

National Institute of Design, Madhya Pradesh
Acharpura, Eint Khedi, Post Arwaliya, Bhopal M.P. 462038

Recruitment for various Administrative Positions

Sl. No.	Name of Post	Pay Level as per Seventh CPC [equivalent PB & GP in Sixth CPC]	Category wise Vacancies					Total
			SC	ST	OBC	EWS	UR	
Administrative Posts								
1.	Chief Administrative Officer	Pay Level - 12 (Rs. 78800-209200) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 7600)	0	0	0	0	01	01
2.	Admin Officer	Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 5400)	0	0	0	0	01	01
3.	Senior Accounts Officer	Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 5400)	0	0	0	0	01	01
4.	Senior Assistant Librarian	Pay Level- 7 (Rs. 44900-142000) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4600)	0	0	0	0	01	01
5.	Senior Superintendent	Pay Level- 7 (Rs. 44900-142000) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4600)	0	0	0	0	01	01
6.	Assistant Administrative Officer	Pay Level- 7 (Rs. 44900-142000) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4600)	0	0	0	0	02	02

7.	Superintendent	Pay Level- 6 (Rs. 35400-112400) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4200)	0	0	0	0	02	02
8.	Senior Assistant	Pay Level- 6 (Rs. 35400-112400) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4200)	0	0	0	0	01	01
9.	Senior Library Assistant	Pay Level- 5 (Rs. 29200-92300) of the Pay Matrix in 7th CPC (6th CPC Pay Band-1 with Grade Pay Rs. 2800)	0	0	0	0	01	01
10.	Senior Assistant (Admn/Studio)	Pay Level- 5 (Rs. 29200-92300) of the Pay Matrix in 7th CPC (6th CPC Pay Band-1 with Grade Pay Rs. 2800)	0	0	01	0	03	04
11.	Assistant (Accounts/Adm/ Library)	Pay Level- 4 (Rs. 25500-81100) of the Pay Matrix in 7th CPC (6th CPC Pay Band-1 with Grade Pay Rs. 2400)	0	0	0	0	03	03
Total Administrative Post			0	0	01	0	17	18

Method of recruitment for each post i.e. Direct Recruitment – DR, Deputation – DP, Contract – C (one year duration, extendable upto three years) etc is given in Annexure I attached with this document.

For details regarding online application form, educational qualifications, experience, other requirements and terms & conditions for these positions, please visit the Institute website <http://www.nidmp.ac.in>

Interested persons may apply **online** in the prescribed application form, available on NID MP website <http://www.nidmp.ac.in>

Last date for submission of online application is **31.03.2020 till 23.59 hours.**

REGISTRAR

1. Essential/ Desirable Qualification, Age and Experience:

Essential/ Desirable qualifications, age and experience for the above posts are as per Recruitment Rules for Administrative staff in NID MP, available at **ANNEXURE I**.

2. Age Limit/Relaxation:

- (1) Maximum age limit for each post shall be as per Recruitment Rules.
- (2) Age limit and other eligibility conditions for all the positions shall be determined on the last date of submission of online application.
- (3) Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen candidates shall be applicable as per Government of India norms. **No relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies.**
- (4) Reservation for PwD/ Ex-Servicemen is horizontal reservation therefore candidates selected against the quota for persons with disabilities (PwD) will be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs.

Sl. No	Category	Age Relaxation permissible beyond the Upper age limit only for the reserved post for the respective category
1.	SC/ST	5 years
2.	OBC (NCL)	3 years
3.	PwD (UR)	10 years
4.	PwD + OBC (NCL)	13 years
5.	PwD + SC/ST	15 years
6.	Ex-Servicemen	For Ex-serviceman upto the extent of service rendered in defence forces (Army, Navy & Air Force) plus 3 years. The Ex-serviceman candidates will be required to produce a certificate that they have been released from the Defence Forces.

- (5) 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.
- (6) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on **31.03.2020**, i.e. the last date of submission of online applications under this advertisement.

