



RECRUITMENT NOTIFICATION NO.NID AP/RECT./2025/R-01

Date:05-05-2025

The National Institute of Design, Andhra Pradesh is an autonomous multi-disciplinary design Institute of National Importance established under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India. Online applications are invited from the eligible Indian Nationals to fill-up the following positions.

S. N.	Post Name	Pay Level	Category/No. of posts/Mode of Recruitment
1	Registrar	13	UR-01- Deputation failing which by Contract
2	Controller of Finance & Accounts	12	UR-01-Direct Recruitment/Deputation
3	Senior Designer	12	UR-04, OBC-01, SC-01- Deputation/Direct Recruitment/Short term contract
4	Associate Senior Designer	11	OBC-02, SC-01- Deputation/Direct Recruitment/Short term contract
5	Principal Technical Instructor	11	UR-02- Deputation/Direct Recruitment/Short term contract
6	Senior Technical Instructor	10	UR-1-Deputation/Direct Recruitment/Short term contract
7	Faculty	10	SC-01, ST-01, UR-03- Deputation/Direct Recruitment/Short term contract
8	Senior Accounts Officer	10	OBC-01- Deputation failing which by Direct Recruitment
9	Senior Assistant Librarian	07	UR-01-Deputation failing which by Direct Recruitment

All positions are identified as suitable for Persons with benchmark disabilities. Interested and eligible candidates may apply online only through the link on the institute website. Further details, updates and modifications, if any, shall be available on our website [www.nid.ac.in/careers](http://www.nid.ac.in/careers) only. The online application window will be open for 30 days from the date of publication of this notice in the Employment News.

1	Name of the Post	:	Registrar (Non-teaching)
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	Pay Matrix Level-13 (7 <sup>th</sup> CPC)
5	Age limit	:	Not exceeding 56 years in case of Deputation Not exceeding 50 years in case of Contract
6	Educational qualification	:	<p><b>Essential:</b></p> <p>i) Degree in any discipline from a recognized institute or University. Working Knowledge in computers.</p> <p>ii) A Minimum of 15 years of relevant experience in a Government/ Educational/Research Institution. The candidate would be expected to have experience in a supervisory position with Academic activities and working procedure in higher educational institutions, preferably in design/ fashion technology or similar institution.</p> <p><b>Desirable:</b></p> <p>Experience of computer systems for information processing and retrieval. Preference to be given to those who have had experience of working in design or similar institution in an analogous post.</p>
7	Method of recruitment	:	On deputation failing which on contract, for a period of three years extendable on yearly basis for a total period of five years.
8	In case of recruitment by deputation, grade from which deputation is to be made	:	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 Pay Matrix Level-12.
9	Job Description (Indicative and not exhaustive)	:	<p>The Registrar shall be in charge of all academic administration of the Institute and responsible for implementing directives of the Central Government in respect of all academic and student matters and shall coordinate with the Activity Chairperson (Education) in academic administration matters relating to admission, course delivery, assessment, evaluation, award of grades or diplomas or degrees and such other academic administration related tasks and responsibilities as may be entrusted by the Director. The Registrar shall execute all contracts and legal documents for and on behalf of the Institute, when authorised by a resolution of the Governing Council or approved by the Director and shall not be personally liable in respect of anything under such contract or legal document. The Registrar shall be responsible for generating and maintaining data and records related to students and academic matters. The Registrar shall coordinate with all Heads of Departments, Deans of Institute campuses and Discipline Leads for administrative support for all academic related works and facilities of the Institute and Institute Campuses and arrange for the same in consultation with the Activity Chairperson (Education). The Registrar shall chair such committees and panels for which he may be nominated by the Director and carry out such other functions as may be entrusted to him by the Director and shall also exercise such powers as may be delegated to him by the Governing Council.</p>

