

National Institute of Design, Madhya Pradesh

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

Recruitment to Administrative Post

Notification No: - NIDMP/1-70/(27) Rectt.- Admin/2025 dated 21.09.2026

Sl. No.	Name of Post	Pay Level/Consolidated Pay	Vacancy	Total
1.	Controller of Finance and Accounts	On Deputation – Pay Level - 12 of the Pay Matrix of 7th CPC	Deputation	01 (On Deputation vacancy basis)
Total Post				01

Note: -

1- Method of recruitment for post i.e. Deputation - D (for the appointment on Deputation basis will be initially upto 22.09.2027 for the post of CFA. 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). Further, the candidates engaged against the subject recruitment (on Deputation basis) shall not be conferred any right to claim absorption in regular establishment of the Institute.

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

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**” 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**

Last date for receipt of hard copy of the applications at NID MP is **20.11.2026**

CHIEF ADMINISTRATIVE OFFICER

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 at **ANNEXURE II**.

(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 each post shall be as per NID MP Recruitment Rules.

(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) 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.

(4) 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.

(5) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 20.11.2026, 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 20.11.2026.**

III. Application Fee:

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

IV. Important instructions other General Terms & Conditions:

1. The post of Controller of Finance and Accounts advertised herein is to be filled up on Deputation basis. Applications from candidates seeking appointment otherwise than on Deputation basis shall not be considered.
2. The applicant must be a citizen of India and must fulfil all the prescribed eligibility conditions as on the last date of receipt of applications, i.e. 20.11.2026.
3. Candidates applying in response to this advertisement should satisfy themselves regarding their eligibility for the post before submitting their applications. They must fulfil all the prescribed eligibility criteria as on the last date of submission/receipt of applications, failing which their candidature shall be liable to be rejected.
4. Candidates working in private organisations/private sector shall not be eligible to apply for the post, as the post is to be filled on Deputation basis. The post is open only to eligible officers serving in Central Government/State Government/Union Territory Government Departments, Universities, Statutory Bodies, Autonomous Bodies or Research &

Development Organisations, as applicable under the prescribed Recruitment Rules and the terms and conditions of this advertisement.

5. Candidates applying for the post on Deputation basis shall submit their applications through proper channel. The application shall be duly forwarded/endorsed by the Cadre Controlling Authority/Parent Department/Parent Organisation, as applicable.
6. The candidates applying on Deputation basis shall attach the following documents with their applications:
 - (i) No Objection Certificate (NOC) from the Parent Department/Organisation;
 - (ii) Cadre Controlling Authority/Competent Authority endorsement;
 - (iii) Attested copies of up-to-date ACRs/APARs for the last five years;
 - (iv) Vigilance Clearance Certificate;
 - (v) Integrity Certificate;
 - (vi) Statement showing details of major/minor penalties, if any, imposed during the last ten years;
 - (vii) Experience Certificate(s);
 - (viii) Salary/Pay Certificate; and
 - (ix) Copies of educational qualification certificates and other documents in support of the eligibility claimed.
7. Applications received without the required Cadre Controlling Authority/Parent Employer endorsement, NOC, ACR/APARs, Vigilance Clearance, Integrity Certificate, penalty statement or other requisite supporting documents may be summarily rejected. No correspondence shall be entertained in this regard.
8. The appointment on Deputation basis shall initially be for a period of one year, extendable as per the applicable rules/instructions of the Government of India/DoPT and subject to the administrative requirements and approval of the Competent Authority.
9. The terms and conditions of Deputation, including Pay and Allowances, shall be regulated in accordance with DoPT O.M. No. 6/8/2009-Estt. (Pay-II), dated 17.06.2010, as amended from time to time, and other applicable instructions of the Government of India/DoPT.
10. The officer appointed on Deputation shall not have any right to claim absorption in the regular establishment of NID Madhya Pradesh.
11. NID MP reserves the right to fill or not to fill the advertised post and to cancel the advertisement, in whole or in part, without assigning any reason, subject to applicable rules. The decision of the Competent Authority in this regard shall be final.
12. NID MP reserves the right to modify, increase or decrease the number of advertised vacancies, if required.
13. The recruitment/selection shall be made on the recommendations of the duly constituted Selection Committee, as applicable. The decision of the Appointing Authority shall be final, subject to applicable rules.
14. Candidates must ensure that all information furnished by them in the application form is correct and supported by documentary evidence. If, at any stage, any information furnished by a candidate is found to be false, incorrect or misleading, or if the candidate is

found not to fulfil the prescribed eligibility conditions, the candidature shall be liable to be cancelled and, if appointed, the appointment may be terminated.

