

NOTICE

Information and procedures for the candidates applying in response to the recruitment advertisement for various Teaching, Technical and Administrative posts at NID Andhra Pradesh.

About the Institute:

The National Institutes of Design, Andhra Pradesh are autonomous institutions setup by the Department of Industrial Policy & Promotion, Ministry of Commerce and Industry, Government of India, for design education, training, research and consultancy services.

At present, we are offering four-year full time undergraduate programmes (Graduate Diploma Programme in Design) in three major disciplines of Industrial Design, Communication Design and Textiles & Apparel Design since academic year 2015-16 from transit campus at Acharya Nagarjuna University, Guntur-Vijayawada Road.

Details on Teaching/ Administrative/ Technical Posts to be filled:

Officials at NID are expected to demonstrate a high level of academic and professional competence with leadership qualities; inclination towards design- education, academic administration research, publication and professional practice; proven ability with technological tools and processes, and active involvement in academic governance. The Institute offers opportunity to work in a unique, creative work culture and encourages faculty members for professional consultancy for prescribed number of days per year.

The Institute invites applications from high caliber design educators/ administrators professionals having relevant qualification and proven experience in the relevant subject areas of design for the Teaching Positions on long term basis on appropriate pay scales (as per the 7th Central Pay Commission Pay Matrix), initially on two years rolling contractual basis as per following details. On yearly performance review basis, the Institute will consider the suitable faculty for long-term regular appointment against the sanctioned posts. Benefit of Pay fixation, as per the prevailing rules will be considered for the candidates already in service in other organization.

Retired and experienced faculty members from reputed institutes/ universities matching the following job profiles/ subject domains may also apply and will be considered for contractual appointments on appropriate consolidated salary initially for a period of two years, on yearly performance review basis.

TEACHING AND TECHNICAL POSTS

1. SENIOR FACULTY/ DESIGNER (ASSOCIATE PROFESSOR)

Number of posts: Five (5)

Essential qualifications:

Graduate/ Post Graduate Degree/Diploma in Design from a recognized Design Institute/ University with relevant experience and portfolio.

Desirable:

Applied Research experience in design with relevant published/ produced works and self driven publication, exhibition, patents etc.

Age:

Not exceeding 50 years as on date of receipt of online application. However, the Governing Council may relax the age limit on the specific recommendation of the Director.

Experience:

Minimum 10 years for Post graduates or 15 years for graduates, in relevant field of industry/education.

Scale of Pay:

Pay Level- 12 (78800-209200) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.1,04,896)

2. ASSOCIATE SENIOR FACULTY/ DESIGNER (ASSISTANT PROFESSOR)

Number of posts: Five (5)

Essential qualifications:

Graduate/ Post Graduate Degree/Diploma in Design from a recognized Design Institute/ University with relevant experience and portfolio.

Desirable:

Applied Industry experience in design and related fields with self driven publication, patent etc.

Age:

Not exceeding 50 years as on date of receipt of online application. However, the Governing Council may relax the age limit on the specific recommendation of the Director.

Experience:

Minimum 7 years for Post graduates in relevant field of Design or 10 years for graduates, in relevant field of industry/education.

Scale of Pay:

Pay Level- 11 (67700 - 208700) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 90,688)

3. FACULTY/ DESIGNER

Number of posts: Nine (9)

Essential qualifications:

Degree/Diploma in Design and related field from the recognized Design/Film/Media/Art&Craft schools/ Institutions.

Desirable:

Industry portfolio, self driven projects, publications, patents etc

Age:

Not exceeding 45 years as on date of receipt of online application. However, the Governing Council may relax the age limit on the specific recommendation of the Director.

Experience:

Minimum **five years** in relevant field of Design industry..

Scale of Pay:

Pay Level - 10 (56100 - 177500) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 75,840)

4. SENOIR TECHNICAL INSTRUCTOR

Number of posts: TWO (2)

Essential qualifications:

Degree/ Diploma in Engineering/Technology/Design from the recognized University/reputed Institution.

Desirable:

Post Graduate Degree/Diploma in Design in any discipline.

Age:

Not exceeding 45 years as on date of receipt of online application. However, the Governing Council may relax the age limit on the specific recommendation of the Director.

