

NATIONAL INSTITUTE OF DESIGN

November 27, 2018

(For Website)

Recruitment of various Administrative and Technical Posts at the NID Ahmedabad / Gandhinagar / Bengaluru

The National Institute of Design (NID), Ahmedabad, Gujarat, India, is an internationally acclaimed as one of the finest educational and research institutions for Industrial, Communication, Textile and IT Integrated design domains. NID has been declared 'Institution of National Importance' by the Act of Parliament, by virtue of the National Institute of Design Act, 2014 and is an autonomous institute under the DIPP, Ministry of Commerce and Industry, Government of India. The institute offers higher professional qualifications in several disciplines of design at both undergraduate and post-graduate levels.

NID invites applications from the interested individuals who are qualified and having relevant experience for various Administrative and Technical Posts at NID Ahmedabad, Gandhinagar and Bengaluru Campuses, as per the following details, eligibilities, etc. Interested candidates are requested to peruse the educational qualifications, job description and relevant experience criteria thoroughly along with other eligibility criteria before applying. The institute reserves the right to shortlist only most eligible/ suitable candidates for the final interviews/ selection process in consonance with the number of post.

The list of posts is as under :

- 1) Head Librarian (Knowledge Management Centre/ Resource Centre)
- 2) Deputy Registrar (Academics And Examinations)
- 3) Deputy Controller of Finance
- 4) Senior Accounts Officer
- 5) IT Engineer (IT Infrastructure And Network Security)
- 6) Assistant Registrar (Students, Alumni & Industry Interface)
- 7) Chief Hostel Warden (Female)
- 8) Assistant Curator (Resource Centre)
- 9) Assistant Librarian
- 10) Head, Security Services
- 11) Technical/ Design Assistant – Photography Studio
- 12) Technical Assistant – Ceramic And Pottery
- 13) Technical Assistant – Print Lab
- 14) Technical Assistant – Audio Visuals (Auditorium / Seminar Hall / Presentation Halls / Board Rooms)

GENERAL INSTRUCTIONS FOR ALL THE CANDIDATES

1. Reservation and relaxation in age limit for eligible categories as per Govt. of India Rules.
2. The Institute reserves the right to relax age limit in exceptional cases having higher and relevant experiences, or in the case of persons already holding analogous positions in an Institution of National Importance/ Centrally funded Institution / University / Research Institution.
3. Full time regular/ confirmed employees of NID Ahmedabad and its campuses, subject to fulfilment of the eligibility criteria including relevant experience, qualifications, etc may be considered for age-relaxation of up to three years in upper age limit mentioned against each post.
4. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
5. The Institute reserves the right to offer appointment on contract/ lower position than applied for.
6. The Institute reserves the right to empanel/ waitlist candidate(s) for future vacancies.
7. Degrees etc in support of educational qualifications should have been awarded by a recognized University / Institute.
8. Mere eligibility will not entitle any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
9. If the number of applicants for a particular post is large, the Institute reserves the right to call only the requisite number of candidates for selection process after screening and shortlisting in consideration of candidates' qualification, suitability, relevant experience, etc.
10. Persons employed in Government / Semi Government Organizations / Autonomous Bodies will have to submit 'No Objection Certificate (NOC)' from their present employer at the time of interview.
11. Candidates from the above referred Government/ semi-Government/ Autonomous Institutions will also have to submit a certificate from the employer/competent authority at the time of interview that no vigilance/ disciplinary case is either pending or contemplated against him/her.
12. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