15. Applications which are not in the prescribed format, are incomplete, incorrectly filled or are not accompanied by the requisite supporting documents may be summarily rejected. No correspondence shall be entertained in this regard.
16. Candidates are required to attach all applicable certificates/documents in support of their educational qualifications, experience, pay, NOC, Vigilance Clearance, Integrity Certificate, ACR/APARs and other claims made in the application.
17. Mere fulfilment of eligibility criteria does not confer any right upon a candidate to be called for selection/interview. NID MP reserves the right to shortlist eligible candidates based on the prescribed criteria and/or a higher benchmark, if considered necessary.
18. NID MP reserves the right to reject or accept the candidature of any candidate at any stage and to cancel, restrict, enlarge, modify or alter the recruitment/selection process, if required.
19. Issuance of any call letter/admit card/communication for the selection process shall not confer any right upon the candidate for appointment.
20. The selection process shall be conducted at NID MP Campus, Bhopal, or at such other place as may be decided by the Institute. No request for change of venue/date shall ordinarily be entertained.
21. No TA/DA shall be payable for appearing in the selection process, unless specifically provided under applicable rules.
22. Candidates appearing for the selection process shall make their own arrangements for boarding and lodging.
23. Candidates shall produce their original documents along with one set of self-attested photocopies at the time of document verification/selection process. Failure to produce the requisite original documents may render the candidate ineligible for further participation in the selection process.
24. Candidates are advised to visit the official NID MP website www.nidmp.ac.in regularly. Any addendum/corrigendum/notice relating to this recruitment shall be published on the Institute website.
25. All recruitment-related communications shall ordinarily be made through e-mail and/or the Institute website. Candidates should regularly check their registered e-mail, including the SPAM/JUNK folder.
26. Candidates are advised to provide a functional e-mail ID and to whitelist the official recruitment e-mail ID career@nidmp.ac.in.
27. Candidates should not have been convicted by any Court of Law.
28. The decision of NID MP in all matters relating to eligibility, acceptance/rejection of applications, selection process and conduct of recruitment shall be final and binding, subject to applicable rules and law.
29. If, after appointment, any information/declaration furnished by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to the appointment, the candidate shall be liable for termination/removal from service and such other action as may be considered appropriate by the Competent Authority.
30. NID MP reserves the right to extend the closing date for receipt of applications and/or

postpone/cancel the recruitment exercise at any stage.

31. The Institute reserves the right not to fill the advertised post in case suitable candidates are not available.
32. Experience certificates issued by the employer(s) should clearly indicate the designation, duration of employment, pay/pay level/grade pay, nature of duties and other relevant details.
33. Any legal proceedings in respect of any claim or dispute arising out of this advertisement shall be subject to the jurisdiction of the competent Courts/Tribunals at Bhopal, Madhya Pradesh, subject to applicable law.
34. Candidates are warned not to furnish false particulars, suppress material information, submit fabricated/tampered documents or resort to any unfair means in connection with the recruitment process.
35. Canvassing in any form shall entail disqualification of candidature.
36. Candidates found ineligible for the post shall be disqualified. Screening of applications shall be carried out on the basis of the eligibility criteria prescribed in this advertisement and the applicable Recruitment Rules.
37. The crucial date for determining age, educational qualification and post-qualification experience shall be 20.11.2026, i.e. the last date of receipt of applications.
38. The appointment on Deputation shall be subject to the availability of the officer for relieving by the Parent Department/Organisation and the acceptance of the terms and conditions of Deputation by the concerned authorities.
39. The selected officer shall be required to join NID Madhya Pradesh within the period specified in the offer/appointment order. Failure to join within the stipulated period may result in cancellation of the offer, subject to the decision of the Competent Authority.
40. The selected candidate shall continue to remain an employee of the Parent Department/Organisation during the period of Deputation and shall be governed by the applicable terms and conditions of Deputation.
41. No application for regular appointment, direct recruitment or appointment on any basis other than Deputation shall be entertained against the post advertised under this Notification.
42. The appointment shall be made strictly in accordance with the applicable NID MP Recruitment Rules, Government of India/DoPT instructions and the terms and conditions specified in this Notification.
43. Eligible and willing officers may download the prescribed application form from the NID MP website and submit the duly completed application through proper channel, along with all requisite documents and certificates prescribed for Deputation. The application should be sent in a sealed envelope clearly superscribed: **"APPLICATION FOR THE POST OF CONTROLLER OF FINANCE AND ACCOUNTS – ON DEPUTATION BASIS"** by Registered Post/Speed Post only to:

The Administrative Officer
Establishment Section
National Institute of Design, Madhya Pradesh
Village – Acharpura, Eint Khedi, Bhopal

Distt. – Bhopal, Madhya Pradesh
PIN – 462038

44. Last date for receipt of hard copy of application: 20.11.2026

45. Applications received after the prescribed closing date or applications not forwarded through proper channel shall not be considered.

VI. Documents/ Certificate to be produced at the time of selection process and one set of photocopies attached with the application form:

(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) 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).
- e) Degree as referred above should have been awarded by a recognized University/Institute.
- f) Any other relevant documents in support of the entries filled in application form,

VII. 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 duly complete in all respects, by Registered Post/Speed Post at NID MP is 20.11.2026.**

VIII. Checklist:

- (i) Whether the prescribed application form has been completely and correctly filled in?
 - (ii) Whether recent passport-size photograph has been affixed?
 - (iii) Whether educational qualification certificates and mark sheets are attached?
 - (iv) Whether relevant experience certificate is attached?
 - (v) Whether application has been forwarded through proper channel?
 - (vi) Whether is Cadre Controlling Authority/Parent Employer Endorsement enclosed?
 - (vii) Whether No Objection Certificate enclosed?
 - (viii) Whether ACR/APARs for the last five years are enclosed?
 - (ix) Whether Vigilance Clearance Certificate is enclosed?
 - (x) Whether Integrity Certificate is enclosed?
 - (xi) Whether statement of major/minor penalties for the last ten years is enclosed?
 - (xii) Whether Salary/Pay Certificate is enclosed?
 - (xiii) Whether all other requisite supporting documents are enclosed?
 - (xiv) Whether the envelope is properly superscribed?
 - (xv) Whether the application is being sent by Registered Post/Speed Post within the prescribed time?
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CHIEF ADMINISTRATIVE OFFICER

RECRUITMENT FOR VARIOUS ADMINISTRATIVE POSITIONS IN NID MP

1. Recruitment for the Post of CONTROLLER OF FINANCE AND ACCOUNTS

1.	Name of Post	:	CONTROLLER OF FINANCE AND ACCOUNTS
2.	No. of Posts	:	One (01) UR – 01 {On Deputation }
3.	Classification of Post	:	Group A
4.	Pay Band	:	<u>For Deputation Post:</u> Pay Level -12 of the 7 th CPC pay matrix
5.	Age	:	Not exceeding 56 years on Deputation basis (as on date of closure of application)
6.	Educational Qualification/ Experience	:	Essential: (i) Master degree in Commerce/ Financial Management from recognized University/ Institution or C.A. or equivalent (ii) A minimum of 10 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules Desirable: (i) Previous experience in Educational Institution/ Autonomous Bodies funded by the Government of India in an analogous post. (ii) Passing the Departmental Accounts examination (iii) Members of the Organized Accounts Cadre of Government of India/ State Government
7.	Conditions for Deputation	:	Officer under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least two years of service in the post in the grade pay Rs. 6,600/-.