3. Application Fee:

(1) Candidates belonging to UR, EWS, OBC (Non-creamy layer) category shall be required to make online payment of non-refundable application fee of **Rs. 1000/- for Group A posts (posts carrying pay from pay level 10 and above) and Rs. 500/- for Group B & C posts (posts carrying pay up to level 9)**. SC, ST, PwD, Ex-Servicemen and Women candidates are exempted from payment of application fees. SC, ST, PwD and Ex-Servicemen candidates are required to upload valid certificates issued by competent authority to claim fee exemption, otherwise their application will be rejected.

(2) No fee is required for the posts which are applied on deputation basis.

4. General Instructions:

(1) 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.

(2) Number and nature of positions may change and vary at the time of selection/ recruitment. NID MP reserves the right to fill or not to fill all the advertised positions/ any position/ cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.

(3) All recruitment shall be done only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final. There shall be no scope of fixing or altering pay outside the Selection Committee.

(4) NID MP will retain data of online 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 RTI on the subject shall be entertained.

(5) Candidates before applying must ensure that they meet eligibility criteria as stipulated in the advertisement. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, appointment may be cancelled. Hiding any information or submitting false information may lead to cancellation of candidature at any stage of recruitment.

(6) Candidates will be considered only for the posts applied for. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application with application fee, if applicable, must be submitted for each post.

(7) The candidates are required **to apply through Online mode only. Application in any other form will not be accepted** and will be summarily rejected. No communication in this regard will be entertained.

(8) Candidates will be allowed to appear in the selection process on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfill all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the candidate is false or the candidate does not fulfill eligibility conditions, the candidature of such a candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of letter for the selection process will not confer any right for appointment.

(9) Applications which are not in prescribed form/ filled incorrectly/ incomplete and without relevant supporting documents uploaded may be out rightly rejected. No correspondence will be entertained in this regard.

(10) Candidates are required to upload certificates in support of caste/ category (if claiming reservation/ relaxation in age), educational qualifications, experience (it should clearly state pay scale for the purpose of determining eligibility), photograph, signature, CV etc. Detailed instructions are given on the job portal.

(11) NID MP strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply without paying any application fees.

(12) Details of posts that have been identified as "suitable" for persons with disabilities (PwD) are given in Annexure I.

(13) An initial screening written/ practical examination will be held for each post for those candidates, who fulfil all requirements given in the advertisement. Selection will be made on the basis of performance in personal interview.

(14) Mere fulfillment of eligibility criteria does not guarantee candidates being called for Written Test/ Interview. NID MP reserves the right to restrict number of candidates to be called for Test/ Interview by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute.

(15) 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.

(16) Candidates will be admitted to the Test/ Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by a

candidate is false or a candidate does not fulfill any other eligibility conditions, the candidature of such candidate will be cancelled and no correspondence in this regard will be entertained. Issuance of an admit card for the Test/ Interview will not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions.

(17) No correspondence will be entertained from candidates not shortlisted for test / interview/ appointment.

(18) 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.

(19) The Screening Test/ Written Test/ Trade Test/ Personal Interview 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.

(20) To & Fro Rail fare (III AC) for shortest route only may be paid to the candidates shortlisted for interview, on submission of both way journey tickets.

(21) Institute will not arrange any boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending written test/ interview.

(22) Persons serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs, applying for the post on Direct Recruitment basis, shall forward a printed copy of the application through proper channel after filling up the online application form.

(23) Persons serving in Government/Semi-Government/Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs shall have to furnish a **No Objection Certificate (NOC) & Experience Certificate** from the designated authority of the organization they are serving, at the time of interview. **Without NOC & Experience Certificate, the candidate may not be allowed to appear in Interview.** However, the decision of NID MP in this regard, shall be final and binding on the candidates.

(24) In case of those, who are required to send hard copy of application while applying through proper channel, the name of the post must be super-scribed "**Post applied for [name of the post]**" on the envelope.

(25) **Candidates NOT serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs are NOT REQUIRED to submit printed copy of the online application form.**

(26) Any vigilance/ disciplinary cases should not be pending against the candidates working in any Govt./ Semi- Govt./ Autonomous Organizations. In such cases, application shall not be considered or scrutinized.

(27) Persons serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs, applying for the post **on Deputation basis** shall submit the hard copy of online filled application form through their employer along with the Vigilance Clearance Certificate and APAR for the relevant years as specified in 'Annexure I' w.r.t. relevant posts. **Without the employer's consent and above documents, their application will not be considered.**

(28) The period of Deputation will be for three years. However, it may be extended up to five years with the approval of the Competent Authority of the Institute.