1	Name of the Post	:	Controller of Finance and Accounts (Non-teaching)
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	Pay Matrix Level-12 (7 <sup>th</sup> CPC)
5	Age limit	:	Not exceeding 50 years in case of Direct Recruitment Not exceeding 56 years in case of Deputation
6	Educational qualification	:	<b>Essential:</b> 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 <b>Desirable:</b> (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	Method of recruitment	:	By Direct Recruitment/Deputation. In case of Deputation, the tenure will be initially for a period of three years, which can be extended for a further period of maximum two years, on prior approval of parent organization.
8	In case of recruitment by deputation, grade from which deputation is to be made	:	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 Pay Matrix Level-11.
9	Job Description (Indicative and not exhaustive)	:	Controller of Finance and Accounts shall be in charge of the finance and accounts matters of the Institute and Institute campuses, liaison with the Central Government and other authorities on finance, grants, accounts and audit matters. The Controller of Finance and Accounts shall also be responsible for accounts and finance services, taxations, complying with statutory requirements for maintenance and presentation of accounts and compliance of all conditions of grants and assist the Director in preparing financial data and presentation for the Standing Committee or the Governing Council and perform such other responsibilities as may be entrusted to him by the Director.

1.	Name of the Post	:	Senior Accounts Officer (Non-teaching)
2	Number of Post	:	01(One)
3	Classification of Post	:	Group 'A'
4	Scale of Pay	:	Pay Matrix Level-10 (7 <sup>th</sup> CPC)
5	Age limit	:	Not exceeding 40 years in case of Direct Recruitment Not exceeding 56 years in case of Deputation
6	Educational qualification	:	<b>Essential:</b> i) Master degree in Commerce/Financial Management from recognized University/Institution/C.A or equivalent. ii) A minimum of 5 year relevant experience in Govt./Educational/ Research Institution, Finance and Account knowledge of Central Government/U.T. Rules <b>Desirable:</b> (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
7	Method of recruitment	:	By deputation failing which by Direct Recruitment. In case of Deputation, the tenure shall be for a period of three years extendable on yearly basis for a total period of five years.
8	In case of recruitment by deputation, grade from which deputation is to be made	:	Officer under the Central/State/U.T. Government/Universities/ Statutory/Autonomous Bodies or Research Development organization holding analogous posts or with at least 5 years of service in the post in the Pay Matrix Level-7.
9	Job Description (Indicative and not exhaustive)	:	Public Financial Management System (PFMS), budgeting, management of funds, banking operations. Maintenance of books of accounts, compliance with General Financial Rules, taxation matters (GST, Income Tax etc) including the filing of returns. Co-ordination with auditors (Statutory auditors, C&AG auditors, Internal auditors, special auditors etc.) and ensuring the timely compliance with their observations. Drawing & Disbursement of salary of Officers & Staff of the Institute and making payments of TA Bills, LTC, Medical reimbursement etc. Settlement of invoices/ bills raised by various vendors providing service & goods to the Institute. To take care of various statutory deduction e.g. TDS, License Fee, Provident Fund, NPS etc. & depositing the same with concerned Government Agencies.

1.	Name of the Post	:	Senior Assistant Librarian (Non-teaching)
2	Number of Post	:	1(one)
3	Classification of Post	:	Group 'B'
4	Scale of Pay	:	Pay Matrix Level-07 (7 <sup>th</sup> CPC)
5	Age limit	:	Not exceeding 35 years in case of Direct Recruitment Not exceeding 56 years in case of Deputation
6	Educational qualification	:	<b>Essential:</b> i). Degree in Library Science/ Information Science from a recognized University ii) Experience in Library Automation and Administration <b>Experience</b> iii) Five years' service as Assistant Librarian in a recognized Institution in the Pay Matrix Level-6 or equivalent. iv) Experience in Library Administration. <b>Desirable:</b> i). M. Phil/Ph. D in Library Science/ Information Science and Documentation. (i) Computer: Degree/Diploma/Knowledge
7	Method of recruitment	:	By deputation failing which by Direct Recruitment. In case of Deputation, the tenure shall be for a period of three years extendable on yearly basis for a total period of five years.
8	In case of recruitment by deputation, grade from which deputation is to be made	:	From analogous post or with 5 year service in Pay Matrix Level-06