13. Incomplete applications or applications received after the last date are liable to be rejected.
14. Candidates are not required to attach copies of any educational, experience etc certificates at the time of applying. All relevant certificates in original with a self-attested copy will be required at the time of interview. At the time of interview, shortlisted candidate will be required to carry his/her educational qualifications certificates, experience, age, caste/disability certificate-if applicable and current salary certificate/pay-slip from the existing employer or from the last employer.
15. To-and-fro rail fare by the shortest route being limited to AC- 2 tier (for posts in the 6th CPC Grade Pay of Rs 6600 or above) or AC- 3 tier (for all other posts) will be reimbursed to the candidates who are called and appear before the Selection Committee/ Interview.
16. For the candidates eligible to be paid travelling expenses for appearing in the interview, will be required to submit a cancelled cheque of his/her bank account for transferring (through RTGS etc) the eligible amount to be paid in his/ her bank account. Such candidates will have to submit proof of arrival/ one-way ticket/ boarding pass in original and copy of reservation / e-ticket etc. at the time of interview.
17. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
18. The age will be calculated on the closing date for receipt of applications.
19. For any legal dispute, Ahmedabad courts of law will be the jurisdiction.
20. Candidates possessing requisite qualification and relevant experience are required to apply online in the prescribed format which has been uploaded on our website www.nid.edu/careers

NO INTERIM ENQUIRIES ABOUT THE RECRUITMENT WILL BE ENTERTAINED.

For any other details please contact through - Phone: 079-26629671/ 500, Email: admin@nid.edu during office hours. NID is open from Monday to Friday (excluding public holidays) between 09:00 a.m and 06:00 p.m.

**RECRUITMENT OF VARIOUS ADMINISTRATIVE AND TECHNICAL POSTS AT NID AHMEDABAD/
GANDHINAGAR/ BENGALURU CAMPUSES**

(1) HEAD LIBRARIAN (KNOWLEDGE MANAGEMENT CENTRE/ RESOURCE CENTRE)

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | Master's Degree in Library Science. |
| Experience: | Minimum 10 years' experience as a Deputy Librarian/Librarian in a reputed educational institution / organization / university in the GP of Rs.6600 as per the 6 th CPC or Pay Level 12 as per the 7 th CPC or equivalent emoluments. |
| Desirable: | PhD and hands on experience of digitization of library, RFID system/library security systems, purchase procedure including online purchases, etc |
| Upper Age Limit: | 50 years as on closing date for receipt of applications. |
| Reporting to: | Activity Chairperson, Resource Centre (KMC) |
| Job Description: | <ul style="list-style-type: none"> ○ Head and overall in charge of KMCs at all the three campuses and shall function under the guidance of KMC Advisory Panel and AC-RC. ○ Digitization of the important and valuable resources in the KMC, procurement of relevant e-books, e-magazines/journals, to ensure and strengthen the security systems at the KMCs. ○ KMC Memberships, circulation, reader related issues, etc. ○ Acquisition procedures, approvals, sanctions, etc from the competent authorities. ○ Classification of books and AV materials. ○ Archival Collection, classification, restoration, maintenance, etc. ○ Institutional contacts (memberships, Inter Library Loans, reference services, etc.) ○ Reference services to NID community and ongoing research related projects at NID. ○ Research based services to faculty and project teams ○ Tasks related to reorganizing the Design Classic Collection ○ Managing Acquisition Procedures, Classification and Cataloguing, ○ Subscriptions/Renewals, Managing the special collection of Documents & AV materials. ○ Tasks related to developing a Material Sample Library at NID. |

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| | <ul style="list-style-type: none"> ○ Annual budgeting and advance planning for procurement of KMC resources at all the three campuses. ○ Continuous collaborative support to Research and Publications dept. for NID's own publication projects. ○ Convening KMC Panel meeting periodically. ○ Planning and organizing various events like book reading, book reviews displays, etc. in consultation with the KMC Advisory Panel, to increase the users of the services. ○ To create proactive KMC linkages with NID's academic programmes and research projects by collaborating with the coordinators and faculty members. Active support of KMC for courses as per the annual timetable should be provided. ○ Close coordination with Research & Publications for realising publications from NID archives. ○ To explore possibilities for revenue generation for KMC through various means. ○ Development of prototype collection and material library. ○ To take proactive initiatives for Digitization of NID archives. ○ Any other tasks as assigned by the Director. |
| Remuneration: | Pay Level - 12 as per the 7th CPC. (Approximate Gross Emoluments at minimum of the scale will be Rs. 1,12,902/-) |