(29) Original documents along with one set of self-attested copies will have to be produced at the time of Interview for verification. Non production of original of any of the requisite documents will render the candidate ineligible for appearing in the interview. In case 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 interview despite passing the written test.

(30) Request for conduct of personal interview through Video Conferencing or in any other mode shall not be considered under any circumstances.

(31) 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 Screening Test/Written Test/Trade Test/Personal Interview etc. will be displayed only on NID MP website. No separate communication/intimation in this regard shall be made by the Institute.

(32) **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 Test/ Interview 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 Screening Test, Trade Test, Interview 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.

(33) Hence, candidates are advised in their own interest to provide their working e-mail id and to white-list the e-mail id career@nidmp.ac.in so that communications 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.

(34) Candidates should not have been convicted by any Court of Law.

(35) All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be out rightly rejected at the time of document verification.

(36) 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), selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates No enquiry / correspondence will be entertained in this regard.

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

(38) Helpline e-mail ID for technical query related to online fee and form submission is **career@nidmp.ac.in**

(39) 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.

(40) 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 Rules.

(41) NID MP reserves the right to (i) relax eligibility criteria in exceptional cases; (ii) offer contract assignment to persons who have applied for regular positions, and (iii) fill the position at lower level than that advertised.

(42) 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 any/all the posts at any stage.

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

(44) Decision of NID MP regarding conduct of examination, interview, verification of documents and selection will be final and binding on all candidates. No representation/ correspondence will be entertained in this regard.

(45) **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 sun

glasses should be uploaded while filling the online application form. Identical extra colour passport size photograph as uploaded on the online application 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 uploading old/unclear photograph on the online application form and actual physical appearance of the candidate.

(46) Candidates must carry at least one photograph bearing Identity Proof, in original, such as Driving Licence, Voter Card, Aadhaar Card, Identity Card issued by University/College, PAN Card to the examination center, failing which they shall not be allowed to appear for the examination.

(47) 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 student is eligible for award of degree.

(48) Experience Certificate from employer must mention Pay Scale/ Pay Band & Grade Pay, Nature of Employment, period of employment designation (Post) and all other work experience related details which candidate has claimed in his/her application. 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.

(49) Candidates working on regular/ contractual basis with equitable Pay Level of Central/ State Govt./ PSUs/ Autonomous Bodies shall be given preference. Wherever candidates of sufficient number are not available with Govt./ PSU/ Autonomous Bodies experience, candidates from non-government/ private organizations with equitable grade shall be considered.

(50) For candidates working in Private Sector, experience for the post will be calculated on the basis of Gross Pay drawn by him/ her in the private organization comprising of Basic Pay + DA + Conveyance + Incentives. It will be compared with the Basic Pay at the minimum of the Scale of Pay + DA in the respective level of post in central Govt service on first January of the corresponding year for ascertaining eligibility for the post applied.

(51) In case of any dispute arises on account of interpretation in version other than English, English version will prevail.

(52) 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.

(53) **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. Without prejudice to criminal action/debarment from NID MP examination 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:

- (1) Making wrong declarations and giving misinterpretation of the facts in the application.
- (2) In possession of mobile phone & accessories and other electronic gadgets at the examination centers, whether in use or in switched off mode and on person or otherwise.
- (3) Involved in malpractices.
- (4) Using unfair means in the examination hall.
- (5) Obtaining support for his/her candidature by any means.
- (6) Impersonate/Procuring impersonation by any person.
- (7) Submitting fabricated documents or documents which have been tampered with.
- (8) Making statements which are incorrect or false or suppressing material information.
- (9) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (10) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or NID MP representatives.
- (11) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (12) Intimidating or causing bodily harm to the staff employed by the NID MP for the conduct of examination.
- (13) Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.
- (14) 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.

5. Selection Process:

(1) Screening of online applications received may be done to restrict number of candidates to be called for selection process. NID MP at its discretion may restrict the maximum number of candidates to be called for any stage of the selection process, for any or all of the posts.

