

National Institute of Design, Madhya Pradesh

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

Recruitment for the post of Warden/Caretaker on contract basis at National Institute of Design, Madhya Pradesh

Notification No:- NIDMP/1-70/(18) Rectt.- Admin/2025 dated 16.10.2025

National Institute of Design, Madhya Pradesh (NID MP) is an autonomous Institute of National Importance under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India. The Institute offers a full-time four-year bachelor's programme in Design (B. Des.) with specialization streams of Industrial Design, Communication Design and Textile & Apparel Design with a multi-disciplinary approach to design education.

The Institute invites applications from **eligible Male candidates** for engagement as Warden/Caretaker on **Contract basis** for a total engagement period of 03 (three) years, (initially for a period of one year, extendable further on annual basis as per the requirement of the Institute on a consolidated salary) at its campus located at Bhopal, Madhya Pradesh as per the following details:

Sl. No.	Name of post	No. of post	Pay Level / Details of Pay	Vacancy	Category wise Vacancies				
					SC	ST	OBC	UR	Total
1	Warden/Caretaker	01	Fixed consolidated pay (entire year): Rs. 46136/-	On Contract basis	-	-	01	00	01
	Total	01			00	00	01	00	01

@ Based on First Cell of the Pay Level 5 + DA @ 58% (as on date of advertisement, subject to change as per the applicable rate on the date of joining of the candidate).

1. Eligibility Criteria:

1	Name of Post	Warden/Caretaker
2	Classification	Group – C
3	7 th CPC Pay Matrix	Fixed consolidated pay
4	Age Limit for Direct Recruits	Not exceeding 30 years
5	Education and other qualifications required for direct recruits	Essential: i) Bachelor's degree from a recognized University/ Institution ii) Computer Knowledge. Desirable: i) Experience in managing residential campus hostels of reputed institute/University of professional and higher education.

6	Job Profile (Indicative but not exhaustive)	• Warden shall function under the supervision and directions of the Deputy Registrar and is expected to have good knowledge of tasks and responsibilities in the areas as detailed below: - • Overall management and coordination of Boys Hostel at NID Campus. • Observance of Hostel Rules and Regulations and Instructions issued from time to time with respect to hostel and students discipline affairs. • To ensure student discipline and code of conduct at the hostels • Regular reporting of the discipline issues/ incidents to the Deputy Registrar/. Registrar • Maintaining a register at the hostel reception for students to register their complaints. • Monitoring the timely resolution of maintenance related complaints of the hostels through the maintenance team/estate office. • Take regular rounds of the hostel, carry out surprise visits and ensure the upkeep and serviceability of the hostel facilities. • To ensure that the hostel rooms, hostel sick room, hostel corridors, hostel bathrooms and toilets, surrounding area are cleaned regularly by the House keeping staff. • Upkeep of student records in soft and hard copies, pertaining to their medical insurance policy, emergency contact numbers, home addresses etc. One updated copy of the same should be available with the security guard on-duty at the respective hostel. • Regular follow-ups on student health/well-being and facilitate necessary administrative and logistic support to the unwell/hospitalized students. • Maintenance and upkeep of hostel buildings, hostel assets, hostel inventory and its record-keeping. • Ensuring there is no use of Drugs or Alcohol or any other abusive/prohibited material, in the Hostel/Campus by the students, and that if any such instance is found it must be reported immediately to the Deputy Registrar/Registrar. • Issue and record-keeping of Out-Pass to the students as per the Institute Policy and to ensure that all the hostel residents are in the hostels by stipulated time. • Upkeep of the Hostel Notice Boards with all relevant information/awareness posters, important contact numbers and display of SoPs related to health emergencies, snake-bite, fire incident, guest permission, room allotment, outpass process, leave request, sick room,
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		return and issue of sports equipment, etc. • Upkeep of firefighting equipment/fire alarm, sick room inventory (wheelchair, stretcher, first-aid etc.) and equipment, readiness of hostel sick room etc. with support from Administration. • Ensuring readiness of keys with the Security Guards for emergency exit. • Safe custody of duplicate room keys, Issue and record-keeping of sports equipment, accessories to students. • Monitoring of CCTV footage related to the respective hostel and immediate reporting in case of any unusual findings/observations. • Smooth & swift handling of students related medical/other exigencies and coordination with hospital, parents and Institute authorities. • Assist the Registrar/Deputy Registrar in building a healthy campus culture at NID MP. • Dealing with parents, guardians and guests of students and related hostel matters. • Ensuring that ragging or such undesirable incidents are prevented through prompt and timely action. • To carry out any other tasks as assigned by the Competent Authorities of the Institute
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2. Age Limit/Relaxation:

I. Age Limit/Relaxation:

- (1)) Maximum age limit for the above post is 30 years as on **20.11.2025**.
- (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) Age relaxation for OBC/OBC Ex-Servicemen candidates shall be applicable as per Government of India norms.

Sl. No.	Category	Age Relaxation permissible beyond the Upper age limit only for the reserved post in respective category
(i)	OBC (NCL)	3 years
(ii)	Ex-Servicemen (OBC)	For the Group A posts above, age relaxation of 5 years will be allowed to the ex-serviceman candidates, from Defence Forces (Army, Navy & Air Force), will be allowed, as per rules. For the Group B & C posts above, age relaxation upto the extent of service rendered in Defence Forces (Army, Navy & Air Force) plus 3 years will be allowed, as per rules. The Ex-serviceman candidates will be mandatorily required to produce a certificate that they have been released from the Defence Forces as per the specified format.

- (4) For other categories, the Institute shall follow provisions of age relaxation contained in DoPT O.M. No. 15012/ 2/ 2010 – Estt (D) dated 27.03.2012 regarding consolidated orders on relaxation in upper age limit allowed to various categories of government servants.
- (5) 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.
- (6) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferable age limit etc. shall be considered as on 20.11.2025, 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 20.11.2025.**
- (7) Only date of birth indicated in 10th class Certificate / Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.

3. Application Fee:

Candidates shall be required to make payment of non-refundable application fee of **Rs. 500/- (in the form of Demand Draft from any scheduled bank in favor of “National Institute of Design Madhya Pradesh” payable at Bhopal,** OBC-Ex.-Servicemen candidates are exempted from payment of application fees subject to the condition that these candidates are required to attached valid certificates issued by competent authority to claim fee exemption, otherwise their application will be rejected

4. Mode of Selection: The Mode of Selection, schedule and the syllabus, pattern of the selection test shall be notified on the Institute website subsequently.

5. General Instructions:

(1) The applicant must be a Male citizen of India and preferably below the age as prescribed against as on the last date for receipt of applications i.e., **20.11.2025**.

(2) Candidates applying in response to this advertisement should satisfy themselves regarding their eligibility for the post. They must be fulfilling eligibility criteria as on the last date of submission of applications, failing which their application will be rejected.

(3) NID MP reserves the right to fill or not to fill all the advertised positions and cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.

(4) The recruitment shall be done only on the recommendations of the duly constituted Statutory Selection Committee. The decision of the Appointing Authority shall be final. There shall be no scope of fixing or altering pay outside the Selection Committee.

(5) NID MP will retain data of 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 or the date of Notification to this effect. Thereafter, no query on the subject shall be entertained.

(6) The appointment on a contract basis will be initially for a period of one year, extendable further for 02 years (upto maximum duration of one year at a time and subject to maximum overall engagement period limited to a duration of 03 years,) as per the requirements of the Institute, if the services of the candidate is found to be satisfactory. However, a candidate engaged on contractual basis will not confer any right to claim absorption in regular establishment of the Institute.

(7)) On the day of joining, the consolidated pay for the selected candidates on contract will be fixed based on the applicable rates of Dearness Allowance, as applicable to regular employees of the Institute. The consolidated pay, so fixed, will not be revised upwards during the tenure of initial year. The applicable taxes will be deducted from the monthly payable remuneration.

(8) The selected candidate shall be entitled to casual leave of 08 days in a year on pro-rata basis during the contract period. 02 Restricted Holidays (RH) shall also be allowed. Leave can't be carried forward or accumulated to the next year. No leave encashment for un-availed leave/s is allowed during the contract or on resignation or termination of contract. No other type of leave would be admissible.