(2) DEPUTY REGISTRAR (ACADEMICS AND EXAMINATIONS)

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| Place: | Ahmedabad, Gandhinagar and Bengaluru campuses (Total Nos. of Post – 03) |
| Educational Qualifications: | Master’s Degree in any discipline of a recognized Institute or University. Working knowledge of computers. |
| Experience: | Minimum ten years experience as Assistant Registrar, Deputy Registrar, or equivalent administrative position in the matters of academic affairs, students matters, examinations related matters in Educational Institution/ Research Institution/ University, out of which five years should be in the GP of Rs. 5400/- (6th CPC) or equivalent emoluments. The candidate must have hands on supervisory level administrative experience in academic/ examinations/ administrative activities and working procedures in higher educational institutions preferably in design/architect/fine arts/ technology or similar institution. |
| Desirable: | Experience of relevant software for information processing and retrieval. Preference to be given to those who have experience of working in national level institution in an analogous post. |
| Upper Age Limit: | 50 years as on closing date for receipt of applications. |
| Reporting to: | Registrar |
| Job Description: | <ul style="list-style-type: none">○ Deputy Registrar will function under the supervision and directions of the Registrar and will be assigned with the tasks and responsibilities in the areas of academic and students’ affairs, examinations, etc.○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level - 11 as per the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be Rs. 98,139/-) |

(3) DEPUTY CONTROLLER OF FINANCE

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | Master degree in Commerce/ Financial Management/Accounts from recognized University/ Institution or equivalent. |
| Experience: | <ul style="list-style-type: none">○ Minimum 10 years' experience in Educational/ Research Institution/ University/ Organisation with relevant experience in Finance and Double Entry book keeping and finalisation of accounts etc. Out of ten years, five years' experience should be as Finance/Accounts/Senior Accounts Officer in the GP of Rs.5400 (as per the 6th CPC) or equivalent emoluments. |
| Desirable: | <ul style="list-style-type: none">○ CA/ICWA/MBA (Finance). Hands on working experience in Digital Financial Transactions and Computer based Accounting system. Supervisory level experience of Central Government/ Autonomous Institutions accounting and financial rules and procedures. |
| Upper Age Limit: | 50 years as on closing date for receipt of applications. |
| Reporting to: | Controller of Finance and Accounts |
| Job Description: | <ul style="list-style-type: none">○ The Deputy Controller of Finance and Accounts will function under the supervision and directions of the Controller of Finance and Accounts in the matters related to finance and accounts, maintenance of books of accounts (double entries accounting system), internal audits, statutory audit, CAG audit and annual accounts of the Institute. Liaising with the Government of India and other statutory authorities on finance, taxation, grants, accounts and audit matters and compliances.○ Shall coordinate with the Design Consultancy, Outreach, etc revenue generating activities of the Institute, w.r.t. accounts and finance of the projects.○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level - 11 as per the 7th CPC. (Approximate Gross Emoluments at minimum of the scale will be Rs. 98,139/-) |

(4) SENIOR ACCOUNTS OFFICER

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| Place: | Ahmedabad, Gandhinagar and Bengaluru Campuses (Total Nos. of Post – 03) |
| Educational Qualifications: | Master degree in Commerce/ Financial Management/Accounts from recognized University/ Institution or equivalent. |
| Experience: | Minimum five years' experience in Educational/ Research Institution/ University/ Organisation with relevant experience in Finance and Double Entry book keeping and finalisation of accounts system. Out of five years, three years' experience should be as Accounts Officer/Senior Accountant/ Purchase/Finance officer in the GP of Rs.4600 (as per the 6 th CPC) or equivalent emoluments. |
| Desirable: | CA/ICWA/MBA (Finance). Hands on working experience in Digital Financial Transactions and Computer based Accounting system. Supervisory level experience of Central Government/ Autonomous Institutions accounting and financial rules and procedures. |
| Upper Age Limit: | 50 years as on closing date for receipt of applications. |
| Reporting to: | Controller of Finance and Accounts |
| Job Description: | <ul style="list-style-type: none">○ The Senior Accounts Officer will function under the supervision and directions of the Controller/Deputy Controller of Finance and Accounts in the matters related to finance and accounts, maintenance of books of accounts (double entries accounting system), internal audits, statutory audit, CAG audit and annual accounts of the Institute. Liaising with the Government of India and other statutory authorities on finance, taxation, grants, accounts and audit matters and compliances.○ Shall coordinate with the Design Consultancy, Outreach, etc revenue generating activities of the Institute, w.r.t. accounts and finance of the projects.○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level - 9 as per the 7th CPC. (Approximate Gross Emoluments at minimum of the scale will be Rs. 78,721/-) |