(2) Selection process may consist of Screening Test (only for shortlisting of candidates) Trade Test/ Skill Test (qualifying in nature), Written Test and Personal Interview.

(3) NID MP may decide to conduct a selection process comprising of multiple stages for selection of candidates including written test/ skill test/ presentation and followed by interview. Selection will be on the basis of performance in personal interview.

(4) All details related to recruitment process shall be available on NID MP website only. Candidates are advised to keep a regular watch on the Institute's website for any updates. No separate communication in any form shall be made in this respect.

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

(6) Candidates not eligible for any 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.

(7) List of shortlisted candidates shall be published on NID MP website only for participating in the selection process. Such candidates additionally, may also be communicated through e-mail.

6. Documents/ Certificate to be produced at the time of selection process:

Following documents/certificates, in original along with one set of photocopy, are required to be brought along with a printout of the Online Recruitment Application and receipt/proof of online Application Fee deposited in bank, 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:

(1) 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.

(2) Higher Secondary / Class XII (or equivalent) board marks sheet.

(3) Degree & Post Graduation certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.

(4) The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed proforma **(ANNEXURE II [A])**.

Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.

The caste of the candidate must be in the State-wise Central list of SCs given at
“<http://socialjustice.nic.in/UserView/PrintUserView?mid=76750>” or
“<http://www.socialjustice.nic.in/UserView/index?mid=76750>”

The caste of the candidate must be in the State-wise Central list of STs given at
“<https://tribal.nic.in/ST/Latest List of Scheduled tribes.pdf>”

(5) OBC Non-Creamy Layer certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the State-wise Central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx. The OBC certificate must be produced in the prescribed proforma **(ANNEXURE II [B])**.

(6) EWS certificate issued on or after 1st April, 2019 shall be considered for reservation under EWS category, whose family has gross annual income below Rs. 8.00 lakh (Rupees Eight Lakh only) for the financial year prior to the year of application. Also persons whose family owns or possesses any of the assets as mentioned in DOPT, Govt. of India OM No.36039/1/2019-Estt (Res) dated 31st January, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The EWS certificate must be produced in the prescribed proforma **(Annexure II [C])**. Certificate to be rendered by PwD is placed as **Annexure II (D)**.

(7) Prescribed format of certificates to be submitted by Ex-Servicemen and serving Armed Forces Personnel is placed at **Annexure II (E)**.

(8) Photo identity card (issued by Govt. agency).

(9) 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).

(10) Participation certificate in sports and other activities, if applicable.

(11) Degree as referred above should have been awarded by a recognized University/Institute.

(12) Any other relevant documents in support of the entries filled in application form.

Note: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted. Certificate other than the prescribed format will not be accepted such applications will be summarily rejected.

7. How to apply:

(1) Candidates are required to apply online only on the online recruitment portal of the Institute website: **www.nidmp.ac.in** from **01.03.2020 to 31.03.2020 upto 23.59 hours**.

(2) Candidates are advised to click on the online application link available on Institute website for registration only after reading the instructions carefully and fill-in the online application form giving accurate information.

(3) After registration, candidates will have to pay the application fee through “SBI I-Collect” and get the printout of fee receipt generated by “SBI I-Collect”. SC, ST, PwD, ESM, and Women candidates are exempted from payment of application fee.

(4) After the payment of application fee, the candidate will have to fill the application form thorough online application link available on institute website. If the online application is not successfully completed, candidate is required to register again. Candidates after successful submission of online application must keep a copy of the finally submitted online application, which they will be required to produce as and when asked for during the selection process.

(5) Incomplete applications/ applications received through any other mode will not be accepted and summarily rejected.

(6) Once the application is filled and submitted successfully, no request for change in any data entered by the candidate will be entertained. Candidates will have to apply afresh for the post.

(7) While applying online, candidates need to upload the scanned copy of their recent passport size colour photograph & signature. Scanned copies of all certificates of educational qualifications and age proof, caste certificate, ex-servicemen certificate, CV etc are to be uploaded in PDF format. Candidates called for selection process will be required to produce their original certificate and other relevant documents as mentioned in the online application form.

