राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh
(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt.of India)

क्रमांक–रा0डि0सं0म0प्र0 / प्रशा / सूचना / 1–70 / 2023 / टी / 06 दिनांक 06.03.2023

प्रति,

विषयः–सूचना का अधिकार अधिनियम 2005 के अन्तर्गत सूचना बाबत।

प्रसंगः–आपका ऑनलाइन अनुरोध प्रार्थना पत्र क्रमांक एनआईडीएमपी / आर / टी / 23 / 00023 तथा उपसचिव एंव केन्द्रीय लोक सूचना अधिकारी, उद्योग संवर्धन और आंतरिक व्यापार विभाग, नई दिल्ली के कार्यालय पत्रांक दिनांक 10.02.2023

महोदय / महोदया,

उपरोक्त विषयान्तर्गत व प्रासंगिक पत्र के क्रम मे आपके द्वारा राष्ट्रीय डिज़ायन संस्थान मध्य प्रदेश से संबंधित सूचना बिन्दुवार निम्नानुसार है।

क0सं0	बिन्दु संख्या	प्रत्युत्तर
01	बिन्दू संख्या 01 तथा 02	राष्ट्रीय डिज़ायन संस्थान मध्य प्रदेश से संबंधित वांछित सूचना अनुलग्नक भाग 01 में संलग्न है।
02	बिन्दू संख्या 03	राष्ट्रीय डिज़ायन संस्थान मध्य प्रदेश के द्वारा भर्ती के लिये जारी किये समस्त विज्ञापन संस्थान की अधिकारिक वेबसाइट पर उपलब्ध है। जिसमें चयन के तरीका विस्तृत रूप से दिये गयें हैं।

2. सूचना का अधिकार अधिनियम की धारा 7(8) (iii) की अनुपालना के अनुसार प्रथम अपीलीय अधिकारी का नाम तथा पत्राचार पता क्रमशः लेफ्टिनेंट कर्नल मनीष कुमार बहुगुणा,(सेवानिवृत्त), कुलसचिव,राष्ट्रीय डिज़ायन संस्थान मध्य प्रदेश ग्राम अचारपुरा, पोस्ट अरवलिया ईंट खेड़ी जिला भोपाल , मध्यप्रदेश पिन 462038 है।

(श्री कृष्ण बिरमान)
केन्द्रीय लोक सूचना अधिकारी
राष्ट्रीय डिज़ाइन संस्थान मध्य प्रदेश