Post Details	Age, Experience & Educational qualifications	Qualifying services and other conditions
<p>Senior Designer</p> <p>Category: (Teaching)</p> <p>Pay Matrix Level-12</p> <p>No. of Posts: 06</p>	<p><b>Essential qualifications:</b> Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution.</p> <p><b>Desirable:</b> Doctorate in Design</p> <p><b>Age:</b> Should not be more than 50 years in case of Direct Recruitment/ Short term contract and not more than 56 years in case of Deputation.</p> <p><b>Experience:</b> Minimum 10 years in relevant field of Design</p> <p><b>Relevant Discipline/Area of Specialization:</b>  <b>01 No. Post- Industrial Design:</b> Interaction Design, Human Computer Interaction, Design for Services, Entrepreneurial Design, Strategic Design Management, Intellectual Property Management <b>Desirable:</b> Information Architecture, Accessibility, Technology &amp; Design.  <b>01 No. Post- Industrial Design:</b> Human Centered Design, Sustainable Design, Speculative Design, Technology &amp; Design, Design for IoT, Digital Product Design, Display and Control Fundamentals. <b>Desirable:</b> Design Process, Design Thinking, Lighting Design.  <b>01 No. Post-Textile Design:</b> Textile Design and development including Print Design, Print Concepts, Surface Design/Ornamentation, Trend Forecasting, Color Material and Finish, Traditional Textiles, Sustainability, Design for Domestic &amp; International Markets. <b>Desirable:</b> Textile CAD, Traditional Textile Printing Techniques, Digital Printing, Design Research Methods, Design Management.  <b>01 No. Post-Apparel Design:</b> Design and Product Development for Men/Women/Kids, Fashion Collection realization for Woven and Knits, Design for Domestic and International Markets, Apparel Manufacturing Technology, Draping, Pattern Drafting and making, Grading, Computerized Pattern making, Garment Construction for ready to wear. <b>Desirable:</b> Fashion business and Retail Management, History of Costume, History of Fashion, Fashion Forecasting, Marketing and Merchandising, Fashion Entrepreneurship and Management, Visual Merchandising, Performance/Active Sports/Ethical/Casual wear Design  <b>01 No. Post-Communication Design:</b> Script Writing, Direction, Editing, Cinematography, Set Design &amp; Extension and Virtual Film Production &amp; Allied Field. <b>Desirable:</b> Experience in emerging filmmaking practices such as 360 degree, VR films, AI films, Spatial Sound Design and Visual Effects.  <b>01 No. Post- Communication Design:</b> Environmental Graphics, Branding &amp; Advertising, Signage &amp; Wayfinding, Interactive Media, User Experience Design, Typeface Design &amp; Allied Field. <b>Desirable:</b> Specialization in emerging sub-domains of Communication Design.</p>	<p>Deputation/Short term contract:</p> <p>a) Holding Analogous Posts on regular basis in parent cadre or department.</p> <p>b) with at least 5 years in the Pay Matrix Level-11.</p> <p>c) With Design background working as Assistant Professor/ equivalent preferably in design/ fashion technology or similar institutions.</p>

Post Details	Age, Experience & Educational qualifications	Qualifying services and other conditions
Associate Senior Designer  Category: (Teaching)  Pay Matrix Level-11  No. of Posts: 03	<p><b>Essential qualifications:</b> Post Graduate Degree/ Diploma in Design from a recognized University/ reputed Institution.  <b>Desirable:</b> Doctorate in Design</p> <p><b>Age:</b> Should not be more than 50 years in case of Direct Recruitment/ Short term contract and not more than 56 years in case of Deputation.</p> <p><b>Experience:</b> Minimum 7 years in relevant field of Design  <b>Relevant Discipline/Area of Specialization:</b>  <b>01 No. Post-Communication Design:</b> Animation Design, Stop Motion, Character Design, Storyboarding &amp; Animatic &amp; Allied field. <b>Desirable:</b> Motion Graphics, CGI, Animation, Visual Effects, Virtual &amp; Augmented Reality.  <b>01 No. Post -Communication Design:</b> Film making, Video Editing, Cinematography, Camera Art, Photography, Studio Lighting &amp; Allied field. <b>Desirable:</b> Virtual Production, Film Direction, Sound Design.  <b>01 No. Post -Foundation Programme:</b> Material Manipulation, Workshop Skills and Model Making Skills, Material Handling Expertise (Wood, Metal, Clay and Ceramics and other contemporary materials), combination of Materials, Craft Study, Contextual Mapping and Enquiries, Design Process &amp; Design Thinking, Cross Cultural Design, Illustration, Cultural &amp; Design Anthropology.</p>	<p>Deputation/Short term contract:</p> <p>a) Holding Analogous Posts on regular basis in parent cadre or department.</p> <p>b) with at least 5 years in the Pay Matrix Level-10.</p> <p>c) With Design background working as Assistant Professor/ equivalent, preferably in design/ fashion technology or similar institutions.</p>

