



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान National Institute of Open Schooling

(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution under Ministry of Education, Govt. of India)

ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर 62, नोएडा, उत्तर प्रदेश -201309

A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh - 201309

National Institute of Open Schooling invites online applications from eligible candidates for the following 34 (Thirty-Four) Group 'A', 'B' & 'C' posts **on Deputation basis**.

S. No.	Name of the Post	Level in the Pay Matrix	No. of Posts	Group	Reservation Category
1.	Assistant Director (Academic)	Level-11 (₹67700-208700)	Three (03)	Group A	NA
2.	Academic Officer (Hindi)	Level-10 (₹56100-177500)	One (01)	Group A	NA
3.	Librarian	Level-10 (₹56100-177500)	One (01)	Group A	NA
4.	Section Officer	Level-7 (₹44900-142400)	Fourteen (14)	Group B	NA
5.	Assistant Audit Officer	Level-7 (₹44900-142400)	One (01)	Group B	NA
6.	Assistant	Level-4 (₹25500-81100)	Fourteen (14)	Group C	NA

The above vacancies are for NIOS Headquarters and its **20** Regional Centres located all over India. Candidates are requested to give three options of their choice of posting while filling up the application form through online mode.

1. Assistant Director (Academic) – on deputation

(a) Officers from Central or State Government, Universities/Semi Government/Autonomous organizations, Professional and Research Institutions and bodies holding analogous post on regular basis or with 5 years regular service in the scale of level 10 of the pay matrix (Rs. 56100-177500 revised under 7th CPC) (pre- revised Rs.15600-39,100 with G.P 5,400 PB-3 as per 6th CPC) (Pre to Pre-revised Rs.8000-275-13500) especially in teaching Academic/Vocational subjects/Developing Academic/Vocational courses/Academic/Vocational Administration from Government/Semi Government/Autonomous Bodies/ Institutes recognized by AICTE.

(b) Qualifications prescribed for direct recruits.

Educational and other qualifications required for direct recruits

1. At least second class Master Degree in any subject with at least 55% marks.
2. At least 5 years of regular service in the scale of level 10 of the pay matrix (Rs. 56100-177500 revised under 7th CPC) (pre-revised Rs.15600-39,100 with G.P. 5,400 PB-3 as per 6th CPC) (Pre to Pre-revised Rs.8000-275-13500) and experience in Academic

Administration, Research, Planning, Preparation and Production of self learning materials/text books at the school stage for Academic/Vocational subjects.

Or

Worked in any reputed institute of Vocational Education/Training Centre approved by the AICTE or any State Government for at least 5 years in a supervisory capacity in teaching

3. Knowledge of computer operations.

4. Experience in organization of Seminars, Conferences and Orientation programmes for key personnel

5. Working knowledge of Hindi/English.

Desirable

(i) Experience in Open Learning/Distance Education Institutions.

(ii) A Post Graduate Degree/Diploma in Distance Education.

Age: Not exceeding 56 years on the closing date

2. Academic Officer (Hindi) – on deputation

(a) Officers holding analogous post on regular basis or with 5 years experience as PGT in concerned subject from Central/State Govt., University, Professional/Research Institution/Bodies in the scale of level 6 of the pay matrix (Rs. 35400-112400 revised under 7th CPC) (pre-revised Rs.9300-34800 with G.P. 4200 PB-2 as per 6th CPC) (Pre to Pre-revised Rs.6500-200-10500).

(b) Preferably possessing qualification prescribed for direct recruits.

Educational and other qualifications required for direct recruits

1. Master's Degree or equivalent in relevant subject from recognised University with at least 55% marks (B+) or its equivalent grade and good academic records.

2. Working knowledge of computer operations.

3. Working knowledge of English and Hindi.

Desirable

1. M.Phil and or Ph.D. in relevant subject

2. A Post Graduate Degree/Diploma in Distance Education/Education.

3. Experience in writing of lessons and teaching materials, organizing Seminars, Workshops and in service education.

Age: Not exceeding 56 years on the closing date.

