



NATIONAL INSTITUTE OF OPEN SCHOOLING
(An autonomous institution under the Deptt. of Edn. MHRD, Govt. of India)
A-24-25, Institutional Area, Sector 62, NOIDA

WALK IN INTERVIEW

NIOS will hold walk-in-interview on **24.04.2018** to fill up following position purely on contract basis initially for 'six' months, which can be extended further:-

Sl. No.	Name of the Position	Emoluments (Consolidated) Monthly	No. of Post (s)
1.	Senior Executive Officer (Engineering & Technology)	Rs. 33,000/-	1 (One)
2.	Senior Executive Officer (Business & Commerce / Secretarial Practice)	Rs. 33,000/-	1 (One)
3.	Senior Executive Officer (Health & Paramedical)	Rs. 33,000/-	1 (One)

Essential qualification, experience, etc. for the position can be viewed at NIOS website **www.nios.ac.in**. Desirous candidates may attend walk-in-interview, along with Original Certificates and complete application in prescribed proforma on **24.04.2018** at NIOS Head Quarter., A-24-25, Sector-62, NOIDA. Registration of the candidates shall commence from **9.00 AM to 11.00 AM** on the same day.



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING
आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution under Dept. of School Education and Literacy, M.H.R.D., Govt. of India)

NIOS will hold walk-in-interview on **24.04.2018** to fill up following position for purely on contract basis initially for 'six' months on contract basis at NIOS Headquarters.

A-24-25, Institutional Area, Sector-62, Noida, U.P.-201309.

Sl. No.	Name of the Position	Emoluments (Consolidated) Monthly	No. of Post (s)
1.	Senior Executive Officer (Engineering & Technology)	Rs. 33,000/-	1 (One)
2.	Senior Executive Officer (Business & Commerce /Secretarial Practice)	Rs. 33,000/-	1 (One)
3.	Senior Executive Officer (Health & Paramedical)	Rs. 33,000/-	1 (One)

1. SENIOR EXECUTIVE OFFICER (ENGINEERING & TECHNOLOGY)

Qualification & Experience

Essential

1. Post Graduate in Engineering in any field/branch of Engineering.
2. Minimum 03 years experience in relevant industry/Academic institution.
3. Working knowledge of computer operation.
4. Working knowledge of Hindi/English and its application.
5. Preference will be given to the candidates having experience in the industry.
6. Relaxation will be given to the candidates with higher qualifications and industry experience.

Age: Below 65 Years

2. SENIOR EXECUTIVE OFFICER

(BUSINESS & COMMERCE/ SECRETARIAL PRACTICE)

Qualification & Experience

Essential

1. Post Graduate in any field of Business/Business Accounting(MBA).
2. Minimum 03 years experience in relevant industry (retail/export house)/ Academic Institution.
3. Working knowledge of Hindi/English and its application.
4. Preference will be given to the candidates having experience in the industry.
5. Relaxation will be given to the candidates with higher qualifications and industry experience.

Age: Below 65 Years

3. SENIOR EXECUTIVE OFFICER (HEALTH & PARAMEDICAL)

Essential Qualification & Experience:-

- a) Post Graduate- M.Sc./ M.Pharma/ Allied Field.
- b) Minimum 03 years experience in Hospitals/Primary Health Centers/ First Referral Units/ Clinics/ Medical Colleges.
- c) Working knowledge of Hindi/English and its application.
- d) Relaxation will be given to the candidates with higher qualifications and industry experience.

Age: Below 65 Years

Other terms and conditions

1. The contract will be initially for six months. The candidate engaged will have to execute 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 would any special preferential treatment 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 **24.04.2018 at 09.00 A.M.** onwards with applications giving details of i) Name ii) Date of Birth (age) iii) Address with contact 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 24.04.2018.** Walk-In-Interview shall be held **at National Institute of Open Schooling, Head Quarters, A-24-25, Sector-62, NOIDA.**



For Office use only

APPLICATION FORMAT

1. Application for the post of _____
2. Name Mr./Ms./Mrs. _____
3. Father's/Husband's Name _____
4. Date of Birth, _____ **Age, as on date** _____
5. Contact no. _____
6. Email ID _____
7. Correspondence Address _____

Paste
Your
Passport Size
Photograph

S. No.	Exam Passed	Board/University	Year of Passing	% of marks
1.				
2.				
3.				
4.				

8. Working Knowledge of Computer Operations. _____
9. Working Knowledge of Hindi/English. _____
10. Experience (in details)

S. No.	Name of Organisation	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					
3.					
4.					
5.					

11. Any other information _____

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me.

Place:

Date:

(Signature of candidate)