Post Details	Age, Experience & Educational qualifications	Qualifying services and other conditions
Principal Technical Instructor  Category: (Teaching)  Pay Matrix Level-11  No. of Posts: 02	<p><b>Essential qualifications:</b> Degree/ Diploma in Engineering/ Technology from a recognized University  <b>Desirable:</b> Post Graduate Degree/ Diploma in Design</p> <p><b>Age:</b> Should not be more than 50 years in case of Direct Recruitment/ Short term contract and not more than 56 years in case of Deputation.</p> <p><b>Experience:</b> Minimum 7 years in relevant field of Technology/ Engineering  <b>Relevant Discipline/Area of Specialization:</b>  <b>01 No. Post -Industrial Design:</b> New Media (such as AR/VR, etc.) Application in Industrial Design, Digital Product Design, Technology and Design Integration, Display and Control Ergonomics, Testing and Validation of Interfaces, Understanding of backend Software and Electronics in Digital Products, Understanding of PCB Design basics, Application development and related technology.  <b>01 No. Post -Textile Design:</b> Basic and Advanced Weaving, Jacquard, CAD (weaving) and Design Software's, Punch Card and Electronic Jacquard for Handloom/Powerloom. <b>Desirable:</b> Digitizing and Handling Manual/computerized embroidery Machines, Wilcome, Handling more than 2 shafts and Tie-ups, Pre-loom/On-loom/Post-loom Processes.</p>	<p>Deputation/ Short term contract:</p> <p>a) Holding Analogous Posts on regular basis in parent cadre or department.</p> <p>b) with at least 5 years in the Pay Matrix Level-10.</p> <p>c) With Design background working as Senior Technical Instructor/ faculty Associate/ Sr Design Associate/ equivalent, preferably in design/ fashion technology or similar institutions.</p>

Post Details	Age, Experience & Educational qualifications	Qualifying services and other conditions
<p>Senior Technical Instructor</p> <p>Category: (Teaching)</p> <p>Pay Matrix Level-10</p> <p>No. of Posts: 01</p>	<p><b>Essential qualifications:</b> Degree/ Diploma in Engineering/ Technology Design from the recognized University/ reputed Institution.</p> <p><b>Desirable:</b> Post Graduate Degree/ Diploma in Design</p> <p><b>Age:</b> Should not be more than 45 years in case of Direct Recruitment/ Short term contract and not more than 56 years in case of Deputation.</p> <p><b>Experience:</b> Minimum 5 years in relevant field of Technology/ Engineering.</p> <p><b>Relevant Discipline/Area of Specialization:</b>  <b>01 No. Post - Apparel Design:</b> Pattern making and Grading, Sewing, PLM/PDM, Tech Design, Clo3D, Marvelous, Computerized Pattern making, Draping and Garment Construction. <b>Desirable:</b> Digitizing and Handling embroidery Machines, Wilcom.</p>	<p>Deputation/Short term contract:</p> <p>a) Holding Analogous Posts on regular basis in parent cadre or department.</p> <p>b) with at least 5 years in the in Pay Matrix Level-8.</p> <p>c) With Design background working as Technical Instructor/Sr. Technical/ Design Assistant/ equivalent, preferably in design/ fashion technology or similar institutions.</p>



