act as the Secretary of the Governing Council, the Standing Committee, Senate and such committees as may be prescribed by the Statutes.
2. The Registrar shall be responsible to the Director for proper discharge of his/her functions.
3. The Registrar shall exercise such other powers and perform such other duties as may be assigned by NID Act or the Statutes or by the Director.
4. The Registrar shall be in charge of all academic administration of the Institute and Institute campuses and responsible for implementing directives of the Government of India in respect of all academic and student matters and assist the Activity Chairperson (Education) in academic administration matters relating to admissions, student fees, course delivery, assessment, evaluation, award of grades or diplomas or degrees, Hostel matters, students disciplinary matters & grievances and such other academic administration related tasks and responsibilities as may be entrusted by the Director.
5. The Registrar shall execute all contracts and legal documents for and on behalf of the Institute, when authorised by a resolution of the Governing Council or approved by the Director and shall not be personally liable in respect of anything under such contract or legal document.
6. The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters.
7. The Registrar shall coordinate with all Heads of Departments, Deans and Discipline Leads for administrative support for all academic related works and facilities of the Institute and Institute Campuses and arrange for the same in consultation with the Activity Chairperson (Education).
8. The Registrar shall chair such committees and panels for which s/he may be nominated by the Director and carry out such other tasks and functions as may be entrusted by the Director and shall also exercise such powers as may be delegated to him under the Delegation of Administrative and Financial Powers by the Governing Council.

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES

- 1) Relaxation in age limit for eligible categories as per Govt. of India Rules.
- 2) The Institute reserves the right to relax the age limit in exceptional cases having higher and relevant experiences, or in the case of persons already holding analogous positions in an Institution of National Importance / Centrally funded Institution / University / Research Institution.
- 3) The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
- 4) The Institute reserves the right to empanel / waitlist candidate(s) for future vacancies.
- 5) Degrees etc. in support of educational qualifications should have been awarded by a recognized University / Institute.
- 6) NID 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 appointment letter to the selected candidate. Thereafter, No RTI on the subject shall be entertained.
- 7) Mere eligibility will not entitle any candidate to being called for an interview. 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. Canvassing in any manner would entail disqualification of the candidature.
- 8) 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 screening and shortlisting in consideration of candidates' qualification, suitability, relevant experience, etc.
- 9) The institute also reserves a right to conduct elimination tests in case of large numbers of applications. Decision of the Director of the institute will be final in such cases.
- 10) Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
- 11) Incomplete applications or applications received after the last date are liable to be rejected.
- 12) Candidates are required to apply through online mode only. Application in any other form will not be accepted and will be summarily rejected. No communication in this regard will be entertained.
- 13) Persons employed in Government / Semi Government Organizations / Autonomous Bodies will have to submit 'No Objection Certificate (NOC)' and Vigilance Clearance Certificate from their present employer at the time of interview.

- 14) Candidates are required to upload all educational certificates, professional experiences, last salary slip, latest CV etc. at the time of online application. All relevant certificates in original with a self-attested copy will be required at the time of interview. At the time of interview, shortlisted candidates will be required to carry his / her educational qualifications certificates, experience, age, caste / disability certificate-if applicable and current salary certificate / pay-slip from the existing employer or from the last employer.
- 15) To-and-fro rail fare by the shortest route being limited to AC- 2 tier will be reimbursed to the candidates who are called and appear before the Selection Committee / Interview.
- 16) Wrong declarations / submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- 17) The age will be calculated on the closing date for receipt of applications.
- 18) For any legal dispute, Ahmedabad courts of law will be the jurisdiction.
- 19) Institute will not arrange any boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending interviews / tests etc.
- 20) NID 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.
- 21) **Please note that to upload Qualifications and Professional Experience Documents latest resume, passport size photograph and latest salary slip, file type should be jpg / jpeg / png / pdf and individual size should not be more than 100 kb. Any discrepancy between uploaded documents/information and the original documents shall not be considered in favour of the candidate.**
- 22) Candidates possessing requisite qualification & relevant experience are required to apply online in the prescribed format which has been uploaded on our website <http://careers.nid.edu>

For any other details please contact through **Email: recruitment@nid.edu** or Phone: 079-26629500 from Monday to Friday (excluding public holidays) between 10:00 a.m. and 05:00 p.m.

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT STATUS WILL BE ENTERTAINED.