



National Institute of Open Schooling

(An autonomous organization under the Deptt. of Edun. M/HRD, Govt. of India)
B-31-B, Kailash Colony, New Delhi - 110 048

National Institute of Open Schooling invites applications on direct recruitment basis for Group 'A' post of Academic Officer in the payscale of Rs. 8000-275-13500, one each, in the following disciplines:-

Accountancy, Chemistry, Economics, English, Geography, History, Paramedical studies, Physics, Sanskrit, Urdu.

Total number of Posts -Ten (10), UR-Three (03), OBC- Five (05), SC-One (01), ST- One (01)

The essential qualifications, experience and general instructions required for the post can be downloaded from NIOS website www.nios.ac.in and www.nos.org. All posts bear All India transfer liability. The last date for receiving applications is 15th July 2007. In case of candidates from North Eastern States/Sikkim, J&K, Lahaul & Spiti Districts of Himachal Pradesh, Andman & Nicobar Islands and Lakshadweep, the last date for the receipt of applications will be 30th July 2007.

Secretary



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PART-I

1. Name of the Post Academic Officer
(Accountancy, Chemistry, Economics, English, Geography, History, Paramedical Studies, Physics, Sanskrit, Urdu)
2. Number of Posts **Total Posts -Ten (10), UR-Three (03), OBC- Five (05), SC- One (01), ST- One (01)**
3. Scale of Pay Rs.8000-275-13500
4. Ministry/Department National Institute of Open Schooling (An autonomous organization under Ministry of Human Resource Development)
5. Method of Recruitment Direct Recruitment
6. Age Below 37 years
7. Eligibility
Essential
 1. Master's Degree or equivalent in relevant subject from recognized university with atleast 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.
8. General Instructions
 1. The scale of pay carries allowances as per Central Government Rules.
 2. Crucial date for determining age limit will be the last date for receipt of application.
 3. Relaxation in age as per Govt. of India Rules.
 4. NIOS reserves the right to fix criteria for calling the required number of candidates, as may be necessary, for test / interview.
 5. Candidates desirous of applying for more than one post must apply separately.
 6. Those already in Government service should apply through proper channel.
 7. NIOS reserve the right to fill or not to fill any of the posts mentioned above without assigning any reason(s).
 8. Incomplete application not on the prescribed proforma will be summarily rejected.
 9. Application as per PART-II giving complete details along with attested copies of certificates and testimonials may be sent to Secretary, National Institute of Open Schooling, B-31 B, Kailash Colony, New Delhi – 110048 latest by 15th July 2007 and in case of candidates from North Eastern States/Sikkim, J&K, Lahaul & Spiti Districts of Himachal Pradesh, Andman & Nicobar Islands and Lakshadweep, the last date for the receipt of applications will be 30th July 2007.



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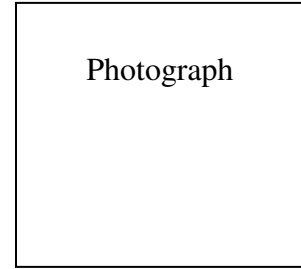
Part-II

APPLICATION PROFORMA

1. Last date of receipt of Applications 15th July 2007
2. For Special Regions - North Eastern States/Sikkim, J&K, Lahaul & Spiti Districts of Himachal Pradesh, Andman & Nicobar Islands and Lakshadweep 30th July 2007
(Please tick the Serial Number above from which you are applying)

Application for the post of Academic Officer (please give subject) _____

1. (a) Name in block letters
(b) Father's / Husband's Name
(c) Complete Address for correspondence
(d) e-mail ID



(e) Contact No. Residence Office Mobile Fax

2. Date of Birth (in Christian era) Age, as on date
3. Gender – Male/Female
4. Whether belonging to SC/ST/OBC? If yes enclose attested copy of Certificate in support.
5. Educational Qualifications (from Secondary onwards)
6. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/Experience required

Qualifications/experience possessed by the applicant

Essential (1)
(2)
(3)

Desirable (1)
(2)

7. State clearly whether in the light of entries made above, do you meet the requirements for the post?

8. Details of Regular Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/ Organization	Nature of Organisation Central/State/ Autonomous/ /Govt. Undertaking/ University/ Private/ NGO/ others	Post held	From	To	Scale of pay and basic pay drawn	Nature of duties (in detail)

9. Additional information, if any, which you would like to mention in support of your suitability for the post (this among other things may provide information w.r.t. (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in vacancy circular/advertisement) (Note : Enclose a separate sheet, if the space is insufficient)

10. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note : Enclose a separate sheet if the space is insufficient)

I hereby declare that I have carefully gone through the advertisement notifying the vacancy and certify that to the best of my knowledge the particulars given by me are correct. I am well aware that the application proforma duly signed by me will be assessed by the Selection Committee at the time of selection for the post. In case any information is found to be false at any stage, my candidature for this post is liable to be rejected.

(_____)
Signature of the candidate

Address _____

Date _____

**Certificate to be furnished by the employer/Head of Office/forwarding authority, if in
govt. service and applying through proper channel**

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the advertisement.

Further certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her integrity is beyond doubt.
- (iii) No major/minor penalties have been imposed on him/her during the last 10 years. Please enclose list of major/minor penalties imposed during the last 10 years, if any.
- (iv) A cadre clearance certificate is appended herewith.

Signature _____
Name & Department
Office Seal



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