Post Details	Age, Experience & Educational qualifications	Qualifying services and other conditions
Faculty Category: (Teaching) Pay Matrix Level-10 No. of Posts: 05	<p><b>Essential qualifications:</b> Degree/ Diploma in Design from the recognized University/ reputed Institution.</p> <p><b>Desirable:</b> Post Graduate Degree/Diploma in Design</p> <p><b>Age:</b> Should not be more than 45 years in case of Direct Recruitment/ Short term contract and not more than 56 years in case of Deputation.</p> <p><b>Experience:</b> Minimum 5 years in relevant field of Design.</p> <p><b>Relevant Discipline/Area of Specialization:</b>  <b>01 Post- Industrial Design:</b> Representation Technique, Communication Basics, Product Photography and Videography, Basic Graphic Design and Visual Composition, Human Factors and Ergonomics in Design, Industrial Drawing &amp; Drafting, Product Model Making, Computer Aided Design Tools. <b>Desirable:</b> Fundamentals of Kinematics &amp; Mechanics, Motion Graphics and Micro-Interactions, Analytical Drawing.</p> <p><b>01 Post- Industrial Design:</b> History of Industrial Design, Aesthetics in Design, Design Anthropology, Qualitative and Quantitative Design Research Methods, Craft Research and Documentation, Product Semantics, Hand-on in Craft &amp; Design. <b>Desirable:</b> History of Art, Perception Theory, Indian Culture Studies, Craft and Culture, Specialization in emerging sub-domains of Industrial Design.</p> <p><b>01 Post -Textile Design:</b> Textile Science, Technical/Smart/medical textiles, Performance Clothing. Textile testing (Theory and Practical), Dry and Wet processing, Textile washing and Finishes, Weaving Machinery and types. <b>Desirable:</b> Circular and Flat knitting, Loom mechanism and textile mathematics.</p> <p><b>01 Post-Communication Design:</b> Graphic Design, Elements of Composition, Visual Identity, Traditional Game Design, Design Process, Design Semantics, Design Anthropology, Design Research Methods &amp; Allied. <b>Desirable:</b> History of Communication Design, Approaches to Cultural Studies, Design Appreciation.</p> <p><b>01 Post-Communication Design:</b> Interactions Design, Information Architecture, Graphic Design, Symbol Design, Typography &amp; Calligraphy, Print Media Design/Publication Design, Infographics &amp; Allied. <b>Desirable:</b> History of Print Media, Information and Data Visualization Design.</p>	Deputation/Short term contract:  a) Holding Analogous Posts on regular basis in parent cadre or department.  b) with at least 5 years as Faculty/ Teaching Associate  c) With Design background working as Technical Instructor/ Faculty Associate/ Design Associate/, preferably in design/ fashion technology or similar institutions.

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES**  
**AND**  
**GENERAL TERMS & CONDITIONS OF THE RECRUITMENT**

1. Candidates are required to submit the application online only in the link provided on the institute website and not required to print and send the online application to NID AP except in case of Deputation. Scanned copies of recent passport size photographs and scanned copies of relevant certificates and other testimonials in support of age, qualification, experience etc. required to be uploaded at an appropriate column on the online application portal. Applications or CV/Bio-data sent by e-mail and any other modes other than prescribed mode shall not be considered.
2. Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions /Universities and desirous to apply on deputation for the earmarked positions only should apply online first and then get the online generated application duly forwarded through proper channel by the present employer with clear No Objection Certification, attested copies of up-to date ACR/APAR's of the last five years, Vigilance Clearance, Integrity certificate and statement showing major or minor penalties, if any imposed during the present and previous employments within 15 days from the closure of online application window to the National Institute of Design Andhra Pradesh, Sakhamuru Village, Thullur Mandal, Guntur District 522237, Andhra Pradesh'. Applications received online for Deputation but not forwarded through the proper channel with required documents within the stipulated time shall not be considered for further selection process.
3. Candidates employed in Government/Semi Government Organizations/ Autonomous Bodies/PSU's/ Govt. funded Institutions /Universities and applying for positions on Direct Recruitment should upload No Objection Certificate from the present employer in their online application. However, in case of any delay/difficulty in obtaining NoC, the candidate(s) may apply uploading a signed undertaking to produce the original NOC from employer before the interview OR Written Test OR when specifically asked for. Candidates failing to produce NoC prior to the Shortlisting/Test/Interview shall not be considered for further selection process.
4. Recruitment and appointments on deputation shall be governed by the terms & conditions stipulated by DoPT for the purpose of deputation vide OM No. DOPT-1726140763694 dtd. 28/03/2024 and as amended from time to time.
5. The appointments on short-term contract basis shall be for a fixed period up to three years (extendable for further two years, on yearly basis) on applicable/corresponding pay scales with allowances/terms & conditions as approved by the Institute Authority from time to time.
6. A candidate(s) can apply for more than one post for which he / she is eligible. Such candidate(s) shall have to apply separately for each post and shall pay the respective fee separately for each applied post. In case a candidate is applying for a particular post on multiple methods of recruitment viz. Direct Recruitment/ Deputation etc., a single fee payment is sufficient against that particular post only and the same payment reference number to be mentioned in all such applications.

