



(An Autonomous Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Ref. No. NIDMP/1-70(03)/Rectt. -Admin/2022/02

Dated 30.03.2022

(Advt. No. NIDMP/1-70(04)/ Rectt. -Admin/2022 dated 30.03.2022)

**Recruitment for Administrative position (Warden/Caretaker) at National Institute of Design,
Madhya Pradesh**

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 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 qualified and experienced female candidates for engagement as Warden/Caretaker on **regular basis** at its campus located at Bhopal, Madhya Pradesh as per the following details:

Sl. No.	Name of post	Nos. of post	Pay Level / Details of Pay	Vacancy	Category wise Vacancies					
					SC	ST	OBC	EWS	UR	Total
1	Warden/Caretaker	01	Pay Level- 5	Direct Recruitment	-	-	-	-	01	01
	Total	01			00	00	00	00	01	01

1. Eligibility Criteria:

1	Name of Post	Female Warden/Caretaker
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level -5
4	Age Limit for Direct Recruits	50 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i) Bachelor’s degree from a recognized University/ Institution ii) Computer Knowledge. iii) A minimum of 5 years’ experience as a Warden in a reputed educational institution/ organization/ university in the GP of Rs. 2400 as per the 6th CPC or Pay Level – 04 as per the 7th CPC or equivalent emoluments. <p>Desirable:</p> <ul style="list-style-type: none"> i) Experience in managing residential campus hostels of reputed national level institute of professional and higher education.
6	Job Profile (Indicative but not exhaustive)	<p>Warden shall function under the supervision and directions of the Deputy Registrar and expected to have good knowledge of tasks and responsibilities in the areas as detailed below: -</p> <ul style="list-style-type: none"> • Overall management and coordination of Girls Hostel at NID Campus, under supervision of the Deputy Registrar. • Observance of Hostel Rules and Regulations and Instructions issued from time to time with respect to hostel and students discipline affairs. • Regular reporting of the discipline issues/ incidents to the Deputy Registrar. • Maintaining a register at the hostel foyer for students to register their complaints. • Taking regular rounds of hostel and interact with student. • Taking rounds of the hostel to ensure that the hostel rooms, hostel corridors, hostel bathrooms and toilets are cleaned regularly by the House keeping staff. • Ensuring there is no use of Drugs or Alcohol or any other abusive 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. • 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 Higher Authorities of the Institute

2. Age Limit/Relaxation:

(i) Maximum age limit for the above post 50 year as on 30.04.2022.

(ii) Age relaxation for Government Servants with three years of continuous service in Central Government Organization/ Autonomous bodies under the Govt. of India/ same department shall be applicable as per the provisions given in Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India O.M. No. 15012/2/2010- Estt. (D) dated 27.03.2012. Candidates must note that no relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancy.

(iii) Only date of birth indicated in SSC/ Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.

(iv) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the last date of submission of applications under this advertisement.

3. Application Fee: Exempted.

4. Mode of Selection: The Mode of Selection shall be as follows: -

- (i) Eligible candidates may be called for the competitive the OMR based MCQ QP shall be of 30 marks (For English, GA and QA) with a 30-minute duration, with one mark for each correct answer and negative marking of 0.25 marks for each wrong answer. Unattempted questions will be awarded zero marks. Additionally, the subject specific paper shall be kept as descriptive in nature, with a time duration of 90 minutes for 70 marks (Overall Total – 100 marks).
- (ii) Final selection on will be made based on performance in written examination. (MCQ + Descriptive)
- (iii) Skill Test shall be kept for 50 marks, which shall be qualifying in nature with minimum 45% as qualifying criteria. Any candidate declared not qualified in Skill Test will not be eligible for further recruitment process irrespective of her marks obtained in written examination.
- (iv) The Skill Test will be conducted to judge the candidate's computer skills suitable for job profile. The pattern of Skill Test will be as follows: -
 - (a) MS-Word (20 Marks) – To judge typing speed, drafting of letters/ noting (as per level of post)
 - (b) MS-Excel (20 Marks) -- To judge knowledge and skills on MS-Excel (as per level of post)
 - (c) MS-PPT (10 Marks) -- To judge MS PPT skills (as per level of post)
 - (d) Duration of the Skill Test will be of 45 minutes.