(5) IT ENGINEER (IT INFRASTRUCTURE AND NETWORK SECURITY)

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | B.E./B.Tech in any branch plus PG Diploma in IT Infrastructure and Network Security from recognised University/ C-DAC (MeitY), Or MCSE/ MCITP/ CCNA/ VM Ware Certification |
| Experience: | At least 5 years of supervisory level experience in reputed educational institute/ organization/ corporate sector. The candidate should have hands on and supervisory level experience in IT infrastructure maintenance, networking and network security. |
| Desirable: | Familiarity with VMware/ Hyper-V products and IBM SAN virtualization and NAS, Strong understanding of Microsoft Active Directory, Windows Server, DNS, DHCP, Switching and Routing with CLI, Cloud Solutions, LANs and WANs, Routers, Switches, Wireless and Firewalls, Microsoft Windows 2008/2012/2016 Administration: Install, Configure and Manage, Microsoft troubleshooting skills and tools including OS Hardening and Vulnerability assessment, Knowledge of Linux systems, Backup Technologies, Anti-virus, Compliance/ Patch Management, MS SQL, MySQL would have advantage |
| Upper Age Limit: | 40 years as on closing date for receipt of applications. |
| Reporting to: | Head, IT |
| Job Description: | <ul style="list-style-type: none">○ Maintenance and administration of IT systems at all the three campuses of the Institute.○ Prepare tender documents and Technical Specifications of IT Equipment purchases and maintenance.○ Monitor and update licensed software.○ Update and ensure cyber security, server and storage security and optimise resources.○ Ensure and implement intrusion detection, threat detection techniques, ethical hacking, cyber forensic and prevention domain.○ Study and report for development of future solutions in the domain of Information Security to make an impact in the technological advancement.○ Use advanced tools/ decision-making tools/ techniques to analyse the complex problems and get ready to develop such new techniques for the future.○ Explore and report possibilities of cloud computing/ secure cloud environment / real time cloud applications, accessing resources and services needed to perform functions with dynamically changing needs.○ Assist students for personal laptops and mobile device software and patches.○ IT Asset record of staff, faculty, department and project based equipment. |

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| | o Any other tasks related to IT Infrastructure and network security as assigned by the institute. |
| Remuneration: | Pay Level – 9 in the 7th CPC. (Approximate Gross Emoluments at minimum of the scale will be Rs. 78,721/-) |

(6) ASSISTANT REGISTRAR (STUDENTS, ALUMNI & INDUSTRY INTERFACE)

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | Master's Degree in any discipline of a recognized Institute or University. Working knowledge in computers. |
| Experience: | Minimum five years of supervisory level experience in academic and students affairs on administrative position in Educational/ Research Institution/ University, out of which three years should be in the GP of Rs. 4600/- (6th CPC) or equivalent emoluments. The candidate must have hands on supervisory level experience in Academic/ Placement/Industry Interface/Alumni activities and working procedures in Higher Educational Institutions preferably in design/architect/fine arts/ technology or similar institution. |
| Desirable: | Experience of relevant software for information processing and retrieval. Preference to be given to those who have experience of working in National Level institution in an analogous post. |
| Upper Age Limit: | 50 years as on closing date for receipt of applications. |
| Reporting to: | Registrar |
| Job Description: | <ul style="list-style-type: none">○ Assistant Registrar will function under the supervision and directions of the Registrar and will be assigned with the tasks and responsibilities in the areas of Student matters, Alumni & Industry Interface, placements, students internships.○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level - 9 under the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be Rs. 78,721/-) |