(8) NID MP will not be responsible for any candidate for not being able to submit his/her online application within the last date on account of system error or any other reasons. After submission of form, payment gateway will be open for payment of fee, if applicable (payment of fee not applicable for SC/ST/PwD/ESM and Women candidates). Follow the instructions carefully for payment of fee. Applications not falling under exempted category, if submitted without payment of application fee will be considered an incomplete application and will be summarily rejected.

Important Dates:

Date of publication of detailed notification on Institute website. : 01.03.2020

Opening date of online submission of application. : 01.03.2020

Closing date of online submission of application : 31.03.2020

Last date of submission of physical copies of application in case of persons serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs, applying for the post on Direct Recruitment/ Deputation basis : 07.04.2020

Any difficulties relating to submission of online application may be sent to email Id-career@nidmp.ac.in

Method of recruitment for each post i.e. Direct Recruitment – DR, Deputation – Dp, Contract – C (one year duration, extendable upto three years) etc is given in Annexures attached with this document.

8. Check List:

- (1) Whether all details in online application form have been filled up correctly?
- (2) Whether recent Photograph uploaded?
- (3) Whether applicable application fee, if applicable, paid?
- (4) Whether certificates of essential qualification uploaded?
- (5) Whether caste/category certificate uploaded?
- (6) Whether Ex-servicemen certificate uploaded?
- (7) Whether NOC from present employer uploaded?
- (8) Whether relevant experience certificate uploaded?
- (9) Whether a PDF copy of the finally submitted online applications has been stored for producing the same during the selection process, if called for the same.

REGISTRAR

**RECRUITMENT FOR VARIOUS ADMINISTRATIVE POSITIONS IN THE
NATIONAL INSTITUTE OF DESIGN, MADHYA PRADESH**

Recruitment for Chief Administrative Officer in NID MP

1. Name of Post : Chief Administrative Officer
2. No. of Posts : **One (01)** UR – 01 {Direct Recruitment/Deputation}
3. Classification of Post : Group A
4. Pay Band : Pay Level - 12 (Rs. 78800-209200) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 7600)
5. Age : Not exceeding 50 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules
6. Educational Qualification/
Experience : **Essential:**
 - i) Graduate Degree in any discipline of a recognized institute or University. Working knowledge in computer.
 - ii) A Minimum of 10 years of relevant experience in a Government/Educational/Research Institution. The candidate will be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution.

Desirable:

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.
7. Probation period : Two years
8. Suitable for PwD : OH category
9. 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 3 years' of service in the post in the grade pay of Rs. 6,600.

Recruitment for Administrative Officer in NID MP

1. Name of Post : Administrative Officer
2. No. of Posts : **One (01)** UR – 01 {Direct Recruitment}
3. Classification of Post : Group A
4. Pay Band : Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 5400)
5. Age : Not exceeding 40 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules
6. Educational Qualification/
Experience : **Essential:**
 - i) Graduate Degree in any discipline of a recognized institute or University. Knowledge in computer.
 - ii) A Minimum of 5 years of relevant experience in a Government/ educational/Research Institution. The candidate will be expected to have some familiarity with Academic and administrative activities and working procedure in higher educational institutions preferably in design/fashion technology or similar institution.**Desirable:**

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.
7. Probation period : Two years
8. Suitable for PwD : OH category

Recruitment for Assistant Administrative Officer in NID MP

1. Name of Post : Assistant Administrative Officer
2. No. of Posts : **Two (02)** UR – 02 { Direct Recruitment/Deputation - 02}
(Preference will be given for filling the post on Deputation)
3. Classification of Post : Group B
4. Pay Band : Pay Level- 7 (Rs. 44900-142000) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4600)
5. Age : Not exceeding 35 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules
6. Educational Qualification : **Essential:-**
: (i) Graduate Degree or equivalent from a recognized University.

(ii) Working knowledge in computer

Desirable:-
Experience in Administration, Academic, and purchase matters
7. Probation period : Two years
8. Suitable for PwD : OH category
9. Conditions for Deputation: From analogous posts of ministerial cadre or with 5 years' service in the grade pay of Rs. 4,200 in the ministerial cadre.

