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)

Ref no : NIDMP/HR/Rectt.-Admn/01/2021/14   Dated: 18.06.2021

Subject: Instructions to the Eligible/Provisionally Eligible candidates for the position of Superintendent in NID Madhya Pradesh

Dear Candidate,

Greetings from the National Institute of Design, Madhya Pradesh (NID MP)!

2.   With reference to your application for the above post, you have been provisionally shortlisted for the recruitment process subject to producing relevant certificates/ testimonials at the time of selection process.

3. You are required to offer your willingness to appear for the recruitment process to be held on 07.07.2021 at 9.30 AM at National Institute of Design, MP through a "Google Form", link shared in the mail, latest by 25.06.2021 till 5.00 PM. The response after 25.06.2021 will not be considered.

4. Please note that only those candidates, who offer their willingness for appearing in the recruitment process by filling up and submitting the above said Google Form shall be able to download the Admit Card for appearing in the subject exam. The Admit Card can be downloaded from 27 Jun 21 onwards by visiting https://nidmp.ac.in/recruitment_admin.php and entering details of the post applied for, candidate application number and the D.O.B. The Candidates, who offer negative response or no response to the subject form, will not be allowed to participate in the recruitment process. No request in this regard will be entertained.

5. The willing candidates are requested to reach the NID MP campus latest by 9.00 AM on the examination day, i.e., 07.07.2021. No candidate will be allowed to enter the campus after 9.15 AM. The written test shall be conducted from 9.30 AM onwards on 07.07.2021 at the National Institute of Design, Madhya Pradesh, Acharpura, Eint Khedi, Post Arwaliya, Bhopal (MP) – 462038.

6. The result of the OMR based written test shall be announced by about 2:00 PM (tentatively) on the same day. Those candidates, who are shortlisted for Skill Test, shall undergo the document verification process. Subject to the successful document verification, the shortlisted candidates will be required to appear for Skill Test on the same day, tentatively from 3:45 PM onwards. The pattern of the skill test has already been notified on the Institute's web portal on 18.03.2021. It is advised that the candidates plan their departure not before 7:30 PM from the NID MP campus, on the day of exam.

7. The candidates shall observe the following COVID 19 related precautions while visiting the campus for the recruitment process:

(i) Candidates are required to follow the rules, regulations and guidelines of NID MP; Local Authorities, State Government and Government of India especially related to COVID-19 as issued from time to time.

(ii) Candidates should mandatorily submit self-declaration about COVID negative status of self and family at the gate, failing which he/ she will not be permitted to enter the NID MP campus.

(iii) Candidates should maintain social distancing while commuting to and from the NID MP campus and from the time of entry till the exit from the campus.

(iv) Candidates are required to remain in the area earmarked for them. They are not allowed to move around anywhere else in the campus.

(v) Candidates should carry a hand-sanitizer of up to 50 ml in a transparent bottle, face mask, gloves and water in a transparent bottle for personal use.

(vi) Candidates should not share personal items like masks, gloves, water bottles etc.

(vii) It is mandatory to wear a face mask properly at all times, while on campus.

(viii) Spitting in the open is strictly prohibited.

(ix) It is mandatory to undergo thermal scanning before entering NID MP campus.

(x) Candidates with high temperature or other symptoms of COVID-19 will not be permitted to enter the NID MP campus and participate in the recruitment process.

(xi) Candidates should wash hands/ use hand sanitizer before entering the examination hall.

(xii) Candidates should follow social distancing norms at all times in the campus.

(xiii) Candidates under the following category will not be permitted to enter the NID MP campus:
   a) diagnosed with and/or undergoing treatment for COVID-19.
   b) have been in close proximity and/or personal contact with someone with a confirmed diagnosis of COVID-19
   c) Aarogya Setu App status other than Low Risk/ Safe.

      d) having flu-like symptoms in the last fourteen days, including fever, chills, cough, sore throat, shortness of breath, loss of smell/taste or any other symptom related to COVID-19.

      e) have not been under fourteen day's home/ institutional quarantine or centralized observations demanded by government and healthcare authorities on the examination day.

      f) staying in the containment zone.

(xiv) Candidates should avoid speaking face to face as far as possible, if any candidate does so, it will be at his/her own risk.

(xv) Candidates should avoid using lifts and avoid touching or leaning to handrails, walls etc.

(xvi) Installation & use of Aarogya Setu App is mandatory.

8. You are also requested to bring along a set of self-attested photocopies of the following documents (as applicable), along with **original certificates** (originals will be returned after verification):

(i) Date of Birth Certificate

(ii) Marksheets and Certificates in support of the prescribed educational qualifications.

(iii) Experience Certificates, as mentioned in your application for the post (clearly indicating designation, from (date), to (date), pay details etc. Offer of Appointment shall not be accepted as proof since the duration of service etc can't be ascertained).

(iv) Caste/ category certificate i.e SC, ST, OBC, EWS, PwD, ESM etc. if applicable

(v) Certificate in support of age-relaxation.

(vi) No Objection Certificate from the present department, if working in Govt organisations/ Autonomous Bodies/ PSUs etc.

(vii) Copies of Annual Performance Appraisal Report (APAR)/ACRs of last five years from your employer, in case of deputation candidates.

(viii) Last Salary drawn Certificate

(ix) Detailed Curriculum Vitae

9. Failure to produce the original and prescribed documents in support of eligibility criteria for the post at any stage shall debar the candidate for appearance in the recruitment process for the post. No representation shall be entertained in this regard.
10. Candidates are instructed to visit the Institute's web portal for all further updates.

Yours sincerely,

Sd/-
Chief Administrative Officer