प्रतिलिपीः–

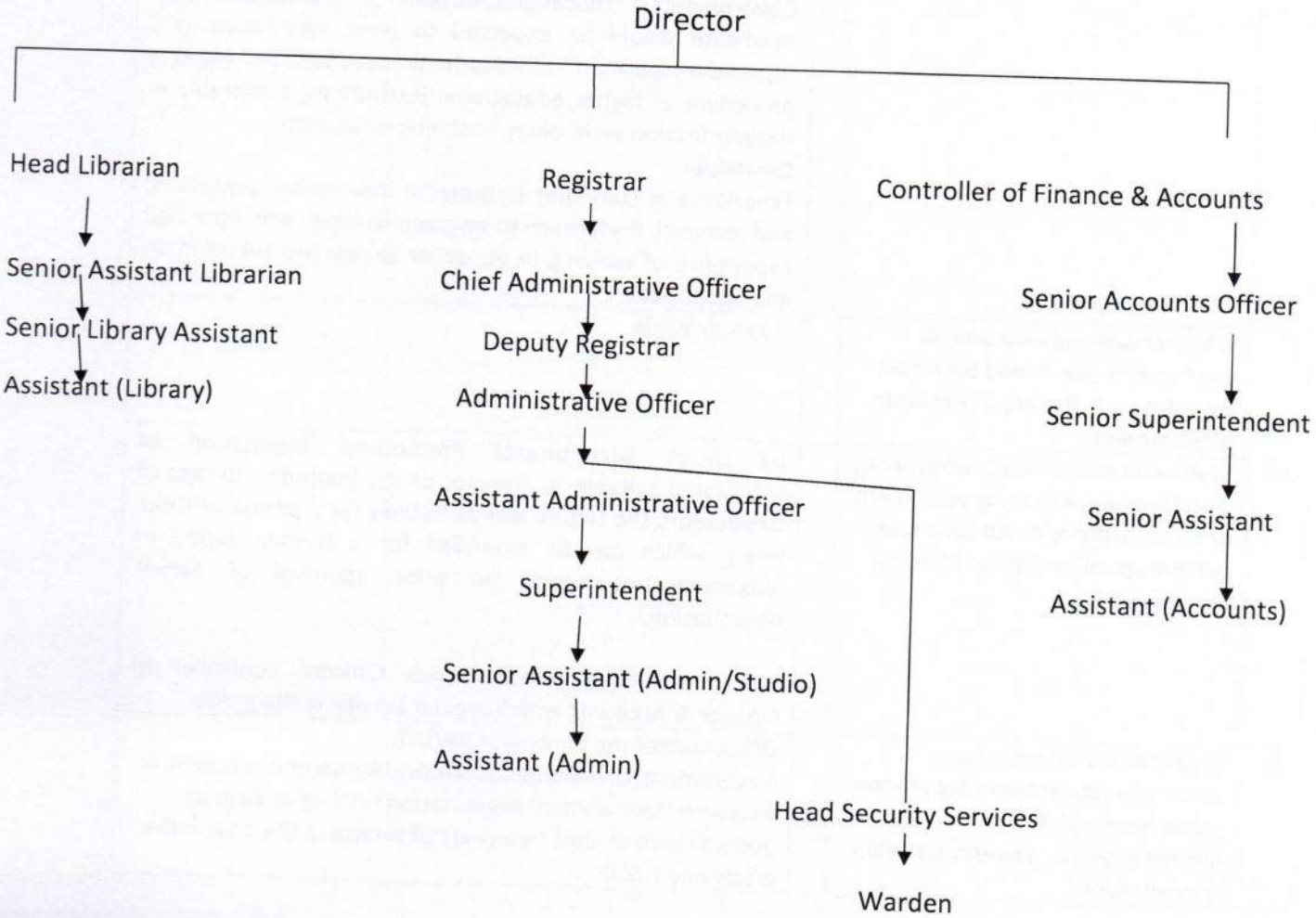
01. श्री पी. के. पटनायक, उपसचिव एंव केन्द्रीय लोक सूचना अधिकारी, उद्योग संवर्धन और आंतरिक व्यापार विभाग, नई दिल्ली :– कृपया सूचना के लिये प्राप्त ऑनलाइन अवेदन क्रमांक डी.ओ.आइ.पी.पी. / आर / टी / 23 / 00023 के क्रम सादर सूचनार्थ ।

02 सहायक लोक सूचना अधिकारी, राष्ट्रीय डिज़ायन संस्थान, मध्यप्रदेश :– कृपया सादर सूचनार्थ ।

Principle involved in preparing the RRs

- DOPT guidelines on framing/ Amendment/ Relaxation of Recruitment Rules have been taken into account.
- DPC has not been included in the RRs since DPC is as per statute.
- Consultation with UPSC has been deleted since UPSC consultation is not involved.
- NID Ahmedabad which has been declared as an Institution of National Importance has started awarding degree only after the passing of the NID Act 2014 and treats its earlier Diploma as equivalent to degrees, qualification prescribed are degree/ diploma.
- Since all the 4 institutes are newly started provision has not been made for promotion. After 3-4 year RRs will b amended to have provision for promotion.
- Initially we will go for Deputation only since if the candidates are notof expected standard repatriation can b done.
- One post of Senior Assistant has been sanctioned with G.P B 4,200/- , 6 post of Senior Assistant have bee sanctioned with GP of Rs.2,800/- Designation is same but GP is different which is to be rectified.
- RRs have been made as per the proposed organization chart I

Organization Chart I



1. RECRUITMENT RULES FOR THE POST OF REGISTRAR.

1.	Name of the Post	:	Registrar
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 4 Rs. 37,400 – 67,000 + 8,700 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 50 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential**: i)Degree in any discipline from a recognized institute or University. Working Knowledge in computers. ii) A Minimum of 15 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have experience in a supervisory position with Academic 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.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/ Promotion/ Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization. Promotion: Chief Administrative Officer/ Controller of Finance & Accounts with 5 regular service in the grade.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay 7,600.

