

National Institute of Open Schooling

**(An autonomous organization under Ministry of HRD , Govt. of India)
A-24/25, Institutional Area, Sector-62, NOIDA-201 309, U.P.**

Walk in Interview

NIOS will hold a Walk-in-interview on 3.9.2010 at 11.00 a.m. for appointment to the post(s) of Senior Executive Officer purely on Contract Basis. Initially for a period of six months on a consolidated salary of Rs.17,000/- per month.

Sr. Executive Officer

- Candidate must be Graduate
- Experience of Administration including HRD, Finance and Accounting or
- Experience in conducting examination/internal assessment at the Board/University level or
- Experience in handling Student Support Services including school admissions and school management.
- Organization of Seminars, Conferences and liaison with various Government/Non-Government Agencies.
- Working knowledge of Hindi/English
- Working knowledge of computer operation

Retired persons can apply.

Other terms and conditions

1. The contract will be initially for 6 months. The incumbent will have to executive an agreement with NIOS, renewable after every 6 months on the basis of satisfactory performance.
2. The contract engagement of these positions shall not be part of the regular cadres nor would any special preferential treatment be given to such contractual staff in the matter of recruitment to regular posts.
3. The contract engagement 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 contact, 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.
5. All desirous candidates may attend Walk-in-Interview along with their complete applications giving details of i) name ii) date of birth (age), iii) address with contact no., iv) qualifications, v) experience, etc. supported with the original testimonials on the said date and time.

Secretary