



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/2026

Date: 10.04.2026

Notification No. 06/2026

Subject: – Syllabus for Written Exam & Skill Test for various Administrative Posts at NID MP.

1. Reference is made to the advertisement no. NIDMP/1-70/ (22) Rectt. - Admin/2026 dated 01.03.2026 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 through the offline application in response to the above-mentioned advertisement are advised to review the syllabus provided below for the written examination and, where applicable, the skill test:

Sl. No.	Name of Post	Broad syllabus for Written Test	Skill Proficiency Test
1.	Administrative Officer	Knowledge of the procedures of Academic Governance, all matters related to academic and student affairs, admission, guidance and counseling, evaluation, award of grades, convocation, placement, internship, students code of conduct, PoSH Act, Anti-Ragging, digital learning, NEP 2020, alumni affairs, scholarships, accreditation and rankings, international admissions, collaborations, t, Mess / Hostel management etc. Basic rules of Establishment & General Administration matters related to an Institute / University System, RTI Act, Rajbhasha, Procurement, GFR Language proficiency in English, Quantitative Aptitude	Not applicable.

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Sl. No.	Name of Post	Broad syllabus for Written Test	Skill Proficiency Test
2.	Senior Accounts Officer	<p>Finance & Accounts matters related to an Institute / University System, DoPT Rules on service matters, MoF rules, General Financial Rules, procurement related matters (Central Public Procurement Portal (CPPP, Government E-Marketplace (GeM) etc.), Cash Book, Balance Sheet, Logbook, Establishment check, Income Tax rules, GST TDS, TAN, PAN and E-filing of ITRs, Tendering / E-Tendering / Global Tendering processes, 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 / organizations, Labour laws, Service matters, RTI Act, NPS - New Pension Scheme, Gratuity, Delegation of financial powers, Accountancy including Cost Accountancy & 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.</p> <p>Language proficiency in English, Quantitative Aptitude, Rajbhasha.</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 & Digitization, Application of 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.</p>	<p>Computer based Skill Test to Assess candidate's drafting, conceptualizing and other domain specific knowledge and skills (refer Para 3(vi) below for pattern of Skill Test).</p>

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Sl. No.	Name of Post	Broad syllabus for Written Test	Skill Proficiency Test
4.	Senior Superintendent (Accounts)	Language proficiency in English, Quantitative Aptitude, Awareness of finance and accounts procedures in an educational institution, Procurement related matters (Central Public Procurement Portal (CPPP, Government E-Marketplace (GeM)), 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, conceptualizing 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, Rajbhasha, Estate matters and administration matters, procurement related matters (Central Public Procurement Portal (CPPP, Government E-Marketplace (GeM)) etc. as relevant for Job profile of the post.	Computer based Skill Test to Assess candidate's drafting, conceptualizing 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 as follows: -

(i) Eligible candidates for Group A positions may be called for a two-stage 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).

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(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 & 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, Un-attempted questions will be awarded zero marks, as per pattern of examination given below at para (5).

(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 Group 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 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. **Exam Schedule:** 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:** The pattern of written examination is given below:

Post Name	Pattern of Question Paper as per notified syllabus
Senior Superintendent (Accounts)	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

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Post Name	Pattern of Question Paper as per notified syllabus
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
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
Senior Account Officer	Written Examination (Descriptive + Objective) Total Marks - 100, Exam Duration - 02 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

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

- Date of birth, with older candidates placed higher.
- Alphabetical order in which the names of the candidates appear.

7. **Minimum qualifying marks in 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.



[Signature]
10/11/2028

Administrative Officer, NID MP

Copy to: -

- Director, NID MP
- CAO (Offg.), NID MP
- Assistant Engineer (IT) - for uploading this notification on the official website of NID MP for information of the applicants.
- Office copy.