(7) CHIEF HOSTEL WARDEN (FEMALE)

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| Place: | Ahmedabad, Gandhinagar campuses (Total Nos. of Post – 02) |
| Educational Qualifications: | Masters' degree in any discipline. |
| Experience: | At least 10 years of experience as Warden/Assistant Warden in national level educational institute of higher and professional studies in University or Research Institution. Proficiency in communicating in English and Hindi is must. |
| Desirable: | Experience of managing hostel and students affairs of national level educational institute having students admitted through the national level admissions test. Knowledge of Emergency Medical Treatment and degree in law will be added qualifications. |
| Upper Age Limit: | 50 years as on closing date for receipt of applications. |
| Reporting to: | Registrar |
| Job Description: | <ul style="list-style-type: none">○ The selected candidate shall have to work in the late evening/ night/ early morning/ public holidays from the on campus hostel premises. The institute shall provide rent free accommodation in the hostel area/ campus.○ Management and Coordination of hostel and students activities.○ Medical emergencies : Care taking and medical treatment for normal/ emergency cases of girl students; accompanying them to hospital in case of hospital admissions○ Overseeing all students' functions organized in the hostel premises at any time of the day and night as per permission granted by competent authority.○ To ensure up-keep of hostel rooms, open spaces, bath rooms, lawn and backyard.○ To over-see the efficient functioning of watchman posted as and ensure that watchman follows all procedures/ drills. Complaints to be filed to competent authority and all concerned, if any irregularity is found.○ To pursue maintenance/ complaints register regularly and ensure that necessary action is expedited by Warden Office staff and Administrative Staff.○ Coordination with student task teams in upkeep and maintenance of hostels, which includes medical facilities, etc. and monitoring health and wellbeing of hostel inmates.○ Dealing with guardians and guests of students and related hostel matters.○ Preparation of SOP for students get together on culture and social programmes.○ Liaising with Parents – Digital and Personal level.○ Arrangement of special workshop seminar for students. |

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| | <ul style="list-style-type: none"> ○ Procedure for sick students on various stages of attending to their treatment. ○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level - 6 as per the 7th CPC. (Approximate Gross Emoluments at minimum of the scale will be Rs. 51,256/-) |

(8) ASSISTANT CURATOR (RESOURCE CENTRE)

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | Degree in any discipline plus Post Graduate qualification in Curating /Museum Curator/ Indian Culture from a recognised University/Institution of repute. |
| Experience: | At least 3 years' relevant experience in a reputed museum/institution/ organization/ university. |
| Desirable: | Knowledge of Restoration, Preservation/Conservation and Installations of archival items will be added qualifications. |
| Upper Age Limit: | 35 Years as on closing date for receipt of applications. |
| Reporting to: | Head – Librarian/ Resource Centre |
| Job Description: | <ul style="list-style-type: none">○ To manage information and exhibit of Proto-type and archival objects.○ Descriptive listings to make collections of Proto-type objects available for research/teaching purpose to NID Community.○ To promote an awareness of Proto-type objects to the NID Community including time to time support in organizing a display of the Proto-type objects in collaboration with faculty and students.○ Time to time organizing a display of the Proto-type objects.○ Cataloguing of the Prototypes objects according to International Standards.○ Digitization of Proto-type objects with description/Images for the institution in accommodating the demands of the information age.○ Proper storage and conservation of proto-type objects and preparation of condition reports time to time.○ Development of Collection of the proto-type objects with all possible information in consultation with the Faculty members.○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level – 4 in the 7th CPC. (Approximate Gross Emoluments at minimum of the scale will be Rs. 38,089/-) |

