

National Institute of Design, Madhya Pradesh

Acharpura, Eint Khedi, Post Arwaliya, Bhopal M.P. 462038

Recruitment to the Post of Chief Administrative Officer **(On Deputation Basis)**

Notification No: - NIDMP/1-70/(15) Rectt.- Admin/2025 dated 04.07.2025

Sl. No.	Name of Post	Pay Level	Vacancy	Total
1.	Chief Administrative Officer	On Deputation – Pay Level - 12 of the Pay Matrix of 7th CPC	On Deputation basis	01 (On Deputation vacancy basis)
Total Posts				01

Note: -

1- Method of recruitment for post i.e. Deputation - D (for the appointment on Deputation basis will be initially up to 09.03.2028, further extendable for two more years. The other terms and conditions of the deputation including Pay & Allowances, shall be regulated as per the DoPT OM No 6/8/2009-Est (pay-II), dated 17.06.2010). However, a candidate engaged on a deputation basis will not confer any right to claim absorption in regular establishment of the Institute.)

2. For other details regarding general information and application proforma please visit our website www.nidmp.ac.in .

3. Interested persons may download and fill up the application proforma, available on NID MP website www.nidmp.ac.in and attach copies of all educational qualifications, experience, Salary certificate, Vigilance Clearance, etc. (as applicable), paste passport size photograph, sign the application and should send their applications in the attach format for the post to this office in a sealed envelope clearly super scribed as **“APPLICATION FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER”** by **Registered Post/Speed Post Only**:

**The Administrative Officer,
Establishment Section,
National Institute of Design, Madhya Pradesh
Village- Acharpura, Eint Khedi, Bhopal
Distt. - Bhopal, State -Madhya Pradesh, Pin- 462038**

4. Last date for receipt of hard copy of the applications through proper channel and complete in all respects at NID MP shall be **03.09.2025**.

CHIEF ADMINISTRATIVE OFFICER (Officiating)

I. Essential/ Desirable Qualification, Age and Experience:

(1) Essential/ Desirable qualifications, age and experience for the above posts are as per Recruitment Rules for Administration Staff in NID MP, available at **ANNEXURE-I**. Formats of various certificate are given in the application form.

(2) The educational qualifications as mentioned in this advertisement must be acquired from the university/institution recognized/approved by the UGC/AICTE or the Institutions/University established by the Central/State Government.

(3) The Experience required for the post(s) would only be reckoned from the date of acquiring essential qualification as mentioned in this advertisement. The Experience acquired during pursuing higher qualification shall not be considered/ reckoned for calculation of total minimum experience required for the post applied for.

II. Age Limit/Relaxation:

(1) The maximum age limit for the said post is 56 years as on last date mentioned for receipt of application.

(2) Age limit and other eligibility conditions for all the positions shall be determined on the last date of submission of the application notified.

(3) Date of birth shall be considered as indicated in SSC/Secondary School Leaving Certificate. In cases where D.O.B. is not stated in these certificates, any other certificate issued by Govt/State Government shall be considered. No subsequent request for change shall be entertained under any circumstances.

(4) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 03.09.2025, i.e. the last date of receipt of offline applications under this advertisement. **Even in case of extension of last date for receipt of application, the relevant date for determining all eligibility criteria will be 03.09.2025.**

III. Application Fee:

No fee is required to be paid by candidates applying on Deputation.

IV. Important instructions other General Terms & Conditions:

(1) Candidates possessing requisite qualifications and relevant experience may apply by filling in the prescribed offline application format against of the post as on the last date for receipt of applications i.e., 03.09.2025.

(2) The post shall be filled on Deputation basis from the eligible applicants from Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization from the eligible candidates.