2. RECRUITMENT RULES FOR THE POST OF CHIEF ADMINISTATIVE OFFICER

1.	Name of the Post	:	Chief Administrative Officer
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3Rs. 15,600 – 39,100 + 7,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 50 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Degree in any discipline of a recognized institute or University. Working Knowledge in computer. ii) 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.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization. Promotion: Administrative Officer/Senior Accounts Officer/Deputy Registrar with 5 regular service in the grade.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least three years of service in the post in the grade pay R.6,600.

3. RECRUITMENT RULES FOR THE POST OF DEPUTY REGISTRAR

1.	Name of the Post	:	Deputy Registrar
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 6,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 45 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Degree in any discipline of a recognized institute or University. Working Knowledge in computers. ii) 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.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization By Promotion: Administrative Officer/Senior Accounts Officer/Deputy Registrar with 5 regular service in the grade.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay R.5,400.

4. RECRUITMENT RULES FOR THE POST OF ADMINISTRATIVE OFFICER

1.	Name of the Post	:	Administrative Officer
2	Number of Post	:	2(two) Administration – 1, Academic -1
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 5,400 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 40 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**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 be given to those who have had experience of working in design or similar institution in an analogous post.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Promotion**: From the grade of Assistant Administrative Officer/Senior Superintendent (Accounts) with five years' experience/ service in the grade pay of Rs.4,600. **Deputation/Absorption**: From analogues posts of ministerial cadre or with 5 years' service in the grade pay of Rs.4,600 in the ministerial cadre.

5. RECRUITMENT RULES FOR THE POST OF ASSISTANT ADMINISTRATIVE OFFICER

1.	Name of the Post	:	Assistant Administrative Officer
2	Number of Post	:	4(Four) (Administration – 3 , Academic -1)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2Rs. 9,300 – 34,800 + 4,600 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Degree from a recognized University ii)Working knowledge in computer **Desirable:** Experience in Administration, Academic, and purchase matters
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Promotion**: From the grade of superintendent with five years experience/service in the grade pay of Rs. 4,200. **Deputation/Absorption**: From analogues posts of ministerial cadre or with 5 years' service in the grade pay of Rs. 4,200 in the ministerial cadre.

6. RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT

1.	Name of the Post	:	Superintendent
2	Number of Post	:	3(three) Administration – 1, Academic – 1 Purchase -1
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300 – 34,800 + 4,200 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Degree from a recognized University ii)Working knowledge in computer **Desirable:** Relevant Experience for the relevant posts in Administration/Academic/Purchase procedures
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment. By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Promotion**: From the grade of Senior Assistant with five years experience /service in the grade pay of Rs.2,800. **Deputation/Absorption**: From analogues posts of ministerial cadre or with 5 years' service in the grade pay of Rs.2,800 in the relevant disciplines of the post to be selected for.

7. RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT (ADMIN/ STUDIO)

1.	Name of the Post	:	Senior Assistant (Admin/Studio)
2	Number of Post	:	6(Six) Administration – 3 Academic –1 Purchase-1 & Studio - 1
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 1 Rs. 9,300 – 34,800 + 2,800 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 30 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Degree from a recognized University ii)Working knowledge in computer **Desirable:** Relevant experience in Administration/Academic, Purchase and studio matters
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment. By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Deputation/Absorption**: From analogues posts of ministerial cadre or with 5years service in the grade pay of Rs.2,400 in the ministerial cadre.. **Promotion**: From the grade of Assistant with five years' experience service in the grade pay of Rs.2,400.

8. RECRUITMENT RULES FOR POST OF ASSISTANT(Admin)

1.	Name of the Post	:	Assistant
2	Number of Post	:	5(five) Administration – 2 Accounts – 2 Library -1
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB- 1 Rs. 9,300 – 34,800 + 2,400 Grade Pay
5	Whether selection post or non selection post	:	Non Selection
6	Age limit for Direct Recruitment	:	Not exceeding 25 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i)Bachelor's degree from a recognized University/Institution ii) Computer Knowledge
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Deputation/Absorption**: From analogues posts of ministerial cadre or with 3 years' service in the grade pay of Rs.2,400 in the ministerial cadre. **Promotion**: From the grade of Assistant with five years' experience service in the grade pay of Rs.2,400.

9. RECRUITMENT RULES FOR THE POST OF HEAD SECURITY SERVICES

1.	Name of the Post	:	Head Security Services
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300 – 34,800 + 4,600 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** Degree from a recognized University **Desirable:** i) Experience in Army/Para Military forces/ House Keeping/Sanitation ii) Diploma in Housekeeping/Sanitation
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By deputation failing which by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Deputation/Absorption**: From analogues posts of or with 5 years service in the grade pay of Rs.4,200 of similar duties.

10. RECRUITMENT RULES FOR THE POST OF WARDEN/ CARE TAKER

1.	Name of the Post	:	Warden / Care Taker
2	Number of Post	:	2(Two) (Gents Hostel – 1, Ladies Hostel – 1)
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB- 1 Rs. 5,200 – 20,200 + 2,800 Grade Pay
5	Whether selection post or non selection post	:	Non-Selection
6	Age limit for Direct Recruitment	:	Not Applicable
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i)Bachelor's degree from a recognized University/Institution ii) Computer Knowledge
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Not applicable

11. RECURITMENT RULES FOR THE POST OF CONTROLLER OF FINANCE AND ACCOUNTS

1.	Name of the Post	:	Controller of Finance and Accounts
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 7,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 50 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i)Master degree in Commerce/ Financial Management from recognized University/ Institution or C.A. or equivalent ii)A minimum of 10 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules **Desirable:** (i) Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post. (ii) Passing the Departmental Accounts examination (iii) Members of the Organized Accounts Cadre of Government of India/ State Government.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay R.6,600.

12. RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTS OFFICER

1.	Name of the Post	:	Senior Accounts Officer
2	Number of Post	:	2(two) (Accounts -1, Finance -1)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs. 15,600 – 39,100 + 5,400 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 40 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i)Master degree in Commerce/Financial Management from recognized University/Institution/C.A or equivalent. ii)A minimum of 5 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules **Desirable:** (i). Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post. (ii) Passing the departmental Accounts examination (iii) Members of the organized accounts cadre of Government of India
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	Be deputation failing which by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the grade pay R.4,600.

13. RECRUITMENT RULES FOR THE POST OF SENIOR SUPERINTENDENT

1.	Name of the Post	:	Senior Superintendent
2	Number of Post	:	2(two) Accounts -1 Finance-1
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2Rs. 9,300 – 34,800 + 4,600 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Degree in Commerce or equivalent from a recognized University ii)Working knowledge in computer **Desirable:** 1.Experience in Finance and accounts matters in Government/Educational Institutions
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which failing Direct Recruitment /Deputation.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Promotion**: From the grade of Senior Assistant of the concerned discipline with five years' experience/ service in the grade pay of Rs.4,200. **Deputation/Absorption**: From analogues posts of Accounts cadre or with 5 years service in the grade pay of Rs.4,200 in the Finance and Accounts cadre as case may be.

14. RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT

1.	Name of the Post	:	Senior Assistant
2	Number of Post	:	1(one) Accounts & Finance
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300 – 34,800 + 4,200 Grade Pay
5	Whether selection post or non selection post	:	Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Degree in Commerce or equivalent from a recognized University ii)Working knowledge in computer **Desirable:** 1.Experience in Finance and accounts matters in Government/Educational Institutions
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Promotion**: From the grade of Assistant with ten years experience/ service in the grade pay of Rs.2,400. **Deputation/Absorption**: From analogues posts of Accounts cadre or with 10 years service in the grade pay of Rs.2,400 in the Accounts cadre.

15. RECRUITMENT RULES FOR THE POST OF HEAD LIBRARIAN/ RESOURCE CENTRE

1.	Name of the Post	:	Head Librarian / Resource Centre
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB-3 R.15,600 – 39,100 + 6,600 Grade Pay
5	Whether selection post or non selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 45 years
7	Period of probation if any	:	2 years
8	Educational qualification	:	**Essential:** i). Degree in Library Science/ Information Science from a recognized University ii). Degree/ Diploma in Computer from a recognized institute iii) Experience in Library Automation and Administration iv) 5years service as Deputy Librarian or equivalent in a recognized institution in the grade pay of Rs.5,400 or with 8 years in grade pay Rs.4,600. **Desirable**: (i) M. Phil/Ph. D in Library Science/ Information Science and Documentation.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	Direct Recruitment failing which by Deputation.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Deputation from analogous post in library or with 5 years of service in the grade pay of Rs.5,400or with 8 years in grade pay Rs.4,600.

16. RECRUIRTMENT RULES FOR THE POST OF SENIOR ASSISTANT LIBRARIAN

1.	Name of the Post	:	Senior Assistant Librarian
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB-2 R.9,300 – 34,800 + 4,600 Grade Pay
5	Whether selection post or non selection post	:	Not Selection
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	2 years
8	Educational qualification	:	**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. (ii) Computer: Degree/Diploma/Knowledge
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification: Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By deputation failing which by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	Deputation/Absorption: From analogous post or with 5 year service in the grade pay of Rs.4,200

17. RECRUITMENT RULES FOR THE POST OF SENIOR LIBRARIY ASSISTANT

1.	Name of the Post	:	Senior Library Assistant
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB-1 R.9,300 – 34,800 + 2,800 Grade Pay
5	Whether selection post or non selection post	:	Not Selection
6	Age limit for Direct Recruitment	:	Not exceeding 30 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	**Essential:** i) Bachelor's Degree in Library science or equivalent from a recognized University **Desirable:** 1.Experience in library administration
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Age: No Educational Qualification : Yes
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Promotion failing which deputation failing both by Direct Recruitment.
11	In case of recruitment by promotion/absorption/deputation, grade from which promotion/absorption/deputation is to be made	:	**Promotion**: From the grade of Assistant with five years experience /service in the grade pay of Rs.2,400 **Deputation/Absorption**: From analogues posts of library cadre or with 5 years service in the grade pay of Rs.2,400 in the library cadre.

Name of Post, Grade Pay and period of deputation.	Age, Experience & Educational qualifications	Qualifying services and other conditions
Principal Designer (Professor) GP 8700	Essential qualifications: Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution. Desirable: Doctorate in Design Age: Should not be more than 55 years. However, the Governing Council may relax the age limit on the specific recommendation of the Director. Experience: Minimum 10 years in relevant field of Design	Promotion failing which by Deputation / Direct Recruitment / Short term contract Promotion: Sr Designer/ Associate Professors in the feeder grade with 5 years of experience. Deputation/ Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) with atleast 5 years' service in the grade pay of Rs. 7600/-. c) With Design background working as Assistant Professor/ equivalent, preferably in design/ fashion technology or similar institutions.

Name of Post, Grade Pay and period of deputation.	Age, Experience & Educational qualifications	Qualifying services and other conditions
Senior Designer (Associate Professor) GP 7600	Essential qualifications: Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution. Desirable: Doctorate in Design Age: Should not be more than 50 years. However, the Governing Council may relax the age limit on the specific recommendation of the Director. Experience: Minimum 10 years in relevant field of Design	Promotion failing which by Deputation / Direct Recruitment /Short term contract Promotion: Assistant Professors in the feeder grade with 5 years of experience, Deputation/Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) with atleast 5 years in the grade pay of Rs.6600/- c) With Design background working as Assistant Professor/ equivalent preferably in design/ fashion technology or similar institutions.

Name of Post, Grade Pay and period of deputation.	Age, Experience & Educational qualifications	Qualifying services and other conditions
Associate Senior Designer (Assistant Professor) GP 6600	Essential qualifications: Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution. Desirable: Doctorate in Design Age: Should not be more than 50 years. Experience: Minimum 7 years in relevant field of Design	Promotion failing which by Deputation / Direct Recruitment /Short term contract Promotion: Designer/Faculty in the feeder grade with 5 years of experience, Deputation/Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) with atleast 5 years in the grade pay of Rs.5400/- c) With Design background working as Assistant Professor/ equivalent, preferably in design/ fashion technology or similar institutions.

Principal Technical Instructor Grade Pay Rs.6600/-	Essential qualifications: Degree/ Diploma in Engineering/ Technology from a recognized University Desirable: Post Graduate Degree/ Diploma in Design Age: Should not be more than 50 years. Experience: Minimum 7 years in relevant field of Technology/ Engineering	Promotion failing which by Deputation / Direct Recruitment /Short term contract Promotion: Senior Technical Instructor in the feeder grade with 5 years of experience, Deputation/ Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) with atleast 5 years in the grade pay of Rs.5400/- c) With Design background working as Senior Technical Instructor/ faculty Associate/ Sr Design Associate/ equivalent, preferably in design/ fashion technology or similar institutions.