(9) ASSISTANT LIBRARIAN

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| Place: | Gandhinagar and Bengaluru Campuses (Total Nos. of Post - 02) |
| Educational Qualifications: | Master's Degree in Library Science from a recognised University/Institution of repute. |
| Experience: | At least 5 years' relevant experience in library operations in a reputed educational institution/ organization/ university. |
| Desirable: | The applicant should be good at handling Library Automation Software, with excellent communication and administrative skills. The candidate should be an IT Savvy. |
| Upper Age Limit: | 40 years as on closing date for receipt of applications. |
| Reporting to: | Head – Librarian/ Resource Centre/ Dean – Gandhinagar Campus/ Bengaluru Campus |
| Job Description: | <ul style="list-style-type: none">o Looking after general administration of KMCo Correspondence with vendors, publishers, institutions etc., related to knowledge resourceso Obtaining approvals, sanctions, etc from Main Campuso Acquisition process for books, periodicals and AV materialso Classification of books and AV materialso Membership and overall management of front desk and circulation activitieso Reference services to faculty, students and ongoing research related projects at NIDo Data updating, correction, assigning subject entries, annotations, etc to strengthen the KMC databaseo Initiate content generation for KMC resourceso Inter Library Loan and online reference serviceso Supervision and management of KMC services on Saturdays and during extended hours with flexible work scheduleo Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level – 6 in the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be 51,256/-) Rs. |

(10) HEAD, SECURITY SERVICES

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | Degree in any discipline from a recognised university. |
| Experience: | At least 10 years of professional supervisory level experience in similar areas of job in reputed educational institution/ organization/ university. |
| Desirable: | The candidate should be excellent in communication and administrative skills. |
| Upper Age Limit: | 50 years as on closing date for receipt of applications. |
| Reporting to: | Head, General Administration/ Chief Administrative Officer |
| Job Description: | <ul style="list-style-type: none"> ○ Managing the affairs and quality control of campus security services at the Institute and its campuses. ○ To monitor and manage security requirements/deployment in different shifts. ○ To supervise maintenance of registers, visitor's book, Key register, etc and appropriate log book and other security registers while on duty. ○ Security checking at different points in the campus as per the security rules and regulations of the Institute. ○ To identify appropriate technology and provide security intelligence services and surveillance to ensure safety of its students, residents, employees, guests, visitors and property of the Institute. ○ Contract Security Management and building synergy between institute's own security personnel (internal employees) and contractor's (outsourced) security personnel. Training and Development of the security personnel. ○ All other services requiring the attention of the security needs of the Institute as may be assigned from time to time. |
| Remuneration: | Pay Level – 9 in the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be Rs. 78,721/-) |

(11) TECHNICAL/ DESIGN ASSISTANT – PHOTOGRAPHY STUDIO

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| Place: | Gandhinagar (Total Nos. of Post - 01) |
| Educational Qualifications: | BFA/ Diploma in Commercial Art/ Diploma in Photography with Diploma in Advanced Computer Arts from C-DAC or equivalent Government recognised Institute. |
| Experience: | <ul style="list-style-type: none"> ○ At least one year post qualification experience in the relevant industry/ educational/ training institutes/Studio with hands on experience of DSLR Camera and Digital work flow including post-processing in software like Adobe Creative Suit, In-Design, Photoshop, Illustrator and Light room. Digital Printing. ○ Basic knowledge of Windows & Mac Operating systems and its troubleshooting. ○ Basic knowledge of Microsoft Office (Word, Excel, PowerPoint). |
| Desirable: | <ul style="list-style-type: none"> ○ Knowledge of Operations of DSLR Camera, Digital Image Editing and Effects, Product/Fashion Photography/ 3D Game and Product Modelling. ○ Experience of working with studio lights and studio setup. ○ Additional knowledge of analogue (darkroom) processes will be added advantage. |
| Upper Age Limit: | 35 years as on closing date for receipt of applications. |
| Reporting to: | Discipline Lead, Photography Design |
| Job Description: | <ul style="list-style-type: none"> ○ Complete management of photography studio, labs and associated inventories. ○ Photographic documentation of institute's events and activities. ○ Facilitation of access and support to students and faculty as and when required. ○ Carrying out tasks related to digital image editing, effects and working on related software for the photography studio/lab. ○ Support in documentation of students' projects in various disciplines from time to time. ○ Technical Assistant's services may also be utilized in NID's Educational, Outreach, Industry programmes and Research & Consultancy activities from time to time. ○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level – 4 in the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be Rs. 38,089/-) |

