



NATIONAL INSTITUTE OF OPEN SCHOOLING

(An autonomous organization under the Deptt. of Edun. MHRD, Govt. of India)
A-24-25, Institutional Area, Sector 62, NOIDA

NIOS will hold walk-in-interview to fill up following positions purely on contract basis initially for 'six' months, which can be extended further.

Sr. No.	Name of the Position	Emoluments (Consolidated)	No. of Post (s)
1.	Senior Executive Officer (Teacher Education)	25,000/- p.m.	2
2.	Executive Officer (LSC)	22,000/-p.m.	1
3.	Office Assistant (LSC)	15,000/- p.m.	1
4.	Senior Executive Officer	25,000/- p.m.	5
5.	Executive Officer	22,000/- p.m.	1
6.	Executive Assistant	16,000/- p.m.	4

Essential qualification, experience, etc. for the position can be viewed at NIOS website www.nios.ac.in. **For Sr. No. 4 to 6 only Retired Employee can apply.** Desirous candidates may attend walk-in-interview, along with Original Certificates and complete application on **30th September, 2013** at NIOS Head Quarter, Institutional Area, A-24-25, Sector-62, Noida, U.P. 201 309. Registration of the candidates shall commence from 9.00 AM to 11.00 AM



National Institute of Open Schooling

(An autonomous organization under the Deptt. of Edun. MHRD, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA

NIOS will hold Walk-in-Interview to fill up the following post (s) initially for a period of six month on contract basis on **30th September, 2013** at NIOS Hq., A-24-25, Institutional Area, Sector-62, Noida, U.P.-201309.

Sr. No.	Name of the Position	Emoluments (Consolidated)	No. of Post (s)
1.	Senior Executive Officer (Teacher Education)	25,000/- p.m.	2
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SENIOR EXECUTIVE OFFICER (TEACHER EDUCATION)

Essential Qualification & Experience:-

- M.Ed or Master Degree in Education.
- Working knowledge of Computer Operation.
- Working knowledge of Hindi/English.

Desirable:-

- Experience in Organization of Seminars/Conferences and liaison with various Government/Non Government Agencies.
- Preference will be given to candidates having experience in working for the Open Distance Learning institutions.

Age:- Below 63 years.

EXECUTIVE OFFICER (LSC)

Essential Qualification:-

Science Graduate with PG Diploma in Computer Science of at least one year duration of 'A' Level of DOEACC/B.Tech (CS/IT/EC)/BCA.

Experience:-

Minimum 2 years experience in a Computer Centre handling database and call management/call centre.

Age:-

Below 63 years.

SENIOR EXECUTIVE OFFICER

Essential Qualification & Experience:-

- a) Graduate in any discipline.
- b) Minimum 05 years experience of Administration including HRD/Finance and Accounting/Audit/Civil/Electrical etc. **(Or)**
Conduct of Examination/Internal Assessment at the Board/University Level (or) Handling Student Support Services including school admission and school management.
- c) Experience in Organization of Seminars, Conference and liaison with various Government/Non Government Agencies.
- d) Working knowledge of Computer Operation.
- e) Working knowledge of Hindi/English.

Age:-

Only Retired employee can apply

EXECUTIVE OFFICER

- a) Graduate in any discipline
- b) Minimum 03 years experience of Administration including HRD/Finance and Accounting/Audit/Civil/Electrical etc. (or) Conduct of Examination/Internal Assessment at the Board/University level (or) Handling Student Support Services including school admissions and school management.
- c) Experience in Organization of Seminars, Conference and liaison with various Government/Non Government Agencies.
- d) Working knowledge of Computer Operation.
- e) Working knowledge of Hindi/English.

Age:-

Only Retired employee can apply

EXECUTIVE ASSISTANT

- a) Graduate in any stream.
- b) Working knowledge of Computer Operation.
- c) Knowledge of English/Hindi.
- d) At least one year relevant experience of working with any reputed Private/Public Sector Company or Government organization.

Age:- Only Retired employee can apply

OFFICE ASSISTANT

- a) Senior Secondary or equivalent
- b) Knowledge of English and Hindi
- c) Ability to work on computers with a speed not less than 6000 key depressions per hour.
- d) Ability of dealing and filing of papers, maintenance of stationary, Office Management.
- e) Ability to work on computer on latest version MS Office, Excel, Word, Internet application etc.
- f) Minimum 2 years experience of working in office.

Age:- Below 35 years.

Other terms and conditions:-

1. The contract will be initially for six months. The candidate engaged will have to executive an agreement with NIOS, renewable on the basis of satisfactory performance.
2. The candidate engaged to these positions shall not be part of the regular cadres nor any special preferential treatment would be given to such contractual staff in the matter of recruitment to regular posts.
3. The candidate engaged shall have no vested right prior to and after the completion of the contract period to ask for regularization/absorption in NIOS.
4. During the contract, if required, the contractual staff will have to proceed to any part of India and will perform such duties as may be assigned to him/her in connection with the work of NIOS.

Note:

1. Candidates should come for the interview with a copy of bio data, original certificates and testimonials.
2. The selected candidates may be required to join immediately.
3. No TA/DA will be paid for attending the interview.

All desirous candidates may attend Walk-In-Interview to be held on **30th September, 2013** at **9.00 A.M** onwards with their complete applications giving details of i) Name ii) Date of Birth (age) iii) Address with contract No. iv) Experience vi) Recent Passport Size photograph to be affixed, etc. supported with attested copies of testimonials etc. in the prescribed Proforma. Candidate should bring the original testimonial also for verification. **The registration of the candidates shall be from 9.00 A.M. TO 11.00 A.M. on 30th September, 2013. Walk-In-Interview shall be held at NIOS Head Quarter, Institutional Area, A-24-25, Sector-62, Noida, U.P. 201 309.**



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