3. Librarian – on deputation

a) Officers holding analogous post on regular basis from Central/State Govt./University, Professional Research Institution/Bodies.

b) Preferably possessing qualification prescribed for direct recruits.

Educational and other qualifications required for direct recruits

i) Graduate with M.Lib.Sc.

or

Post Graduate with B.Lib.Sc.

ii) Knowledge of Computer Application

- iii) Working knowledge of English and Hindi
- iv) At least 5 years experience in a reputed Research/Academic Institution
- c) Working knowledge of computer applications.
- d) Working knowledge of English and Hindi.

Desirable

- (i) Training in Repography/Documentation.

Age: Not exceeding 56 years on the closing date

4. Section Officer – on deputation

- i) Employees of Central / State Govt. Deptt./Autonomous Educational Institutions holding analogous post on regular basis or with 5 years continuous service in the scale of Level-6 of the pay matrix (₹35400-112400 revised under 7th CPC) or (pre revised ₹9,300- 34,800 with G.P. ₹4,200 PB-2 as per 6th CPC) or (Pre to pre-revised ₹5,500-9,000 as per 5th CPC) or 10 years of regular continuous service in the scale of Level-4 of the pay matrix (₹25500-81100 revised under 7th CPC) or (pre revised ₹5,200-20,200 with G.P ₹2,400 PB-1 as per 6th CPC) or (Pre to pre-revised ₹4,000-100-6,000 as per 5th CPC) in any of the following fields (but excluding Media, Library, Printing & Computer) would be eligible for consideration.
- ii) At least 3 years experience in Administration/Accounts with knowledge of rules and procedures as applicable to Govt./Autonomous Organization.
- iii) Working knowledge of computer operations.
- iv) Preferably possessing the qualifications needed by direct recruitment.

Educational and other qualification/experience required for direct recruits

(A) Second Class Graduate from a recognized University

(B) Atleast 5 years of regular continuous service in the scale of Level-6 of the pay matrix (Rs.35400-112400 revised under 7th CPC) (pre revised Rs.9,300- 34,800 with G.P. Rs.4,200 PB-2 as per 6th CPC) or (Pre to pre-revised Rs. 5,500-9,000) or 10 years of regular continuous service in the scale of Level-4 of the pay matrix (Rs. 25500-81100 revised under 7th CPC) (pre revised Rs. 5,200-20,200 with G.P Rs.2,400 PB-1 as per 6th CPC) or (Pre to pre-revised Rs. 4,000-100-6,000) in any of the following fields (but excluding Media, Library, Printing & Computer)

- a) Administration (including Finance, HRD)
- b) Conduct of examination
- c) Organisation of Seminars, Conferences etc for teachers & key personnel
- d) Experience in handling Student Support Services including School Administration/ Management/ Admission

(C) Knowledge of Central Government Office Procedure, Service Rules and Financial Rules.

(D) Knowledge of computer operations.

Desirable

Working knowledge of Hindi and English

Age: Not exceeding 56 years on the closing date

5. Assistant Audit Officer – on deputation

- i) 5 years experience in Accounts/Audit in a Government/Autonomous Organization in the scale of Level-6 of the pay matrix (Rs.35400-112400 revised under 7th CPC) (pre revised Rs.9300-34800 with GP Rs.4200 PB-2 as per 6th CPC) (Pre to pre-revised Rs.5500-9000 PB-2) or 8 years in the scale of Level-5 of the pay matrix (Rs.29200-92300 revised under 7th CPC) (pre revised Rs.5200-20200 with GP Rs.2800 PB-1 as per 6th CPC) (pre to pre revised Rs.4500-7000).
- ii) Working knowledge of computer operations.
- iii) Working knowledge of Hindi/English.

Essential Qualification

- i) IInd class Bachelor's Degree in Economics, Accounts, Commerce
Or
- ii) Chartered Accountant/CFA/ICWA with knowledge of Government Financial Rules and Regulations
- iii) 5 years experience in Accounts/Audit in a Government/Autonomous Organization in the scale of Level-6 of the pay matrix (Rs.35400-112400 revised under 7th CPC) (pre revised Rs.9300-34800 with GP Rs.4200 PB-2 as per 6th CPC) (Pre to pre-revised Rs.5500-9000 PB-2) or 8 years in the scale of Level-5 of the pay matrix (Rs.29200-92300 revised under 7th CPC) (pre revised Rs.5200-20200 with GP Rs.2800 PB-1 as per 6th CPC) (pre to pre revised Rs.4500-7000).

Age: Not exceeding 56 years on the closing date

6. Assistant – on deputation

- i) Person from various Central Govt./Semi Govt./Autonomous organization holding analogous posts or in the scale of Level-2 of the Pay Matrix (19900-63200 revised under 7th CPC) or (pre-revised 5200-20200 with GP 1900 PB-1 as per 6th CPC) or (pre to pre-revised Rs.3050-4590 as per 5th CPC) with 5 years regular service and preferably fulfilling the qualifications prescribed for direct recruits.

Educational and other qualification/experience required for direct recruits

- i) Senior Secondary from a recognized Board
- ii) Proficiency in office procedure, noting, drafting, knowledge of Government Rules and Regulations
- iii) Working on computer with a speed of not less than 8000 key depression per hour
- iv) Working knowledge of Hindi and English

Age: Not exceeding 56 years on the closing date

General Conditions:

1. Applications should be submitted online through www.nios.ac.in. No other mode of application whatsoever shall be accepted.
2. **Candidates are requested to take print out of the application which has been successfully submitted online and send it to the Deputy Director (Admn.), Recruitment Section, National Institute of Open Schooling, A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh-201309 (along with all documents which have been uploaded on the Recruitment Portal) by Speed Post within seven days of submission of application. Candidature of those candidates will be considered who**

submit hard copy of the application within prescribed time. Envelope containing application should be superscribed with Application for the post of _____.

3. Last date for submission of application online is **30 days** from the date of publication of the advertisement in **Employment News**.
4. Before submitting the online application, the applicants are requested to carefully go through the full-text of the advertisement and the procedure to apply.
5. Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online.
- 6. No fees are required to be paid, while applying for the above posts.**
7. The Cut-Off date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be the closing date for submission of online application by candidates. Before applying, applicants must satisfy about their eligibility as on the closing date of application.
8. Candidates in their own interest are advised to register online and submit their applications well in time before the last date as mentioned for the post, to avoid the possibility of disconnection/inability/failure to log on NIOS website on account of heavy load on internet/website jam. NIOS does not take any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond its control.
9. The name of the candidate and his/her father/mother name, etc. should be spelt correctly in the application as it appears in the Secondary (10th) Pass Certificates. Any change in name found in the pass certificates may disqualify the candidature.
10. Qualifications acquired by the candidates should be strictly in accordance with the notified/prescribed qualifications. Any candidate seeking claim of equivalence of the qualifications with that of the notified/prescribed one should furnish documentary evidence in support of his/her claim at the time of submission of online application, failing which such cases will be summarily rejected. Similarly, where grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be produced at the time of submission of online application as well as during documents verification at the time of interview.
11. Candidates who have not acquired/will not acquire the educational qualification as on the closing date need not apply.
12. In case the applicant is presently working in State Govt./PSU/Autonomous Organization/Universities, etc., where the pay scales are not identical to the pay scales of Central Government, the candidate will have to submit Gazette Notification/Government Order(s) wherein such pay scales of State Govt./PSU/Autonomous Organization/Universities, etc. have been equated to corresponding pay scale/level as per the 7th Central Pay Commission in Central Government. In this connection, the onus of providing such equivalence document shall be on the applicant and in such cases, the decision of the NIOS shall be final & binding.
13. Candidates applying for the post are required to submit (i) Vigilance Clearance; (ii) ACRs for the last five years duly attested on each page by a Group 'A' Gazetted Officer; (iii) Non imposition of Minor/Major Penalty Certificate in last 10 years (list of penalties, if imposed) (iv) No Objection Certificate, to the effect that the candidate will be spared for joining NIOS in the event of his/her selection.

14. The entire application procedure is made online. Copies of certificates in support of educational qualifications, date of birth, experience, no objection certificates (from present employer, if working), scanned signatures, passport size photograph, etc, should be uploaded during the online application process. Applications submitted without the scanned copies of the relevant certificates, signature and passport size photograph will be rejected in the screening process itself. The certificate uploaded should be clearly visible and readable.
15. Any discrepancies found in the certificate or uploading of a wrong certificate will attract the disqualification of applications. Experience Certificate should clearly show the date of joining. Date of resignation and pay scale, etc. In the case the Screening Committee is unable to get the documentary evidence for the number of years of experience claimed by the candidate, such period of experience will be considered as NIL.
16. No modifications are allowed once the online application form is submitted. If any discrepancies are found in the data/information filled by the candidate in online application and the original testimonials, his/her candidature shall be liable to be rejected.
17. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete applications in any respect are liable to be rejected summarily. No representation against such rejection will be entertained.
18. Submit online application well in advance along-with legible and scanned copies of certificates and other mandatory requirements as mentioned above in the application procedure. If the certificates are in a language other than English or Hindi then attested translation should be uploaded.
19. The prescribed essential qualifications are minimum requirements and mere possession of the same does not entitle candidates to be called for interview. If the numbers of applications received in response to advertisement are large, it will not be convenient or possible to call all candidates for interview. Hence, NIOS may restrict the number of candidates to be called for interview before the Selection Committee to the reasonable limit though shortlisting process based on some well-defined criteria as per the specific requirement of the institution.
20. Candidates will be shortlisted for interview based on information provided in their applications. It will be the sole responsibility of the candidate to prove his/her eligibility with respect to qualification criteria advertised by NIOS.
21. The candidates presently working in Central Govt./State Govt./Autonomous Bodies/Universities, etc. are required to provide No Objection Certificate from current employer at the time of interview. The current employer will also certify their Vigilance Clearance and Integrity.
22. NIOS reserves the right to conduct or not to conduct Interview for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix a criteria even at higher level for short listing the applications taking into account the number of posts and the number of application received keeping in view the qualifications and experience prescribed.
23. NIOS reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or part without assigning any reason. NIOS also reserves the right to place a reasonable limit on the total number of candidates to be called for interviews. The decision of NIOS in this regard will be final.
24. NIOS reserves the right to fill consequential vacancies including additional posts arising

at the time of interview from available candidates by deputation.

25. In case of difficulty in the submission of online application form (not for other queries), please email to recruitmentcell@nios.ac.in
26. Applicants are advised to retain the acknowledgement and print out of the submitted online application for future reference.
27. The NIOS may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if call letter is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/her candidature shall be summarily rejected.
28. All correspondences with respect to this recruitment process shall be done through e-mail. Candidates are, therefore, advised to check their mail regularly for any information regarding interview. NIOS reserves the right to communicate with the applicant by e-mail and not by post.
29. No correspondence or personal enquiries whatsoever will be entertained from candidates regarding result of interview and reasons for not being called for interview.
30. The NIOS will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or due to any other reason. Candidates e-mail ID and mobile number should be kept valid till the completion of recruitment process.
31. NIOS reserves the right to amend/change/delete/cancel any of the conditions/guidelines at any stage of the recruitment process.
32. Important information regarding this recruitment will be available on NIOS website and as such, candidates are advised to visit the website (www.nios.ac.in) regularly for updated information from time to time.
33. Any modifications/amendments/instructions in the advertisement will be given on NIOS website only.
34. **Selected candidates are liable to be posted anywhere in India.**
35. Canvassing in any manner and bringing outside influence shall make the candidates liable for rejection.
36. All disputes relating to this recruitment shall be dealt with in the jurisdiction of NCT of Delhi Court only.

Secretary