

(FOR WEBSITE)

**Recruitment for the position of
Deputy Registrar at NID Bengaluru Campus**

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 online applications from the eligible candidates for the position of **Deputy Registrar** for **NID Bengaluru Campus (on regular employment/ fixed tenure contract)**. For details on the post, eligible criteria, job description, how to apply, online application form etc. visit www.nid.edu/careers. Any modification, addendum, etc. will be posted on the above referred website only.

Last date of submission of online application is 31st July 2022 (up to 05:00 p.m. IST).

RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR

NID Ahmedabad invites applications from eligible candidates for the above post, on Direct Recruitment basis for our **Bengaluru Campus (on regular employment/fixed tenure contract)**.

Scale of Pay : **Pay Level - 11 (67700 - 208700)** of the Pay Matrix

Number of Post : **01 (One), Place: NID Bengaluru Campus**

Age limit : Not exceeding **50 years** as on the last date of submission of online application.

Eligibility Criteria:

Essential:

- i)
 - a) **Master Degree** in any discipline from a recognized institute or University.
 - b) Advanced working Knowledge in computer.
- ii) **Minimum ten years of experience** as Assistant Registrar, Deputy Registrar, or equivalent administrative position in the matters of academic affairs, students matters, examinations related matters in Educational Institution/ Research Institution/ University, **out of which atleast five years** should be in **the PayLevel-9/GP of Rs. 5400/- (6th CPC) or equivalent**. The candidate must have hands on supervisory level administrative experience in academic, examinations, General administrative activities and working procedures in higher educational institutions preferably in design/architect/fine arts/technology or similar institution.

Desirable:

Experience of information processing and retrieval. Preference shall be given to those who have experience of working in National Level institution in an analogous post.

***Please note that Candidates on Deputation/ Lien shall not be considered for the selection.**

Job Description:

- Assisting the Dean and the Registrar in all academic administration, General Administration of the Institute including student's matters, admissions, students fees, course delivery, assessment, evaluation, award of grades for diplomas or degrees, convocation, hostel matters, students disciplinary matters & grievances and such other academic/admin tasks and responsibilities as may be entrusted by the Registrar/ Dean, NID Bengaluru Campus.
- Overall responsible for generating and maintaining data and records related to students and all academic matters.
- Assisting the Registrar/Dean in preparing and executing all types of contracts and legal documents related to the Bengaluru Campus.
- Management of Credit and Evaluation Cell, Student's Graduation Project, Jury evaluation with the assistance of the Core Faculty/ Admin Team, and other academic programmes at the Institute.
- Overseeing Bengaluru Campus Students Placement Activities, Industry Interfaces for academic projects, etc.
- To oversee and coordinate matters related to the allied activities of the Campus w.r.t. Integrated Design Services including Outreach, Research, & Development, Continuing Education Programmes, Centre for Teaching and Learning, Strategy and Planning, International Programmes and General Administration in consultation with the respective Activity Chairpersons and Dean of the Campus.
- Any other tasks and responsibilities as may be assigned from time to time by the Dean, NID Bengaluru Campus / Registrar / Activity Chairperson, Education.

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES

1. Reservation and relaxation in age limit for eligible categories as per Govt. of India Rules.
2. The Institute reserves the right to relax 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. Full time regular/ confirmed employees of NID Ahmedabad and its campuses, subject to fulfilment of the eligibility criteria including relevant experience, qualifications, etc may be considered for age-relaxation of up to three years in upper age limit mentioned against each post.
4. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
5. The Institute reserves the right to offer appointment on contract/ lower position than applied for.
6. The Institute reserves the right to empanel/ waitlist candidate(s) for future vacancies.
7. Degrees etc in support of educational qualifications should have been awarded by a recognized University / Institute.
8. 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 offer letter to the selected candidate. Thereafter, No RTI on the subject shall be entertained.
9. Mere eligibility will not entitle any candidate for being called for 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.
10. 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.

11. 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.
12. Persons employed in Government / Semi Government Organizations / Autonomous Bodies will have to submit 'No Objection Certificate (NOC)' from their present employer at the time of interview.
13. Candidates from the above referred Government/ semi-Government/ Autonomous Institutions will also have to submit a certificate from the employer/competent authority at the time of interview that no vigilance/ disciplinary case is either pending or contemplated against him/her.
14. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
15. Incomplete applications or applications received after the last date are liable to be rejected.
16. 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.
17. Candidates are required to upload all educational certificates, professional experiences, last salary slip, latest CV etc. at the time of online applying. All relevant certificates in original with a self-attested copy will be required at the time of interview. At the time of interview, shortlisted candidate 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.
18. To-and-fro rail fare by the shortest route being limited to AC- 2 tier (for posts in the Pay Level – 11 or above) will be reimbursed to the candidates who are called and appear before the Selection Committee/ Interview.
19. For the candidates eligible to be paid travelling expenses for appearing in the interview, will be required to submit a cancelled cheque of his/her bank account for transferring (through RTGS etc) the eligible amount to be paid in his/ her bank account. Such candidates will have to submit proof of arrival/ one-way ticket/ boarding pass in original and copy of reservation / e-ticket etc. at the time of interview.
20. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
21. The age will be calculated on the closing date for receipt of applications.

22. For any legal dispute, Ahmedabad courts of law will be the jurisdiction.
23. Institute will not arrange any boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending interview/ test etc.
24. 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.
- 25. 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.**
26. Candidates possessing requisite qualification and relevant experience are required to apply online in the prescribed format which has been uploaded on our website **<http://careers.nid.edu>**

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

For any other details please contact through - Phone: 079-26629500, **Email:** **recruitment@nid.edu** during office hours. NID is open from Monday to Friday (excluding public holidays) between 09:00 a.m. and 06:00 p.m.