



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-1353/NIDMP/1-50(17)/Rectt.-Admin/2025

Date: 10.12.2025

Notification No. 20/2025

Subject: - Syllabus for Written Exam and Skill Test post of Warden/ Caretaker on contract basis.

1. Reference is made to the advertisement no. IDMP/1-70/ (18) Rectt.- Admin/2025 dated 16.10.2025 for the post of Warden / Caretaker uploaded on NID MP website & published in national dailies and Employment News, regarding recruitment to the post of Warden / Caretaker on Contract basis.
2. Candidates who have applied for the above post in response to the above cited advertisement by submitting offline application are requested to note Mode of Selection, Pattern of Written Examination and Broad syllabus for Descriptive test shall be as follows:

(a) **Mode of Selection:** The Mode of Selection shall be as follows: -

- (i) Provisional Eligible/Shortlisted candidates shall be called for a written examination comprising descriptive/objective type questions, with a time duration of 120 minutes (Total – 100 marks).
- (ii) Final selection will be made based on the performance in the written examination subject to qualifying in the Skill Test.
- (iii) The top 10 candidates based on their performance in the written examination shall be eligible to appear for the Skill Test, subject to their qualifying the document verification process.
- (iv) The Skill Test shall be kept for 40 marks, which shall be qualifying in nature with minimum 45% as qualifying criteria. Any candidate declared not qualified in the Skill Test will not be eligible for further recruitment process irrespective of her marks obtained in written examination.
- (v) The Skill Test will be computer based to judge the candidate's skills relevant to the job profile. The pattern of Skill Test will be as follows: -
 - (a) MS-Word (30 Marks) –Drafting of letters/ proposals /reports/note on file/advisories etc.

Handwritten signature

(b) MS-Excel (10 Marks) -- To judge knowledge and skills on MS-Excel (as per level of post)

(c) Duration of the Skill Test will be of 45 minutes.

(b) Pattern of Written Examination is given below

Job Profile/Subject related: - 100 Marks Descriptive/Objective questions based on notified broad syllabus of the examination

(c) Broad syllabus for Descriptive Test:

English Language (Grammar and Comprehension), Overall management and coordination of boys Hostel, Observance of Hostel Rules, Regulations and Instructions, Hostel Management, Students Discipline Affairs, Hostel Complaint Management, Hostel Security Management, Student Interaction, handling medical/other exigencies, Anti-Ragging Measures, Hostel Services Management, Hostel Inventory management, Code of ethics and conduct in Hostel, Prevention of Sexual harassment Act, Student Mess, Mental Health related matters, Anti-narcotics drives for drugs/alcohol use in campus, Physical and Mental Wellness of students, Communication with parents, guardians and guests of students and related hostel matters etc. as relevant to the Job profile of the post.

3. Resolution of Tie Cases: In the event of tie-in scores of candidates in 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) Alphabetical order in which the names of the candidates appear.

4. 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.




Administrative Officer, NID MP

Copy to: -

1. Director, NID MP
2. CAO (Offg), 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.