Name of Post, Grade Pay and period of deputation.	Age, Experience & Educational qualifications	Qualifying services and other conditions
Senior Technical Instructor Grade Pay Rs.5400/-	Essential qualifications: Degree/ Diploma in Engineering/ Technology Design from the recognized University/ reputed Institution. Desirable: Post Graduate Degree/ Diploma in Design Age: Should not be more than 45 years. Experience: Minimum 5 years in relevant field of Technology/ Engineering.	Promotion failing which by Deputation / Direct Recruitment /Short term contract Deputation/Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) with atleast 5 years in the grade pay of Rs.4800/-. c) With Design background working as Technical Instructor/ Sr. Technical/ Design Assistant/ equivalent, preferably in design/fashion technology or similar institutions.

Name of Post, Grade Pay and period of deputation.	Age, Experience & Educational qualifications	Qualifying services and other conditions
Designer/ Faculty Grade Pay Rs.5400/-	Essential qualifications: Degree/ Diploma in Design from the recognized University/ reputed Institution. Desirable: Post Graduate Degree/Diploma in Design Age: Should not be more than 45 years. Experience: Minimum 5 years in relevant field of Design.	Deputation / Direct Recruitment /Short term contract Deputation/Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) with atleast 5 years as Faculty/ Teaching Associate c) With Design background working as Technical Instructor/ Faculty Associate/ Design Associate/, preferably in design/ fashion technology or similar institutions.

Name of Post, Grade Pay and period of deputation.	Age, Experience & Educational qualifications	Qualifying services and other conditions
Senior Design Instructor Grade Pay Rs.5400/-	Essential qualifications: Degree/ Diploma in Design from a recognized University/ reputed Institution. Desirable: Post Graduate Degree/Diploma in Design Age: Should not be more than 45 years. Experience: Minimum 5 years in relevant field of Design.	Deputation / Direct Recruitment /Short term contract Deputation/Short term contract: a) Holding Analogous Posts on regular basis in parent cadre or department. b) with atleast 5 years in the grade pay of Rs.4800/-. c) With Design background working as Technical Instructor/ Design Associate/ Sr Design Assistant, preferably in design/ fashion technology or similar institutions.

	Sanctioned Post Reference No.		C-1
1.	Name of the Post	:	Associate Senior Technical Instructor
2	Number of Posts	:	2 (Two)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300/ - Rs. 34,800 +4600 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: A Degree or Diploma in the relevant subject from a recognised institution. Work Experience: Four years in case of Degree holder or six years in case of Diploma holder in the relevant field. Desirable Should be able to converse in English. Working knowledge of relevant software.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization..
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with two years of service in the post in the grade pay Rs.2800/Rs.4200

	Sanctioned Post Reference No.		C-2
1.	Name of the Post	:	Associate Sr. Design Instructor
2	Number of Post	:	2 (Two)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300/ - Rs. 34,800 +4600 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: A Degree or Diploma in the relevant discipline/subject from a recognised institution. Experience: Four years in case of Degree holder or six years in case of Diploma holder in the relevant field. <u>Desirable</u> Should be able to converse in English. Working knowledge of relevant software.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization..
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least four years of service in the post in the grade pay Rs.2,800/- or Rs.4200/-

	Sanctioned Post Reference No.		C-3
1.	Name of the Post	:	Design Instructor
2	Number of Post/s	:	2 (Two)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300/ - Rs. 34,800 +4200 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: 3 years Diploma in relevant discipline/area/ subject from a recognised institution. Experience: Four years post qualification in the relevant industry/educational institution, or A Degree in relevant area/ subject from a recognised Institution with two years post qualification experience in the relevant industry/ institution Should be able to converse in English Knowledge of relevant software.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with fouryears of service in the post in the grade pay Rs.2,800/-.