(3) Candidates are also required to attach self-attested photocopies of the experience certificate(s), educational documents along with Caste Certificate, if applicable, and Identity Proof at the time of applying. Shortlisted candidates shall be required to carry the originals of the same with a set of self-

attested copies at the time of written test/interview. Non-production of original document(s) of any of the requisite documents will render the candidate ineligible for appearing in the selection process. In case the candidate is not fulfilling the criteria at the time of '**Document Verification**', he/she will not be allowed to appear in the further selection process.

(4) The Candidates are mandatorily required to send the hard copy of print-out of offline application form submitted along with Annexure-II thereof, duly endorsed and complete in all aspects by the cadre controlling authority/Parent Employer, No Objection Certification, attested copies of up-to-date ACR/APARS of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during last ten years through registered/speed post on the address given below, failing which the application shall not be considered for further processing. The name of the post must be super-scribed "APPLICATION FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER)" on the envelope and the same may be submitted along with all relevant documents as mentioned above through registered/ speed post only.

(5) The appointment on Deputation will be initially upto 09.03.2028, extendable for another period of up to two years (as per the terms and conditions of the subject advertisement, solely as per the requirement of NID MP). The other terms and conditions of the Deputation including Pay & Allowances, shall be regulated as per the DoPT OM No 6/8/2009-Est (pay-II), dated 17.06.2010 as amended from time to time and other relevant instructions of the Govt. of India/DoPT. However, the candidate will not confer any right to claim absorption in regular establishment of the Institute.

(6) Incomplete applications, where the supporting documents related to qualification and experience are insufficient or not as per format, shall be outrightly rejected.

(7) Degrees etc. in support of educational qualifications should have been awarded by a recognized University/ Institute from Central/State Government regulatory bodies like UGC, AICTE etc.

(8) Experience Certificate especially from private employer (if any) must mention (i) Designation, (ii) Nature of works performed, (iii) Duration of the employment, (iv) Pay particulars (v) Nature of Employment (Regular/ Contractual) and all other work experience related details which candidate has claimed in his/her application. Any experience gained during full-time education will not be counted as professional experience.

(9) Applications received other than the mode(s) specified above or those received after due dates/incomplete applications shall be outrightly rejected. No correspondence will be entertained in this regard.

(10) Mere eligibility will not entitle any candidate for being called for recruitment process. 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.

(11) NID MP reserves the right to restrict number of candidates to be called for selection process/Interview by short-listing the applications based on higher benchmarks or criteria as may be decided by the Institute. 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, desirable qualifications/experience etc.

(12) Candidates will be allowed to appear in the recruitment/selection process on the basis of the information/documents furnished by them in their application form. They are, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the candidate is false or the candidate does not fulfil eligibility conditions the candidature of such a candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of Admit Card for the selection process will not confer any right for appointment.

(13) NID MP reserves the right to reject or accept the candidature of any candidate at any stage. The Institute reserves the right to cancel/ restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.

(14) NID MP reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage. The Institute reserves the right not to fill the posts herein advertised in case of non-availability of suitable candidate(s).

(15) In case of any inadvertent mistake/error in the process of recruitment which may be detected at any stage even after the issue of offer of appointment, NID MP reserves the right to withdraw/ cancel/ modify any communication made to the candidate.

(16) In case after appointment, any information given/declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

(17) Candidates must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining NID MP service as per the Government of India norms.

(18) All information submitted in the application will be verified with original documents at the time of verification of documents. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process.

(19) All modification/amendment shall be displayed on NID MP official website only at www.nidmp.ac.in under the careers section. Therefore, candidates are requested to check the website for modifications/amendment, if any, before appearing for the selection process.

(20) Once applied, the applicants are advised to check the NID MP official website as well as their own registered e-mail regularly for any updates. Any Corrigendum/Addendum/Notification pertaining to this recruitment advertisement shall be published on NID MP official website only.

(21) All the appointments are for full-time commitment and subject to verification of caste certificates, credentials, academic qualifications, experience, and conduct. During the period of Institute service, if NID MP, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.

