



राष्ट्रीय डिज़ाइन संस्थान  
National Institute of Design  
मध्यप्रदेश Madhya Pradesh

(An Autonomous Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Ref. No. E-1488/NIDMP/1-50(08)/Rectt.-Admin/2025

Date: 21.05.2025

### **Notification No. 07/2025**

**Subject: - Syllabus for Written Exam and Skill Test for Administrative Posts.**

1. Reference is made to the advertisement no. NIDMP/1-70/(14) Rectt.-Admin/2025 dated 01.04.2025 for administrative positions uploaded on NID MP website & published in national dailies and Employment News, regarding recruitment to various administrative posts on deputation/ contract basis.
2. Candidates who have applied for various administrative posts in response to the above cited advertisement by submitting online application are requested to note syllabus as furnished below for written exam and skill test, as applicable:

S. No.	Post	Broad syllabus for written test	Skill Proficiency Test
1.	Administrative Officer	Knowledge on the procedures of Academic Governance, all matters related to academic and student affairs, examination, admission, online/offline counselling, course curriculum design, course delivery, assessment, evaluation, award of grades, all academic matters related faculty/technical staff, award of degrees, convocation, placement, internship, credit assessment, credit evaluation, students code of conduct, digital learning, NEP 2020, discipline allotment, course time-table, academic manual, alumni matters, student fee matters, admission brochure preparation, student/faculty orientation, scholarships of students, accreditation and rankings, FRRO, International admissions, International collaborations, collaborations with industry, consultancy and contract	Not applicable.



		<p>research projects administration/ management, Mess/Hostel management, conference/symposia/ workshop/ seminars management/ administration, coordination with Faculty/Students/Industry.</p> <p>Basic rules of Establishment &amp; Administration matters related to an Institute/ University System, RTI Act, DoPT Rules related to General Administration and Language proficiency in English, Quantitative Aptitude.</p>	
2.	Senior Accounts Officer	<p>Finance &amp; Accounts matters related to an Institute/ University System, DoPT Rules on service matters, MoF rules, General Financial Rules, Online procurement related matters (Central Public Procurement Portal (CPPP, Government E-Marketplace (GeM)), Knowledge of cash book, Balance sheet, Logbook, Establishment check, Knowledge of Income Tax rules, GST TDS, TAN, PAN and E-filing of ITRs, Knowledge of Tendering / E-Tendering / Global Tendering processes, Knowledge of Foreign equipment purchase/payment procedure, Maintenance of Accounts through Computerized and its compliances, Budget and Annual Action, SFC/EFC Plan, Annual Accounts Preparation, GIA and its utilization norms in Government Institutions/organisations Labour laws, Service matters, RTI Act, NPS - New Pension Scheme, Delegation of financial powers, Accountancy including Cost Accountancy &amp; Financial Management, PFMS, Finalization of annual accounts, Taxation including Income Tax and GST, Companies Act, Audit, ERT-System Audit etc as relevant for Job profile of the post. Language proficiency in English, Quantitative Aptitude.</p>	Not applicable.
3.	Senior Assistant Librarian	<p>Language proficiency in English, Quantitative Aptitude, Principles of Library Management, Library Building and Resources Management, Library Automation &amp; Digitization, Application of</p>	Computer based Skill Test to Assess candidate's drafting,





		ICT in Libraries, Library Services, Web based & Emerging Technologies in Libraries, Digitization & Preservation, Open-Source Software and its application, Research Methods and Statistical Techniques etc. as relevant for Job profile of the post.	conceptualising and other domain specific Knowledge and Skills (refer Para 3(vi) below for pattern of Skill Test).
4.	Senior Superintendent (Accounts)	Language proficiency in English, Quantitative Aptitude, Awareness of finance and accounts procedures in an educational institution, Accountancy including Cost Accountancy & Financial Management, Finalization of annual accounts, Taxation including Income Tax and GST, Companies Act, Internal Audit etc as relevant for Job profile of the post.	Computer based Skill Test to Assess candidate's drafting, conceptualising and other domain specific Knowledge and Skills (refer Para 3(vi) below for pattern of Skill Test).
5.	Assistant Administrative Officer	Language proficiency in English, Quantitative Aptitude, Awareness of central Govt office procedure; Awareness of functioning of educational institutions, NEP 2020, NPS, Higher education system in India, Reservation and Concessions for SC, ST, OBC, PwD, EWS etc.; Right to Information Act 2005, Procurement procedure, Estate matters and administration matters etc as relevant for Job profile of the post.	Computer based Skill Test to Assess candidate's drafting, conceptualising and other domain specific Knowledge and Skills (refer Para 3(vi) below for pattern of Skill Test).
6.	Superintendent	Language proficiency in English, Quantitative Aptitude, Awareness of central Govt office procedure; Awareness of functioning of educational institutions, NEP 2020, NPS, Higher education system in India, Reservation and Concessions for SC, ST, OBC, PwD, EWS etc.; Right to Information Act 2005, Basic rules of Establishment & Administration matters related to an Institute/University System as relevant for Job profile of the post.	Computer based Skill Test to Assess candidate's drafting, conceptualising and other domain specific Knowledge and Skills (refer Para 3(vi) below for pattern of Skill Test).



			for pattern of Skill Test).
7.	Senior Assistant (Admin/Studio)	Language proficiency in English, Quantitative Aptitude, General Awareness, Concepts of IT, Windows OS: MS-Office, Word, Excel, PowerPoint etc, Awareness of central Govt office procedures; Awareness of functioning of educational institutions, Basic rules of Establishment & Administration matters related to an Institute/University System as relevant for Job profile of the post.	Computer based Skill Test to Assess candidate's drafting, conceptualising and other domain specific Knowledge and Skills (refer Para 3(vi) below for pattern of Skill Test).
8.	Assistant (Accounts/Adm/Library)	Language proficiency in English, Quantitative Aptitude, General Awareness, Concepts of IT, Windows OS: MS-Office, Word, Excel, PowerPoint etc, Awareness of central Govt office procedures; Awareness of functioning of educational institutions, Basic rules of Establishment & Administration matters related to an Institute/University System as relevant for Job profile of the post.	Computer based Skill Test to Assess candidate's drafting, conceptualising and other domain specific Knowledge and Skills (refer Para 3(vi) below for pattern of Skill Test).

**3. Mode of Selection:** The Mode of Selection may be kept be as follows:-

(i) Eligible candidates for Group A positions may be called for a two staged selection process. The Screening test (First Stage) shall be subject/job profile specific written examination (descriptive + objective). Based on the performance in the written examination, top 10 candidates shall be shortlisted for the interview process, subject to their successful document verification.

(ii) Final selection on Group A positions may be made based on weightage of performance in the written examination and interview in a ratio of 60:40 (60% weightage for written examination and 40% weightage for interview).

(iii) The interview assessment format is appended below for information of candidates:



Domain knowledge/skills relevant to the post (Max Marks-10)	Professional experience current roles and responsibilities (Max Marks-10)	Communication skills, leadership qualities (Max Marks-10)	Personality adaptability etc. (Max Marks-10)	Total marks (Max Marks-40)
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(iv) Eligible candidates for Group B positions shall be called for the competitive OMR based MCQ written examination for a duration of 90 Minutes carrying 100 marks, with one mark for each correct answer and negative marking of 0.25 marks for each wrong answer, Unattempted question will be awarded zero marks, as per pattern of examination given below.

(v) Final selection on Group B positions may be made based on performance in written examination, subject to successfully qualifying the Documents Verification Process and on passing the subsequent 'Skill Test'. Candidates are to note that the top ten candidates for each post, based on their performance in the written examination, shall only be eligible to appear for the Skill Test, subject to their successful document verification. In cases where there is more than 01 vacancy notified for any particular Gp B post, the number of shortlisted candidates based on written examination, in such cases shall be increased by 05 additional candidates for each additional vacancy.

(vi) Computer based Skill Test for Group B Post shall carry for maximum of 50 marks and shall be qualifying in nature with a minimum overall score of 45% as qualifying criteria. Any candidate declared not qualified in Skill Test will not be eligible in Skill Test will not be eligible for further recruitment process irrespective of his/her marks obtained in written examination. The pattern of skill test will be as follows:-

- (a) MS- Word (40 Marks)
- (b) MS- Excel (10 Marks)

(vii) The duration of the skill test will be 60 minutes.

4. The Schedule of Written Examination, Skill Test, and Interview (as applicable) shall be uploaded on Institute website in due course.

5. Pattern of Written Examination is given below:

Post Name	Pattern of Question Paper as per notified syllabus
Senior Superintendent	English: - 10 MCQ of one mark each



(Accounts)	General Awareness: - 10 MCQ of one mark each Quantitative aptitude:- 10 MCQ of one mark each Job Profile/Subject related:- 70 MCQ of one mark each based on notified syllabus of the examination
Assistant Administrative Officer	English:- 10 MCQ of one mark each General Awareness:- 10 MCQ of one mark each Quantitative aptitude:- 10 MCQ of one mark each Job Profile/Subject related:- 70 MCQ of one mark each based on notified syllabus of the examination
Senior Assistant Librarian	English:- 10 MCQ of one mark each General Awareness:- 10 MCQ of one mark each Quantitative aptitude:- 10 MCQ of one mark each Job Profile/Subject related:- 70 MCQ of one mark each based on notified syllabus of the examination
Superintendent	English:- 10 MCQ of one mark each General Awareness:- 10 MCQ of one mark each Quantitative aptitude:- 10 MCQ of one mark each Job Profile/Subject related:- 70 MCQ of one mark each based on notified syllabus of the examination
Senior Assistant (Admin/Studio)	English:- 10 MCQ of one mark each General Awareness:- 10 MCQ of one mark each Quantitative aptitude:- 10 MCQ of one mark each Job Profile/Subject related:- 70 MCQ of one mark each based on notified syllabus of the examination
Assistant (Accounts/Adm/Library)	English:- 10 MCQ of one mark each General Awareness:- 10 MCQ of one mark each Quantitative aptitude:- 10 MCQ of one mark each Job Profile/Subject related:- 70 MCQ of one mark each based on notified syllabus of the examination
Senior Account Officer	Written Examination as per notified syllabus of the examination (Descriptive + Objective) Total Marks - 100, Exam Duration - 2 hrs
Administrative Officer	English:- 10 MCQ of one mark each Quantitative aptitude:- 10 MCQ of one mark each Job specific: 20 questions 'filling the blanks' type, one mark each Job Specific Descriptive: 06 descriptive question carrying 10 marks each as per the notified syllabus of the examination.

**6. Resolution of Tie Cases:** In the event of tie in scores of candidates in the Written Examination, merit will be decided by applying following criteria, one after another, till the tie is resolved:





- (a) Date of birth, with older candidates placed higher.  
(b) An alphabetical order in which the names of the candidates appear.

**7. Minimum qualifying marks in the Written Examination:** Minimum qualifying marks in written Examination for further shortlisting for the recruitment process shall be as follows:

7.1 UR: 30%

7.2 OBC/EWS: 25%

7.3 Others: 20%

Relaxed qualifying marks as stated at 7.2 and 7.3 above shall be applicable only in case the posts are advertised for the respective category and not against the posts advertised for UR category.

8. Any further changes/updates shall be made available only on the Institute website. Candidates are advised to keep on checking the Institute's website for any updates.



  
Chief Administrative Officer (Offg.)

Copy to:-

1. PA to Director, NID MP
2. AO, NID MP
3. Assistant Engineer (IT) - for uploading this notification on the official website of NID MP for information of the applicants.
4. Office copy.