	Sanctioned Post Reference No.		C-4
1.	Name of the Post	:	Technical Instructor
2	Number of Post/s	:	2 (Two)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300/ - Rs. 34,800 +4200 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: 3 years Diploma in relevant area/ subject from a recognised institution. Experience: Four years post qualification in the relevant industry/educational institution or A Degree in relevant area/ subject from a recognised Institution with two years post qualification experience in the relevant industry/ institution Should be able to converse in English Knowledge of relevant software.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization..
11	In case of recruitment by deputation, grade from which deputation is to be made	:	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/-

	Sanctioned Post Reference No.		C-5
1.	Name of the Post	:	Sr.Engineer(Land, Building & Maintenance)
2	Number of Post	:	1 (One)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	PB- 3 Rs.15,600 – Rs.39,100) +5400 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: A degree in Civil Engineering from University/Institute of repute Experience: 5years post qualification experience as Assistant Engineer (Civil) in CPWD/PWD or related Government organizations/autonomous bodies/PSUs/reputed private industries. Desirable: Experience of campus/ estate management in large residential educational institute.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization..
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay Rs.4,200./Rs.4600.

	Sanctioned Post Reference No.		C-6
1.	Name of the Post	:	Deputy Engineer (Electrical)
2	Number of Post	:	1 (One)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300/ - Rs. 34,800 +4600 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: 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 organisations/autonomous bodies/PSUs/ reputed private industries. Desirable: Experience of campus/ estate management in large residential educational institute.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least four years of service in the post in the grade pay Rs.2,800/- or Rs.4200/-

	Sanctioned Post Reference No.		C-7
1.	Name of the Post	:	Assistant Engineer (Civil)
2	Number of Post	:	1 (One)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300/ - Rs. 34,800 +4600 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: A degree in Civil Engineering from University/Institute of repute Experience: 3 years post qualification experience as Assistant Engineer (Civil) in CPWD/PWD or Gov. organisation/autonomous bodies/PSU/ reputed private industries. Or Diploma in Civil Engineering from an Institute recognised by Government 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.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least four years of service in the post in the grade pay Rs.2,800/- or Rs.4200/-

	Sanctioned Post Reference No.		C-8
1.	Name of the Post	:	Asst. Engineer – IT
2	Number of Post/s	:	2 (Two)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	PB- 2 Rs. 9,300/ - Rs. 34,800 +4200 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 35 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: Degree in Computer Engineering or equivalent. Experience: Two years post qualification in the industry/academic institution in the relevant field Desirable: Post Graduation Diploma in Networking
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment/Promotion/Deputation as considered suitable by Director of the Institute. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization..
11	In case of recruitment by deputation, grade from which deputation is to be made	:	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/-

	Sanctioned Post Reference No.		C-9
1.	Name of the Post	:	Supervisor (Electrical)
2	Number of Post	:	1 (One)
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB- 1 Rs. 5,200/ - Rs. 20,200 +2800 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 30 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: SSC with ITI electrical trade from a recognised institution. Experience: Minimum four years post qualification in erection, running, maintenance of electrical appliances and installations including UG cables. Should possess Electrical supervisory /Wiremen license issued by competent Authority. Or A Diploma in Electrical Engineering from a recognised institution with 2 years post qualification experience in the relevant field. Should possess Electrical Supervisory/Wiremen license issued by Competent Authority.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment only.
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Not applicable

	Sanctioned Post Reference No.		C-10
1.	Name of the Post	:	Technical Assistant
2	Number of Post	:	3 (Three)
3	Classification of Post	:	Group 'C'
4	Scale of Pay	:	PB- 1 Rs. 5200/ - Rs. 20,200 +2800 Grade Pay
5	Whether selection post or non-selection post	:	Not Applicable
6	Age limit for Direct Recruitment	:	Not exceeding 30 years
7	Period of probation if any	:	Two years
8	Educational qualification	:	Essential: SSC with ITI in relevant trade from a recognised institution. Experience: Minimum Four years post qualification in the industry in the relevant field. Or A Diploma in relevant engineering field from a recognised institution with two years post qualification experience in industry in the relevant field.
9	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotion	:	Not Applicable
10	Method of recruitment, whether by direct recruitment or by promotion or by absorption/deputation and percentage of post to be filled by various methods	:	By Direct Recruitment only.
11	In case of recruitment by deputation, grade from which deputation is to be made	:	Not applicable