(22) The Institute reserves the right to conduct Written Test, Presentation, Interviews etc. (one or more of these methods) as considered appropriate for shortlisting and selection. No TA/DA will be paid for appearing in the Selection Process.

(23) List of eligible/provisionally eligible/shortlisted candidates for participating in the selection process will be displayed only on NID MP website. No separate communication/intimation in this regard shall be made by the Institute.

(24) NID MP will retain data of offline 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.

(25) The Institute will further notify/inform the methodology of the selection process/Interview etc. to the eligible/provisionally eligible/shortlisted candidates.

(26) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Bhopal and courts/ Tribunals/ forums at Bhopal only shall have sole and exclusive jurisdiction to try any such cause/disputes.

(27) All Candidate(s) from Central / State / U.T. Government / Universities / Statutory / Autonomous Bodies / Research institutes / PSU, who are eligible to apply on "Deputation" basis, should also fill the Hard Copy of the Offline Application available on the Institute website in respect to this Advertisement and route their applications through proper channel along with educational and experience certificate together with certificate as at Annexure-II of the Application Form, duly signed by the cadre controlling officer / employer, with attested copies of APAR's of last five years, Vigilance

Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during the period. The attestation of APARs / ACRs should be done by custodian officer of APARs/ ACRs, not below Group A rank. The application, without requisite certificates and APARs shall be outrightly rejected under “Deputation” basis and should send their applications in the attach format for the post to this office in a sealed envelope clearly super scribed as “**APPLICATION FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER**” by Registered Post/Speed Post only.

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(28) Applications sent by any other mode shall not be entertained and no query shall be entertained by the Institute in this regard.

(29) The said physical copies of application forms received after the due date notified shall not be considered. The Institute shall not be responsible for postal delay, if any.

VIII. Documents/ Certificate to be produced at the time of selection process:

(1) Following documents/certificates, in original along with one set of photocopies, are required to be brought at the time of appearing in the selection/document verification process, failing which the candidature will be summarily rejected and candidate will be debarred from participation in the further selection process:

- a) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered.
- b) Higher Secondary / Class XII (or equivalent) board marksheet and passing certificate.
- c) Degree/Diploma Certificate(s), as applicable, along with marksheets pertaining to all the academic years as proof of educational qualification claimed.
- d) Photo identity card (issued by govt. agency).
- e) NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- f) Degree as referred above should have been awarded by a recognized University/ Institute.
- g) Any other relevant documents in support of the entries filled in application form,

Note: Date of birth mentioned in Application form is final. No subsequent request for change of date of birth will be considered or granted. Certificate other than the prescribed formats will not be accepted.

IX. Important Dates:

The applicants may visit the official website www.nidmp.ac.in for detailed advertisement.

The last date for receiving the hard copy of applications at duly complete in all respects, by Registered Post/Speed Post NID MP is 03th September 2025.

X. Checklist:

- (1) Whether all details in offline application form have been filled up correctly?
- (2) Whether recent Passport Size Photograph attached?
- (3) Whether certificates of essential qualification and all mandatory documents attached?
- (4) Whether NOC and endorsement from parent employer, as applicable, attached?
- (5) Whether relevant experience certificate, if applicable, attached?

CHIEF ADMINISTRATIVE OFFICER (Offg)

RECRUITMENT FOR POST OF CHIEF ADMINISTRATIVE OFFICER IN NID MP

1.	Name of Post	:	Chief Administrative Officer
2.	No. of Posts	:	One {On Deputation}
3.	Classification of Post	:	Group A
4.	Age	:	Not exceeding 56 years on Deputation basis
5.	Pay Band	:	Pay Level -12 of the 7 th CPC pay matrix (Rs.78,800-209200)
6.	Educational Qualification/ Experience	:	<p>Essential:</p> <ul style="list-style-type: none"> 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. <p>Eligibility Criteria for Deputation:</p> <p>Officers 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 with pay level 11 or above.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i) 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 institutions in an analogous post