Recruitment for Superintendent in NID MP

1. Name of Post : Superintendent
2. No. of Posts : **Two (02)** UR – 02 { Direct Recruitment/Deputation - 02}
(Preference will be given for filling the post on Deputation)
3. Classification of Post : Group B
4. Pay Band : Pay Level- 6 (Rs. 35400-112400) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4200)
5. Age : Not exceeding 35 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules.
6. Educational Qualification : **Essential**
:
(i) Graduate Degree or equivalent from a recognized University.

(ii) Working knowledge in computer

Desirable
Experience in Administration/ Academic and Purchase procedures
7. Probation period : Two years
8. Suitable for PwD : OH category
9. Conditions for Deputation: : From analogous posts of ministerial cadre or with 5 years' service in the grade pay of Rs.2,800 in the relevant disciplines of the post to be selected for.

Recruitment for Senior Assistant (Admin/Studio) in NID MP

1. Name of Post : Senior Assistant (Admin/Studio)
2. No. of Posts : **Four (04)** UR – 03 (Direct Recruitment/Deputation – 03),
OBC - 01 { Direct Recruitment/Deputation – 01}
(Preference will be given for filling the post on Deputation)
3. Classification of Post : Group C
4. Pay Band : Pay Level- 5 (Rs. 29200-92300) of the Pay Matrix in 7th CPC (6th CPC Pay Band-1 with Grade Pay Rs. 2800)
5. Age : Not exceeding 30 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules.
6. Educational Qualification : : **Essential:**
i) Graduate Degree from a recognized University
ii) Working knowledge in computer
Desirable:
Relevant experience in Administration/ Academic, Purchase and studio matters
7. Probation period : Two years
8. Suitable for PwD : OH, HH category
9. Conditions for Deputation: From analogous posts of ministerial cadre or with 5 years service in the grade pay of Rs. 2,400 in the ministerial cadre.

Recruitment for Assistant (Accounts/Admn./Lib) in NID MP

1. Name of Post : Assistant
2. No. of Posts : **Three (03)** UR-03 {Direct Recruitment}
Administration-01, Accounts-01, Library-01
3. Classification of Post : Group C
4. Pay Band : Pay Level- 4 (Rs. 25500-81100) of the Pay Matrix in 7th CPC (6th CPC Pay Band-1 with Grade Pay Rs. 2400)
5. Age : Not exceeding 25 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules
6. Educational Qualification : **Essential:**
i) Bachelor's degree from a recognized University/Institution
ii) Computer Knowledge
7. Probation period : Two years
8. Suitable for PwD : OH/ VH/ HH category

Recruitment for Senior Accounts Officer in NID MP

1. Name of Post : Senior Accounts Officer
2. No. of Posts : **One (01)** UR – 01 {Direct Recruitment/Deputation – 01}
(Preference will be given for filling the post on Deputation)
3. Classification of Post : Group A
4. Pay Band : Pay Level - 10 (Rs. 56100-177500) of the Pay Matrix of 7th CPC (6th CPC Pay Band-3 with Grade Pay Rs. 5400)
5. Age : Not exceeding 40 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules
6. Educational Qualification/ Experience : **Essential:**
(i) Master's 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

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
7. Probation period : Two years
8. Suitable for PwD : OH category
9. 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 5 years of service in the post in the grade pay Rs. 4,600

Recruitment for Senior Superintendent (Accounts) in NID MP

1. Name of Post : Senior Superintendent (Accounts)
2. No. of Posts : **One (01)** UR – 01 {Direct Recruitment/Deputation – 01}
(Preference will be given for filling the post on Deputation)
3. Classification of Post : Group B
4. Pay Band : Pay Level- 7 (Rs. 44900-142000) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4600)
5. Age : Not exceeding 35 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules
6. Educational Qualification/Experience : **Essential:**
:
i) Graduate Degree in Commerce or equivalent from a recognized University
ii) Working knowledge in computer
Desirable:
(i) Experience in Finance and accounts matters in Government/Educational Institutions
7. Probation period : Two years
8. Suitable for PwD : OH category
9. Conditions for Deputation: From analogous posts of Accounts cadre or with 5 years service in the grade pay of Rs.4,200 in the Finance and Accounts cadre as case may be.