7. Only Candidate(s) fulfilling the required criteria may apply. Candidate(s) are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience as per the advertisement.
8. The work experience gained after acquiring essential qualifications shall only be considered. Education/Experience claimed in the application but not substantiated by documents shall not be taken into account/considered.
9. Candidates applying for teaching posts must submit documents in support of work experience matching with the Discipline & Area of Specialization stated against respective posts.
10. Degrees / Diploma, etc. in support of educational qualifications should have been obtained from a recognized University/ Institute/ UGC/AICTE/ NID. The candidates while applying should make sure that their qualification meets this criterion. In case on later stage even after appointment it is found that the qualification is not obtained from a recognized/regulatory body, the onus of proving the recognition shall be with candidates failing which the appointment shall be liable for cancellation.
11. The Institute reserves the right to increase or decrease the no. of posts to be filled or not to make any recruitment to any post(s), to shortlist candidates for written test and/or interviews and to accept or reject any application/all applications at any stage or not to offer the appointment without assigning any reason.
12. The decision of the Institute in all matters relating to eligibility, acceptance, or rejection of any / all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening / selection, conduct of test / interview, shall be final and binding on the candidate(s).
13. Mere fulfillment of the minimum qualification and experience will not vest any right on a candidate(s) for being called for a written test / skill test /Group Discussion/Interaction/Interview etc. The decision of the Institute in all matters shall be final.
14. Candidates will be short-listed for further selection process like Test/Interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, his / her candidature will be canceled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.
15. The Institute reserves the right to call only the requisite number of candidate(s) for selection process after shortlisting with reference to the candidates' essential and desirable qualification, suitability, relevant experience, etc. and also to convert the desirable qualification into essential qualification to optimize the number of candidate(s) for selection process. No further communications shall be entertained in this respect.