(v) Pattern of Written Examination is given below

- (a) English: - 10 MCQ of one mark each
- (b) General Awareness: - 10 MCQ of one mark each
- (c) Quantitative aptitude: - 10 MCQ of one mark each
- (d) Job Profile/Subject related: - 70 Marks Descriptive questions based on notified broad syllabus of the examination

(vi) Broad syllabus for Descriptive test:

Overall management and coordination of Girls Hostel, Observance of Hostel Rules, Regulations and Instructions, Hostel Management, Students Discipline affairs, Hostel complaint management, Hostel security management, Student interaction, anti-ragging measures, Hostel services management, Hostel infrastructure management, Anti-narcotics drives for drugs/alcohol use in campus, Physical and mental wellness of students, Dealing with parents, guardians and guests of students and related hostel matters etc. as relevant to the Job profile of the post.

5. General Instructions:

- (1)** The applicant must be a female citizen of India and preferably below the age as prescribed against as on the last date for receipt of applications i.e. 30.04.2022.
- (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 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 duly constituted 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. Thereafter, no query on the subject shall be entertained.
- (6)** Candidates will be considered only for the post applied for.
- (7)** 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, she will be disqualified, her candidature will be cancelled and if selected, appointment may be cancelled. No correspondence in this regard will be entertained.
- (8)** 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.
- (9)** The above post is not identified for PWD candidates.

- (10) Candidates are required to attach certificates in support of caste/ category, educational qualifications, experience (it should clearly state pay scale for the purpose of determining eligibility), photograph, signature, CV etc.
- (11) 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.
- (12) 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.
- (13) Issuance of an admit card for the written test will not confer any right for appointment.
- (14) No correspondence will be entertained from candidates not shortlisted for Written/ Skill Test/ Appointment.
- (15) 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.
- (16) The Written/ Skill Test 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.
- (17) No TA/DA will be paid for appearing in the Selection Process.
- (18) Institute will not arrange any boarding and lodging facility for the candidates, and they will have to make their own arrangement for attending Written/ Skill Test.
- (19) Original documents along with one set of self-attested copies of testimonials/documents will have to be produced on the day of Skill Test for verification. Nonproduction of original of any of the requisite documents will render the candidate ineligible for appearing in the Skill Test. In case, it is observed that the candidate is not fulfilling the criteria at the time of documents verification, he/she will not be allowed to appear in the Skill Test despite passing the written test.
- (20) 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.
- (21) 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.
- (22) 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.
- (23) Candidates should not have been convicted by any Court of Law.

(24) 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.

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

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

(27) 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.

(28) All the appointments 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 shall also be initiated as per Government of India /Institute Rules.

(29) 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.

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

(31) 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.

(32) No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with 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.

(33) 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 without the same shall not be considered.

(34) The total cumulative experience of the candidate should not be less than the experience stipulated in the advertisement.

(35) 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.

(36) Action against candidates found guilty of misconduct: Candidates are warned to not to furnish any particulars that are false or 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.

(37) 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 Written/ Skill Test.
- (iv) Obtaining support for her 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 her 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.

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

(39) Candidates not eligible for the post mentioned in the above advertisement shall be disqualified. Screening of applications will be done on the basis of requirement mentioned in the advertisement only. All other requirements shall be assessed by the Selection Committee.

(40) The crucial date for determining the age limit and post qualification experience shall be the closing date for receipt of application i.e. **30.04.2022**. 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. Post qualification experience on a post / level shall be counted from the said date onwards.

(41) The employed candidates of Central Govt./Autonomous Bodies/Statutory Bodies/State Govt. should send their applications through proper channel.

(42) Only female Candidates should fill up the application in the prescribed format (Annexure I) and attach copies of all educational qualifications, experience, Salary certificate, Vigilance Clearance, No Objection Certificate etc. (as applicable), paste passport size photograph, sign the application must send their applications in the required format for the post to this office in a sealed envelope clearly super scribed as “**APPLICATION FOR THE POST OF WARDEN/CARETAKER”** 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

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

(44) The said physical copies of application forms received after 30.04.2022 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 Schedule Caste/ Schedule Tribe/ Other Backward Class/ Ex-servicemen certificate issued by appropriate authority. (If applicable)
- (vi) Photo identity card (issued by Govt. agency).
- (vii) NOC and Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed.
- (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 of applications is 30th April 2022 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?

Registrar, NID MP