(12) TECHNICAL ASSISTANT – CERAMIC AND POTTERY

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | SSC pass with formal skilled based training/certificate course in pottery/ceramics from the reputed institute/studio |
| Experience: | At least one year post qualification experience in the relevant industry/ training institutes/ceramic studio or designers. |
| Desirable: | Artisans from the potter family with formal skilled based training will be preferred. |
| Upper Age Limit: | 35 years as on closing date for receipt of applications. |
| Reporting to: | Discipline Lead, Ceramic & Glass Design |
| Job Description: | <ul style="list-style-type: none"> o Managing Furnace and Kiln Operations o Maintaining documentation of all the firing ranges (Ceramic and Glass both). o Inventory management of the materials o Assisting faculty and students for their ongoing academic activities/ projects/ workshops. o Carrying out Glaze based processes and running production machines. o General maintenance of the Ceramic and Glass Design Studio. o Management of studio, labs and associated inventories. o Facilitation of access and support to students and faculty as and when required. o Support in documentation of students' projects in various disciplines from time to time. o Any other tasks as assigned by the Discipline lead or the institute. |
| Remuneration: | Pay Level – 4 in the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be 38,089/-) Rs. |

(13) TECHNICAL ASSISTANT – PRINT LAB

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| Place: | Ahmedabad (Total Nos. of Post - 01) |
| Educational Qualifications: | Degree /Diploma in Printing Technology from recognised university/ institute. |
| Experience: | At least three years post qualification shop floor level experience in the printing industry for the Degree holders Or five years experience in case of Diploma holders. |
| Desirable: | Must have operated Roland/ Heidelberg/ Komori sheetfed Machines. Working experience on screen printing or post-press operations will be an added advantage. |
| Upper Age Limit: | 35 years as on closing date for receipt of applications. |
| Reporting to: | Head, Printing Lab |
| Job Description: | <ul style="list-style-type: none">○ Assisting in Typesetting, Composing, Layout making, Pasting and Plate-making.○ Assisting in Screen exposing and Screen printing.○ Assisting in all post printing processes in the Binding section and post production finishing processes.○ Assisting in Offset printing, as and when required.○ Assisting students for their design projects and courses.○ Assisting faculty in all aspects of their project work.○ Assisting the Process section in Pasting and Plate-making, as and when required.○ Assisting faculty in all aspects of their project work○ Assisting the Binding and Screen printing sections, as and when required.○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level – 4 in the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be Rs. 38,089/-) |

(14) TECHNICAL ASSISTANT – AUDIO VISUALS (AUDITORIUM / SEMINAR HALL / PRESENTATION HALLS / BOARD ROOMS)

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| Place: | Gandhinagar (Total Nos. of Post - 01) |
| Educational Qualifications: | Diploma/ Degree in Sound Engineering from reputed institute. |
| Experience: | At least 03 years experience in managing and maintaining Audio-Visual equipment in a reputed educational institute / corporate / multinational company / government organisation. |
| Desirable: | Day to day maintenance, preventive and curative maintenance of AV equipments |
| Upper Age Limit: | 35 years as on closing date for receipt of applications. |
| Reporting to: | Dean, NID Gandhinagar Campus |
| Job Description: | <ul style="list-style-type: none"> ○ Operations of AV equipment in auditorium, design gallery, presentation hall, seminar – conferences and meetings of the institute. ○ To provide audio / video service to students in completing their projects including effects, sound, music recording and sound related guidance and also providing support to the faculty for their projects etc. ○ Taking care of all AV equipment, maintenance, up gradation of equipment, tools, up gradation of sound design lab, auditorium. ○ Assist in managing AV in classroom, boardrooms, as and when required. ○ Any other tasks as assigned by the institute. |
| Remuneration: | Pay Level – 4 in the 7th CPC (Approximate Gross Emoluments at minimum of the scale will be Rs. 38,089/-) |