(9) The Warden/Caretaker will be required to stay full time in the Institute's hostel. No permission will be granted to a candidate to stay outside the campus during the non-duty hours.

(10) Working hours/days and off will be as per the Institute guidelines/rules and regulations.

(11) No other allowances/ perks or benefits would be admissible except the above.

(12) The Institute can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the individual. The individual can also seek for termination of the contract upon giving one month's notice to the Institute.

(13) The Candidate selected on Contract will only be paid the remuneration specified above, during

the tenure of the contract of initial engagement. Thereafter, a revision in consolidated pay may be considered, as per annual increment and increased dearness allowance for the second and third year, subject to annual performance review and subsequent continuation of contract.

(14) Candidates before applying must ensure that they meet eligibility criteria as stipulated in the advertisement. They will be allowed to appear in the selection process on the basis of the information furnished by them in their application form. In case, it is found at any stage of recruitment process, that the information furnished by the candidate is false or the candidate does not fulfill eligibility conditions, he will be disqualified, his candidature will be cancelled and if selected, engagement may be cancelled forthwith. No correspondence/representation in this regard will be entertained.

(15) Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents attached may be outrightly rejected. No correspondence will be entertained in this regard.

(16) The above post is not identified as suitable for the PWD candidates, given the duties, role and responsibilities attached to the post.

(17) Candidates are required to attach certificates in support of caste/ category, educational qualifications, experience (the experience certificate should clearly state pay details, designation, duration etc.), photograph, signature, CV etc.

(18) Mere fulfilment of eligibility criteria does not guarantee candidates being called for Written/ Skill Test. NID MP reserves the right to restrict number of candidates to be called for Written/ Skill Test by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute.

(19) 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.

(20) Issuance of an admit card for the written test will not confer any right for engagement.

(21) No correspondence will be entertained from candidates not shortlisted for further selection process for the said post.

(22) In case of any inadvertent mistake/error in the process of selection 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.

(23) The Selection Process shall be conducted only at NID MP or as decided by the Institute on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.

(24) No TA/DA will be paid for appearing in the Selection Process.

(25) Institute will not arrange any boarding and lodging facility for the candidates, and they will have to make their own arrangement for attending the Selection Process.

(26) Original documents along with one set of self-attested copies of testimonials/documents will have to be produced on the day of document verification. Non - production of original of any of the requisite documents will render the candidate ineligible for appearing in the Selection Process. In case, it is observed that the candidate is not fulfilling the criteria at the time of documents verification, he will not be allowed to appear in the subsequent Selection Process.

(27) Candidates are advised to visit NID MP website <http://www.nidmp.ac.in> regularly. Any addendum/ corrigendum shall be published only on the Institute website. List of candidates shortlisted for participating in various stages of the selection process such as Written/ Skill Test etc. will be displayed only on NID MP website. No separate communication/ intimation in this regard shall be made by the Institute.

(28) All communications in regard with recruitment will be made by email only. Candidates should check their email including SPAM folder regularly. Name of the shortlisted candidates for Written/ Skill Test will be displayed on NID MP website and intimation shall be sent only to registered e mail id of candidate. No separate intimation will be sent by post. Besides, all information regarding Test schedule etc. will also be provided through NID MP website and registered e-mail id of candidates. No separate communication through post will be sent.

(29) Hence, candidates are advised in their own interest to provide their functional email id and to white-list the e-mail id **career@nidmp.ac.in** so that communications sent from Institute does not end up in spam folder. NID MP will not be responsible for non-receipt of intimation via e-mail due to any technical reason/ problem not attributable to the Institute.

(30) Candidates should not have been convicted by any Court of Law.

(31) The decision of NID MP in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), will be final and binding on the candidates. No enquiry / correspondence will be entertained in this regard.

(32) 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 will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

(33) Helpline e-mail ID for queries related to form submission is: career@nidmp.ac.in

(34) 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.