Experience:

Minimum **five years** in relevant field of Product Design or Information Technology.

Scale of Pay:

Pay Level - 10 (56100 - 177500) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 75,840)

ADMINISTRATIVE POSTS

1. CHIEF ADMINISTRATIVE OFFICER

Number of post: ONE (1).

Applications are invited on Direct Recruitment/ Deputation.

Eligibility Criteria:

Master's Degree in any discipline of a recognized institute or University. Working Knowledge in computer.

A Minimum of 10 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 be given to those who have had experience of working in design or similar institution in an analogous post.

Age limit for Direct Recruitment:

Not exceeding 50 years as on date of receipt of online application.

Scale of Pay:

Pay Level- 12 (78800-209200) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 1,04,896)

Job Description:

- a. Function as HoD of Establishment, Personnel and General Administration matters including Contracts Management.
- b. Function as facilitator for all the matters related to the academic administration and students affairs by the concerned Academic Coordinators etc.
- c. Providing necessary administrative support to NID' Faculty Advisor Committee and registrar.
- d. To maintain records/attendance of faculty and staff, etc. at NID Campus, especially for monthly salaries and leave records purposes.
- e. To look after Security arrangements, Housekeeping service, Transportation (Bus, Taxies), Canteen –Mess Contracts etc.
- f. To coordinate Transport & Travel arrangements for faculty, students and staff, education trips of students, etc.
- g. To look after all legal matters relating to the Academics and Administration etc.,

2. ADMINISTRATIVE OFFICER

Number of posts: ONE (1).

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. Master's Degree in any discipline of a recognized institute or University. Knowledge in computer.
- b. A Minimum of 7 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:

- a. Experience of computer systems for information processing and retrieval.
- b. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.

Age limit for Direct Recruitment:

Not exceeding 40 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 10 (56100 - 177500) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.75,840)

3. Sr. ACCOUNTS OFFICER

Number of posts: ONE (1).

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. Master's Degree in Commerce/Financial Management from recognized university/Institution/C.A or Equivalent.
- b. A Minimum of 5 years relevant experience in Govt./Educational/ Research Institution, Finance and Account Knowledge of Central Govt./U.T. Rules

Desirable:

- a. Previous experience in Educational Institution/Autonomous Bodies Funded by Govt. of India in an analogous post.
- b. Passing the departmental Accounts Examination
- c. Member of the organized accounts cadre of Govt. of India.

Age limit for Direct Recruitment:

Not exceeding 50 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 10 (56100 - 177500) as per 7th CPC , (Approximate Gross Emoluments at minimum of the scale will be Rs.75,840)

Job Description:

- 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 the compliance with all applicable legal matters, taxation matters (GST, Income Tax etc) including the filing of returns.
- 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. To take care of various statutory deduction e.g. TDS, License Fee, Provident Fund, NPS etc. & depositing the same with concerned Government Agencies. He shall file all the statutory returns viz Income Tax Return, TDS return, GST returns etc.
- 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.

4. ASSISTANT ADMINISTRATIVE OFFICER

Number of posts: FOUR (4).

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. Degree in any discipline of a recognized institute or University. Knowledge in computer.
- b. A Minimum of 5 years of Admin/ Academics experience in a Government/ educational/Research Institution.

Desirable:

- a. Experience of computer systems for information processing and retrieval.
- b. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.

Age limit for Direct Recruitment:

Not exceeding 40 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 07 (44900 - 142400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 59,488).

5 HEAD SECURITY SERVICES

Number of post: ONE (1)

Applications are invited on Direct Recruitment/ Deputation.

Eligibility Criteria:

- a. Degree from a recognized University
- b. At least 5 years of professional supervisory level experience in similar areas of job in reputed educational institution/ organization/ university.

Desirable:

- a. Experience in Army/Para Military forces/ House Keeping/Sanitation
- b. Diploma in Housekeeping/Sanitation

Age limit for Direct Recruitment:

Not exceeding 35 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 7 (44900 - 142400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.59, 488)

Job Description:

- a. Managing the affairs and quality control of campus security services at the Institute and its campuses.
- b. To monitor and manage security requirements/deployment in different shifts.
- c. To supervise maintenance of registers, visitor's book, Key register, etc. and appropriate logbook and other security registers while on duty. Overseeing the Housekeeping of the institute.
- d. Security checking at different points in the campus as per the security rules and regulations of the Institute.
- e. To identify appropriate technology and provide security intelligence services and surveillance to ensure safety of its students, residents, employees, guests, visitors and property of the Institute.
- f. Contract Security Management and building synergy between institute's own security personnel (internal employees, if any) and contractor's (outsourced) security personnel. Training and Development of the security personnel.
- g. All other services requiring the attention of the security needs of the Institute as may be assigned from time to time.