16. The Institute reserves the right to enhance the criteria of shortlisting over and above the essential and desirable qualification and experience advertised, to optimize the number of candidate(s) to be called for interview. Therefore, candidate(s) should mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are complete and accurate.
17. Shortlisting of candidate(s) shall be provisional subject to the candidate(s) fulfilling the criteria as per Advertisement and also the criteria of shortlisting to be fixed by the institute. In case, it is detected at any later date, that candidate(s) were otherwise not eligible for the post, as per Advertisement / criteria fixed for shortlisting, the institute reserve the right to cancel the selection process of the candidate(s) and if already selected, then the institute reserve the right to withdraw the appointment. The onus of fulfilment of criterion(s) shall rest with the candidate(s) for all purposes.
18. The Institute shall verify the antecedents and documents submitted by a candidate(s). In case, at any point of time if it is found that any information furnished by the candidate(s) in his / her application is false / incorrect or the candidate(s) has suppressed any relevant information or wrongly represented or the candidate(s) otherwise does not satisfy the eligibility criteria or any of the facts / documents submitted by a candidate(s) are falsified or tampered with or the candidate(s) has doubtful antecedents / background and has suppressed the said information or the qualifications are from a non-recognized University/Institution, his / her services shall be terminated immediately without assigning any reason whatsoever. Appropriate legal action may be initiated against the candidate, if it is found that the candidate has submitted false/fake/ tampered documents.
19. Incomplete application in any respect and not accompanied by any certificate /documents/ photograph, without fee payment unless exempted will be summarily rejected. Original documents will be verified at the time of written test /interview and at the time of joining.
20. Certificate in support of experience should be in proper format i.e., it should be on the organization's letterhead, bear the date of issue, duration of engagement, pay scale / Last Pay, nature of work handled, name and designation of the issuing authority along with his/her signature. Pay slips/Office orders/Appointment orders or any other documents issued by the competent authority of the employers may also be considered as proof of Experience as per Institute discretion and provided it establishes the fulfilment of prescribed criteria like nature of employment, position, nature of work, pay levels unambiguously.
21. The period of experience rendered by a candidate(s) on part-time basis and occasional experience of less than 15 continuous days in a month etc. will not be counted while calculating the requisite / relevant experience for shortlisting the candidate(s) for written test/interview.
22. In case method of recruitment on which an application made is not correctly selected/ mentioned or application made on deputation is not duly forwarded by the present employer within the due date, institute reserves the right to cancel the candidature or consider as deemed fit as per Institute discretion.

23. Only date of birth indicated in SSC/HSC/Secondary School Leaving Certificate/Birth Certificate shall be considered and accepted. The date for determining eligibility of candidates in every respect i.e. qualifications, experience and age limit etc. shall be considered as on the last date of online submission of applications under this advertisement.
24. The age relaxations and reservation, wherever applicable shall be as per existing Central Government rules. Candidate(s) seeking such age relaxation and benefits must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders and possess certificates in the format prescribed by Govt. of India. For candidate(s) to be considered under Persons with benchmark disabilities category, candidate(s) has to submit relevant disability certificate of not less than 40% of relevant disability mentioned in the certificate issued by the appropriate authority as prescribed under The Rights of Persons with Disabilities Act, 2016.
25. All correspondence from the Institute to the candidate(s) shall be made exclusively by way of email in the ID provided by the candidate(s). Therefore, candidate(s) are requested to retain the email-ID and check it regularly. The correspondence shall include, call for written test / trade test / interview / appointment letter, etc. Candidates are advised to check the Institute website regularly for updates.
26. Addendum / deletion / corrigendum (if any) shall be posted exclusively on the Institute website only. Candidate(s) are advised to visit the Institute website regularly.
27. No TA/DA will be admissible for the candidates who appear for written test / trade test / Skill test/interview etc. unless otherwise mentioned in the call letters.
28. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding. Further, in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify /withdraw / cancel any communication made to the candidate(s).
29. Institute strives to have a workforce which reflects gender balance. Women candidate(s) and transgenders are encouraged to apply.
30. Candidates shall be required to pay an application fee (Non-Refundable) of Rs. 1000/- for each post applied for through SBI Collect link provided on the Institute website career page. Transaction Number/UTR of successful fee payment must be provided in the online application before final submission and applications without fee payment/valid payments particulars shall be rejected. SC, ST, PwD, Ex-servicemen and Women candidates are exempted from payment of application fees. SC, ST, Ex servicemen and PwD candidates are required to upload a valid Caste/Service Certificate/Disability certificate as the case may be issued by competent authority to claim fee exemption; otherwise, their application will be rejected. Applications without fee unless exempted payment shall not be considered.

31. For any legal dispute, the courts of law at Guntur(AP) will have jurisdiction. Canvassing in any form and / or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for.
32. NO INTERIM ENQUIRIES ABOUT RECRUITMENT WILL BE ENTERTAINED. Only in case of any technical difficulty in filling the online application, candidates may write to [careers@nid.ac.in](mailto:careers@nid.ac.in) with a screenshot of the error page/stage and short description of the problem. However, it is the responsibility of the individual candidate to complete the online application within the due date.

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