Recruitment for Senior Assistant (Accounts) in NID MP

- Name of Post : Senior Assistant (Accounts)
1. No. of Posts : **One (01)** UR-01 {Direct Recruitment/Deputation – 01}
(Preference will be given for filling the post on Deputation)
2. Classification of Post : Group B
3. Pay Band : Pay Level- 6 (Rs. 35400-112400) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4200)
4. Age : Not exceeding 35 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules.
5. Educational Qualification/Experience : **Essential:**
i) Degree in Commerce or equivalent from a recognized University
ii) Working knowledge in computer
Desirable:
(i) Experience in Finance and accounts matters in Government/Educational Institutions
6. Probation period : Two years
7. Suitable for PwD : VH/ HH/ OH category
8. Conditions for Deputation: From analogous posts of Accounts cadre or with 10 years service in the grade pay of Rs.2,400 in the Accounts cadre.

Recruitment for Senior Assistant Librarian in NID MP

1. Name of Post : Senior Assistant Librarian
2. No. of Posts : **One (01)** UR – 01 {Direct Recruitment/Deputation – 01}
(Preference will be given for filling the post on Deputation)
3. Classification of Post : Group B
4. Pay Band : Pay Level- 7 (Rs. 44900-142000) of the Pay Matrix in 7th CPC (6th CPC Pay Band-2 with Grade Pay Rs. 4600)
5. Age : Not exceeding 35 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules.
6. Educational Qualification/Experience : **Essential:**
 - i) Graduate Degree in Library Science/ Information Science from a recognized University
 - ii) Experience in Library Automation and Administration Experience
 - iii) Five years service as Assistant Librarian in a recognized Institution in the grade pay of Rs.4,200 or equivalent.
 - iv) Experience in Library Administration.**Desirable:**
 - i). M. Phil/Ph. D in Library Science/ Information Science and Documentation.
 - ii) Computer: Degree/Diploma/Knowledge
7. Probation period : Two years
8. Suitable for PwD : OH/ HH category
9. Conditions for Deputation: From analogous post or with 5 year service in the grade pay of Rs.4,200

Recruitment for Senior Library Assistant in NID MP

1. Name of Post : Senior Library Assistant
2. No. of Posts : **One (01)** UR-01 {Direct Recruitment/Deputation – 01}
(Preference will be given for filling the post on Deputation)
3. Classification of Post : Group C
4. Pay Band : Pay Level- 5 (Rs. 29200-92300) of the Pay Matrix in 7th CPC (6th CPC Pay Band-1 with Grade Pay Rs. 2800)
5. Age : Not exceeding 30 years as on date of closure of application
Age relaxation admissible as per Govt of India Rules.
6. Educational Qualification : **Essential:**
:
i) Graduate/ Bachelor's Degree in Library science or equivalent from a recognized University
Desirable:
i) Experience in library administration
7. Probation period : Two years
8. Suitable for PwD : OH, HH category
9. Conditions for Deputation: From analogous posts of library cadre or with 5 years service in the grade pay of Rs.2,400 in the library cadre.

THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER NID MADHYA PRADESH.

This is to certify that Shri/Shrimati/Kumari _____ son/daughter of

_____ of village/town _____

in District/Division _____ of the State/Union Territory _____

belongs to the _____ Caste/Tribes which is recognized as a Scheduled

Castes/Scheduled Tribes under:

@The Constitution (Scheduled Castes) Order, 1950

@The Constitution (Scheduled Tribes) Order, 1950

@The Constitution (Scheduled Castes) Union Territories Order, 1951

@The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 @The

Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 @The

Constitution (Pondicherry) Scheduled Castes Order, 1964

@The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @The

Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968 @The

Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968 @The

Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order, 1978

@The Constitution (Sikkim) Scheduled Tribes Order, 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@The Constitution (SC) Order (Amendment) Act, 1990

@The Constitution (ST) Order (Amendment) Act, 1991

@The Constitution (ST) Orders (Second Amendment) Act, 1991

@The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002 @The Constitution of (Scheduled Castes) Order (Amendment) Act, 2002

@The Constitution of (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate

issued to Shri/Shrimati

_____ Father/mother _____

_____ of Shri/Srimati/Kumari _____ of village/town

_____ in District/Division _____ of the

State/Union Territory _____ who belongs to the

_____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled

Tribe in the State/Union Territory of _____ issued by

the _____ dated _____.