(35) All the engagements are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. 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 can also be initiated as per Government of India /Institute Rules.

(36) 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 the post at any stage.

(37) The Institute reserves the right, not to fill the post herein advertised in case of non-availability of suitable candidates.

(38) Photographs: One recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the candidate without cap, scarf and sunglasses should be pasted while filling the application form. Identical extra colour passport size photograph as pasted on the application Form should be kept for providing the same at the time of verification or as required by NID MP. Candidates may note that Institute may reject the candidature at any stage for attaching old/ unclear photograph on the application form and actual physical appearance of the candidate.

(39) No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with year wise mark sheets. Only a grade card/ mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the candidate is eligible for award of degree.

(40) Experience Certificate(s) from employer(s) should mention Pay/ CTC, Nature of Employment, period of employment, designation (Post) and all other work experience related details which candidate has claimed in the candidate's application. Offer of appointment shall not be treated as a proof of experience. It is the responsibility of the candidates to provide conclusive documentary proof(s) in support of experience claimed.

(41) 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.

(42) Action against candidates found guilty of misconduct: Candidates are warned to not to furnish any particulars that are false or to suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document.

(43) Without prejudice to criminal action/ debarment from NID MP recruitment process wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

(i) Making wrong declarations and giving misinterpretation of the facts in the application.

(ii) Involved in malpractices.

(iii) Using unfair means during the Selection Process/Test.

(iv) Obtaining support for his candidature by any means.

(v) Impersonate/Procuring impersonation by any person.

(vi) Submitting fabricated documents/ documents which have been tampered with.

(vii) Making statements which are incorrect or false or suppressing material information.

(viii) Resorting to any other irregular or improper means in connection with his candidature for the examination.

(ix) Candidature can also be cancelled at any stage of the recruitment for any other ground which the NID MP considers to be sufficient cause for cancellation of candidature.

(44) Canvassing in any manner will entail disqualification of the candidature.

(45) Candidates not eligible for the post mentioned in the above advertisement shall be disqualified. Screening of applications will be done on the basis of criteria mentioned in the advertisement only.

(46) The crucial date for determining the age limit and post qualification experience shall be the closing date for receipt of application i.e. **20.11.2025**. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

(47) The already employed regular service candidates of Central Govt./Autonomous

Bodies/Statutory Bodies/State Govt. should send their applications through proper channel. Application not forwarded through proper channel shall be rejected.

(48) Only male Candidates should fill up the application in the prescribed format (Annexure I) 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 WARDEN/CARETAKER (MALE)” on Contract basis 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

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

(50) 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

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

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

- (i) Matriculation/10th Standard or equivalent certificate indicating date of birth. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School leaving certificate indicating date of Birth or Birth Certificate indicating date of birth will be considered.
- (ii) Higher Secondary / Class XII (or equivalent) board marksheet.
- (iii) Bachelor's Degree along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
- (iv) Documents w.r.t. other qualifications/achievements as stated by the candidate in her application form, where applicable.
- (v) The Other Backward Class/ Ex-servicemen certificate issued by appropriate authority. (If applicable) must be produced in the prescribed proforma **(ANNEXURE-I [A])**.
- (vi) Photo identity card (issued by Govt. agency).
- (vii) NOC and Experience Certificate(s) from the Head(s) of Organization(s), if applicable.
- (viii) Participation certificate in sports and other curricular/extracurricular activities, if applicable.
- (ix) Any other relevant documents in support of the entries filled in application form.

7. Important Dates:

The applicants may visit the official website www.nidmp.ac.in for detailed advertisement. **The last date for receiving applications at NID MP is 20th Nov 2025 for all candidates.**

8. Check List:

- (i) Whether all details in application form have been filled up correctly?
- (ii) Whether certificates of essential qualification attached?
- (iii) Whether caste/ category/ Ex-servicemen certificate if applicable, attached?
- (iv) Whether relevant experience certificate(s) attached?
- (v) Whether other relevant documents, as applicable, have been attached?

CAO (Offg), NID MP

ANNEXURE-I [A]

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature_____

Designation_____ \$

Dated:

Seal

*-The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.