6. SENIOR ASSISTANT (ADMIN/ ACADEMIC/ PURCHASE/ STUDIO)

Number of posts: Six (6)

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. Degree from a recognized University
- b. Working knowledge in computer

Desirable:

Relevant experience 3 years in Administration/Academic/ Purchase matters

Age limit for Direct Recruitment:

Not exceeding 30 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 5 (29200-92300) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.39,692)

7. SENIOR LIBRARY ASSISTANT**Number of post: ONE (1)**

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. Degree in Library Science/ Information Science from a recognized University
- b. Degree/ Diploma in Computer from a recognized institute
- c. Experience in Library Automation and Administration
- d. 10 years' service as Librarian Assistant or equivalent in a recognized institution.

Desirable:

Masters in Library Science/ Information Science and Documentation.

Age limit for Direct Recruitment:

Not exceeding 40 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 5 (29200-92300) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.39,692)

Job Description:

- a. Looking after general administration of KMC
- b. Correspondence with vendors, publishers, institutions etc., related to knowledge resources
- c. Obtaining approvals, sanctions, etc
- d. Acquisition process for books, periodicals and AV materials
- e. Classification of books and AV materials.
- f. Membership and overall management of front desk and circulation activities.
- g. Reference services to faculty, students and ongoing research related projects at NID.
- h. Data updating, correction, assigning subject entries, annotations, etc to strengthen the KMC database.
- i. Initiate content generation for KMC resources.
- j. Inter Library Loan and online reference services.
- k. Supervision and management of KMC services on Saturdays and during extended hours with flexible work schedule.
- l. Any other tasks as assigned by the institute.

7. **WARDEN**

Number of posts: 1- FEMALE

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. Bachelor's degree from a recognized University/Institution
- b. A minimum of 5 years' experience as a Warden in a reputed educational institution/ organization/ university in the GP of Rs. 2400 as per the 6th CPC or Pay Level – 04 as per the 7th CPC or equivalent emoluments.
- c. Computer Knowledge

Desirable:

Experience in managing residential campus hostels of reputed national level institute of professional and higher education.

Age limit for Direct Recruitment:

Not exceeding 50 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 5 (29200-92300) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.39,692)

Job Description:

- a. Overall management and coordination of Hostel's Students at NID Campus, under supervision of the designated authority of the institute.
- b. Observance of Hostel Rules and Regulations and Instructions issued from time to time with respect to hostel and students discipline affairs.
- c. Regular reporting of the discipline issues/ incidents to the designated authority of the institute.
- d. Maintaining a register at the hostel foyer for students to register their complaints regarding plumbing, leakages, water issues, electrical etc. This register will need to be checked every day to coordinate with concerned maintenance personnel to get the things done in a timely and efficient manner.
- e. Taking regular rounds of hostel and checking if students are sick and need medical attention. Calling the NID Doctor immediately and reporting any serious illness.
- f. Taking rounds of the hostel to ensure that the hostel rooms, hostel corridors, hostel bathrooms and toilets are cleaned regularly by the House keeping staff.
- g. Ensuring there is no use of abusive material in the Hostel/Campus by the students, and that if any such instance is found it must be reported immediately to the Concerned Officer.
- h. Ensuring that late night-out of Campus by hostel residents, after 10:00 pm permission forms are filled in duly by the students in advance, and before leaving the campus
- i. Keeping records of the non-hosteller senior students allowed to stay on payment basis for hostel rooms, maintaining receipt book, and submitting the amount to the Accounts on a regular basis.

- j. Coordination with Student Activity Committee's (SAC), various student task teams in upkeep and maintenance of hostels, surrounding, facilities, canteen, cafeteria, students' store, medical facilities, Campus Fitness Centre (GYM), Recreation Hall, Sports activities and extra-curricular/ cultural activities, etc., and monitoring health and wellbeing of hostel inmates.
- k. Assist the designated authority of the institute in building a healthy campus culture at NID.
- l. Implementation of the NID Hostel Rules and Regulations, in consultation with the designated authority of the institute.
- m. Dealing with parents, guardians and guests of students and related hostel matters.
- n. Ensuring there is no defacing of NID property in any way possible, such as painting graffiti, breaking NID property or damaging it. Records of students doing this must be maintained and duly reported to Dean. These students will have to pay fines for these by deduction of their deposits.
- o. Ensuring that ragging or such undesirable incidents are prevented through prompt and timely action.
- p. Any other tasks and responsibilities as may be assigned from time to time by the Institute.

9. ASSISTANT (ACCOUNTS/ ADMIN/ LIBRARY)

Number of posts: Five (5)

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. B.Com, B.Lis, Degree from a recognized University or institute
- b. Working knowledge in computer

Desirable:

Relevant experience 2 years in Accounts/Administration/Library matters

Age limit for Direct Recruitment:

Not exceeding 30 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 4 (25500-81100) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.34,656)

TECHNICAL POSTS

1. ASSOCIATE SENIOR DESIGN INSTRUCTOR

Number of posts: One (1).

Essential qualifications:

A Degree or Diploma in the relevant discipline/subject from a recognized institution.

Experience:

Four years in case of Degree holder or six years in case of Diploma holder in the relevant field.

Desirable:

- a. Should be able to converse in English.
- b. Working knowledge of relevant software.

Age:

Not exceeding 35 years as on date of receipt of online application. However, the Governing Council may relax the age limit on the specific recommendation of the Director

Scale of Pay:

Pay Level - 7 (44900 - 142400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 59,488)

2. TECHNICAL INSTRUCTOR

Number of posts: TWO (2)

Essential qualifications:

A Degree or Diploma in the relevant discipline/subject from a recognized institution.

Experience:

Four years in case of Degree holder or six years in case of Diploma holder in the relevant field.

Desirable:

- a. Should be able to converse in English.
- b. Working knowledge of relevant software.

Age:

Not exceeding 35 years as on date of receipt of online application. However, the Governing Council may relax the age limit on the specific recommendation of the Director.

Scale of Pay:

Pay Level - 6 (35400 - 112400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.47,328)

3. **DESIGN INSTRUCTOR**

Number of posts: TWO (2).

Essential qualifications:

A Degree or Diploma in the relevant discipline/subject from a recognized institution.

Experience:

Four years in case of Degree holder or six years in case of Diploma holder in the relevant field.

Desirable:

- a. Should be able to converse in English.
- b. Working knowledge of relevant software.

Age:

Not exceeding 35 years as on date of receipt of online application. However, the Governing Council may relax the age limit on the specific recommendation of the Director

Scale of Pay:

Pay Level - 6 (35400 - 112400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.47,328)

Subject Domains/ Areas of Sub-Specializations for the Teaching and Technical Instructors post:

- a. All the academic/teaching positions mentioned above are available under the following Design Disciplines.
 - b. Preferred sub-specializations are indicated therewith.
 - c. Individuals having expertise in more than one subject areas shall be preferred.
- 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. 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.

4 DEPUTY ENGINEER (ELECTRICAL)

Number of post: ONE (1)

Applications are invited on Direct Recruitment.

Eligibility Criteria:

A degree in Electrical Engineering from University/Institute of repute.

Experience:

3 years post qualification experience as Assistant Engineer (Electrical) in CPWD/ PWD or in Govt. organizations/ autonomous bodies/PSUs/ reputed private industries.

Desirable:

Experience of campus/ estate management in large residential educational institute.

Age:

Not exceeding 35 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 7 (44900 - 142400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 59,488)

5 ASSISTANT ENGINEER (CIVIL)

Number of post: ONE (1).

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. A degree in Civil Engineering from University/Institute of repute
- b. Experience: 3 years post qualification experience as Assistant Engineer (Civil) in CPWD/PWD or Gov. organization/autonomous bodies/PSU/ reputed private industries.

Or

- a. Diploma in Civil Engineering from an Institute recognized by Government
- b. Experience: 5 years post qualification experience in civil construction and maintenance work of major project.

Desirable:

Experience of campus/ estate management in large residential educational institute.

Age:

Not exceeding 35 years as on date of receipt of online application.

Pay Level - 7 (44900 - 142400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 59,488)

6 ASSISTANT ENGINEER (IT)**Number of post: ONE (1)**

Applications are invited on Direct Recruitment.

Eligibility Criteria:

- a. Degree in Computer Engineering or equivalent.
- b. Two years post qualification in the industry/academic institution in the relevant field

Desirable:

Post-Graduation Diploma in Networking

Age:

Not exceeding 35 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 6 (35400 - 112400) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs. 47,328)

Job Description:

- a. Troubleshooting of hardware related calls and install and uninstall software as per the requirement.
- b. Primary network level support for all wired network.
- c. Primary level support for UPS and other power backup systems.
- d. Troubleshooting of software related issues for the user and maintain log.
- e. Any other tasks and responsibilities as may be assigned to you by the Coordinator, Campus Head.

7 SUPERVISOR (Electrical)**Number of post: ONE (1)**

Applications are invited on Direct Recruitment.

Eligibility Criteria:

Completion of a four-year federally approved technical training program in electrical repair and maintenance AND five years of electrical repair and maintenance experience which includes one year of supervisory experience; OR, Any equivalent combination of experience and/or

education from which comparable knowledge, skills and abilities have been achieved.

Desirable:

Post-Graduation Diploma in Electrical Engineering

Age:

Not exceeding 35 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 5 (29200 - 92300) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.39,692)

Job Description:

- a. Knowledge of the tools, equipment, and materials common to the electrical trade.
- b. Knowledge of applicable electrical codes, standards, and regulations
- c. Knowledge of supervisory principles, practices, and techniques.
- d. Knowledge of electrical applications for high and low voltage electrical systems
- e. Skill in the installation, repair, and maintenance of all types of electrical system equipment and components.
- f. Skill in estimating time and material requirements of assigned work projects.
- g. Skill in applying supervisory techniques.
- h. Skill in both verbal and written communication

8. TECHNICAL ASSISTANT - CERAMIC AND POTTERY

Number of post: ONE (1)

Applications are invited on Direct Recruitment.

Essential qualifications:

SSC pass with formal skilled based training/certificate course in pottery/ceramics from the reputed institute/studio.

Experience:

At least one year post qualification experience in the relevant industry/ training institutes/ceramic studio or designers.

Desirable:

Artisans from the potter family with formal skilled based training will be preferred.

Age:

Not exceeding 35 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 5 (29200 - 92300) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.39,692)

Job Description:

- a. Managing Furnace and Kiln Operations
- b. Maintaining documentation of all the firing ranges (Ceramic and Glass both).
- c. Inventory management of the materials
- d. Assisting faculty and students for their ongoing academic activities/ projects/ workshops.
- e. Carrying out Glaze based processes and running production machines.
- f. General maintenance of the Ceramic and Glass Design Studio.
- g. Management of studio, labs and associated inventories.
- h. Facilitation of access and support to students and faculty as and when required.
- i. Support in documentation of students' projects in various disciplines from time to time.
- j. Any other tasks as assigned by the Discipline lead or the institute.

9. TECHNICAL ASSISTANT – PRINT LAB

Number of post: ONE (1)

Applications are invited on Direct Recruitment.

Essential qualifications:

Degree /Diploma in Printing Technology from recognised university/ institute.

Experience:

At least three years post qualification shop floor level experience in the printing industry for the Degree holders **Or** five years' experience in case of Diploma holders.

Desirable:

Must have operated Roland/ Heidelberg/ Komori sheet fed Machines. Working experience on screen printing or post- press operations will be an added advantage

Age:

Not exceeding 35 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 5 (29200 - 92300) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.39,692)

Job Description:

- a. Assisting in Typesetting, Composing, Layout making, Pasting and Plate-making.
- b. Assisting in Screen exposing and Screen printing.
- c. Assisting in all post printing processes in the Binding section and post production finishing processes
- d. Assisting in Offset printing, as and when required.
- e. Assisting students for their design projects and courses.
- f. Assisting faculty in all aspects of their project work.
- g. Assisting the Process section in Pasting and Plate-making, as and when required.
- h. Assisting faculty in all aspects of their project work
- i. Assisting the Binding and Screen printing sections, as and when required.
- j. Any other tasks as assigned by the institute.

10. TECHNICAL ASSISTANT – AUDIO VISUALS (AUDITORIUM / SEMINAR HALL / PRESENTATION HALLS / BOARD ROOMS)

Number of post: ONE (1)

Applications are invited on Direct Recruitment.

Essential qualifications:

Diploma/ Degree in Sound Engineering from reputed institute.

Experience:

At least 03 years' experience in managing and maintaining Audio-Visual equipment in a reputed educational institute/ corporate / multinational company / government organisation.

Desirable:

Day to day maintenance, preventive and curative maintenance of AV equipment's

Age:

Not exceeding 35 years as on date of receipt of online application.

Scale of Pay:

Pay Level - 5 (29200 - 92300) as per 7th CPC, (Approximate Gross Emoluments at minimum of the scale will be Rs.39,692)

Job Description:

- a. Operations of AV equipment in auditorium, design gallery, presentation hall, seminar – conferences and meetings of the institute.
- b. To provide audio / video service to students in completing their projects including effects, sound, music recording. And sound related guidance and also providing support to the faculty for their projects etc.
- c. Taking care of all AV equipment, maintenance, up gradation of equipment, tools, up gradation of sound design lab, auditorium.
- d. Assist in managing AV in classroom, boardrooms, as and when required.
- e. Any other tasks as assigned by the institute.

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES

- Reservation and relaxation in age limit shall be applicable for eligible reserved categories as per Govt. of India Rules. The onus is on the candidates seeking such relaxation/reservation to satisfy that they are eligible.
- The Institute reserves the right to relax experience in exceptional cases and the decision of the Selection Panel/ Director, NID AP shall be the final in this regard.
- The Institute reserves the right to relax upper age limit for those candidates who are working with NID Andhra Pradesh as per the institute norms, subjected to fulfillment of the eligible criteria including relevant experience, qualification Etc.
- The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
- The Institute reserves the right to offer appointment initially on contract/ deputation basis/ lower position than applied for. Based on the assessment of performance they may be regularized in the post as per Institute's norms.
- The Institute reserves the right to empanel candidate(s) for future vacancies.
- A candidate can apply for more than one post with separate online application form for each post are to be filled by the candidate for which he/she is eligible.
- Degrees etc. in support of educational qualifications should have been awarded by a recognized University / Institute. Institute reserves the right to carry out positive verification of the qualification and experience cited by a candidate.
- 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.
- 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 written test / skill test/interview.
- 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 written test / skill test / interview that no vigilance/ disciplinary case is either pending or contemplated against him/her.
- Institute strives to have a workforce, which reflects gender balance. Women candidates are encouraged to apply.
- 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 shortlisting with reference to the candidates' qualification, suitability, relevant experience, etc.

- Incomplete applications and those without requisite fee or supporting documents related to qualification and experience are liable to be rejected.
- Candidates are required to upload scanned copies of educational, experience etc. certificates at the time of applying. 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 in original with a self-attested copies of above documents.
- Institute reserves the right to conduct written and/or skill test for shortlisting and selection. Candidates shall need to appear for written and/or skill test at their own expense.
- No TA / DA will be paid for attending the written test/skill test/interview.
- The post qualification experience will be counted.
- For any legal dispute, Vijayawada/Guntur courts of law will be the jurisdiction.
- Candidates possessing requisite qualification and relevant experience are required to apply online in the prescribed format which has been uploaded on our website www.nid.ac.in/careers
- **NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.**
- For any other details please contact through:
Phone: 0863-2377201 between 10.00 am and 5.00 pm from Monday to Friday (barring public holidays). Email: recruitment@nid.ac.in
- All applications are to be submitted online. Candidate need not to send hard copies of the application and certificates. Verification of the certificates shall be carried out at the time of written test/ skill test/interview.
- Online application fee is **Rs.500/-** for each post (**General & OBC**), which is **Non Refundable**.
- For **SC/ST/PWD** and **Women candidate's** online application fee is **exempted**.
- **Adjacent/ Visiting Faculty/ Teaching Assistants** are not required to pay the application fees