

NID Ahmedabad invites applications from eligible candidates for the below posts, on Direct Recruitment basis for **(on regular employment / fixed tenure contract)**. **Please note that Candidates on Deputation / Lien shall not be considered for selection.**

RECRUITMENT RULES FOR THE POST OF DESIGN ASSISTANT

Scale of Pay : **Pay Level-04 (25500 - 81100)** of the Pay Matrix

Number of Post : **01 (One)**

Age limit : Not exceeding **30 years** as on the last date of submission of online application.

Eligibility Criteria:

Essential (Minimum Qualification) :

Diploma of minimum two years full time duration in Architecture / Draughtsman / Web designing / Computer Graphics from a recognised institute with two years' post qualification experience in the relevant field excluding training / apprenticeship.

OR

NTC / NAC Holder or SSC with ITI, in relevant trade (draughtsman , Architecture, IT / Computer applications) from a recognized institution with four years' post Qualification experience in the relevant field excluding training / apprenticeship.

Desirable:

- Working knowledge of software used in relevant field.
- Should be well conversant in office correspondence.

RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT

Scale of Pay : **Pay Level-04 (25500 - 81100)** of the Pay Matrix

Number of Post : **01 (One)**

Age limit : Not exceeding **30 years** as on the last date of submission of online application.

Eligibility Criteria:

Essential (Minimum Qualification) :

Diploma of minimum two-year full-time duration in relevant field (i.e., Audio Video Electronics / Sound Engineering / Electronics / Telecom or equivalent) from a recognized institute with two years post qualification work experience in the Audio Visual field, excluding training / apprenticeship.

OR

NTC / NAC Holder or SSC with ITI, in relevant trade (Audio Video / Electronics / Sound Engineering / Electronics / Telecom or equivalent) from a recognized institution with a minimum of four years post Qualification experience in the relevant field excluding training / apprenticeship.

Desirable:

- Experience in Audio-Visual (AV) Systems installation and maintenance, Experience of Audio / Video Projection Systems.
- Installation and Service of Interactive panel Boards, Projectors, Interactive LED TVs, Cameras, AV-based equipment, Amplifiers, Speakers, etc.
- Working knowledge of computer.
- Should be able to do office correspondence in English.

RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT

Scale of Pay : **Pay Level-05 (29200 - 92300)** of the Pay Matrix

Number of Posts : **02 (Two)**

Age limit : Not exceeding **35 years** as on the last date of submission of online application.

Eligibility Criteria:

Essential (Minimum Qualification) :

- Bachelor's Degree (full time) in any stream from recognised university.
- Minimum 4 year's administrative experience, excluding training / apprenticeship.
- Proficiency in working with MS Word, MS Excel, MS PowerPoint etc.

Desirable:

- Post Graduate Diploma in Computer Applications or equivalent from a recognised institution.
- Proficiency in English Language in terms of Drafting, Noting and other Office Correspondence.
- Experience in working with ERP.

RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT

Scale of Pay : **Pay Level-04 (25500 - 81100)** of the Pay Matrix

Number of Post : **01 (One)**

Age limit : Not exceeding 30 years as on the last date of submission of online application.

Eligibility Criteria:

Essential (Minimum Qualification):

Diploma of minimum years full time duration in relevant field (i.e. Animation film design or equivalent) from a recognised institute with two years post qualification work experience in the relevant field, excluding training / apprenticeship

OR

NTC / NAC holder or SSC with ITI, in relevant trade (ie Multimedia, Animation, Special Effects etc or Equiv.) from a recognised institution with minimum four years post qualification work experience in the relevant field, excluding training / apprenticeship.

OR

Bachelor's Degree (3 years Full time) from a recognised Institute with One year post qualification work experience in relevant field, excluding training / apprenticeship.

Desirable:

- Working knowledge of relevant softwares: Adobe Photoshop / Adobe After Effects / Adobe Premiere Pro / 3D Max / Maya / Flash etc or Equiv.
- Should be well conversant in office correspondence in English.

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) 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 offer letter to the selected candidate. Thereafter, No RTI on the subject shall be entertained.
- 7) 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.
- 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 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.
- 15) To-and-fro rail fare by the shortest route being limited to AC- 3 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 interview / test 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.**
- 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.