Shri/Shrimati/Kumari _____ and/or his/her family

ordinarily reside(s) in village/town _____ of

_____ District/Division _____ of the

State/Union Territory of _____.

Date :

Signature

Place :

Office Seal

NOTE: The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue SC/ST Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (*not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER NID MADHYA PRADESH.**

This is to certify that Shri/Shrimati/Kumari _____ son/daughter of
_____ of village/town _____ in
District/Division _____ in the State/Union Territory _____
belongs to the _____ community which is recognized as a backward class under:

@Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19- 10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5- 95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5- 1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari _____ and/or his/her family
ordinarily reside(s) in village/town _____ of
_____ District/Division of the State/Union Territory of

_____. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93- Estt.(SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004- Estt. (Res.) dated 14th October, 2008.

Date:
Place:

Signature
Designation
Official Seal

NOTE: The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue OBC Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (*not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep).

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____
permanent resident of _____, village/street _____
Post Office _____ District _____ in the State/Union Territory _____
_____ Pin Code _____

whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs.8.00 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- (i) 5 acres of agricultural land and above.
 - (ii) Residential flat of 1000 sq. ft. and above.
 - (iii) Residential plot of 100 sq. yards and above in notified municipalities.
 - (iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward classes (Central List).

Affix resent
passport
size photo

Signature with Seal of office _____

Name _____

Designation _____

* Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

PEOPLE WITH DISABILITIES (PwD) PHYSICALLY HANDICAPPED CANDIDATES
APPLYING FOR APPOINTMENT TO POSTS UNDER NID MADHYA PRADESH

NAME & ADDRESS OF THE MEDICAL INSTITUTE/HOSPITAL

Certificate No. _____

Date: _____

Recent Photograph
of the candidate
showing the

disability duly
attested by the
Chairperson of the
Medical Board.

This is certified that we have carefully examined Shri/ Smt./ Kum.
_____ son/ wife/ daughter of Shri _____
Date of birth _____ sex _____ identification mark(s) _____ Registration
No. _____ permanent resident of
_____ (Address) whose photograph is affixed above and are
satisfied that he/she is a case of _____ disability of following category:

A. Locomotor or Cerebral Palsy:

- (i) BL – Both legs affected but not arms
- (ii) BA – Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA – Both legs and both arms affected
- (iv) OL – One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA – One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH – Stiff back and hips (cannot sit or stoop)

ed physical endurance

B. Blindness or Low Vision:

(i) B – Blind

(ii) PB – Partially blind

C. Hearing impairment:

(i) D – Deaf

(ii) PD – Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of.....years months.

* 3. Percentage of disability in his/her case is..... Percent.

4. Shri/Smt./Kum. meets the following physical requirements for discharge of his/her duties:—

(i) F—Can perform work by manipulating with fingers. Yes/No

(ii) PP—Can perform work by pulling and pushing Yes/No

(iii) L—Can perform work by lifting. Yes/No

(iv) KC—Can perform work by kneeling and crouching. Yes/No

(v) B—Can perform work by bending. Yes/No

(vi) S—Can perform work by sitting. Yes/No

(vii) ST—Can perform work by standing. Yes/No

(viii) W—Can perform work by walking. Yes/No

(ix) SE—Can perform work by seeing. ((ix) SE—Can perform work by seeing. Yes/No

(x) H—Can perform work by hearing/speaking. Yes/No

(xi) RW—Can perform work by reading and writing. Yes/No

(Dr.)

Member
Medical Board

(Dr.)

Member
Medical Board

(Dr.)

Chairman
Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (With seal)

* Strike out whichever is not applicable.

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES
PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT
RECRUITMENT**

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ has rendered service from _____ to _____

in Army/Navy/Air Force.

He has been released from military services:

- (a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release
- (b) on account of physical disability attributable to Military Service.
- (c) on invalidment after putting in at least five years of Military service.

He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No _____ Rank _____ Name _____
is serving in the Army/Navy/Air Force from _____.

He is due for release retirement on completion of his specific period of assignment on _____.

No disciplinary case is pending against him.

*Strike out whichever is not applicable.

Date:

Place:

Signature Designation & Official Seal

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Signature _____ and name of the Candidate

Date:

Place: