



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

WALK IN INTERVIEW

NIOS will hold walk-in-interview on dates mentioned against the post(s) 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)	Date of Interview
1.	Senior Consultant (D.El.Ed -Bangla Language) Full/Part time	Rs. 70,000/- /Rs.35,000/-	1 (One)	06.03.2018
2.	Senior Executive Officer (Web development)	Rs. 33,000/-	3 (Three)	28.02.2018
3.	Senior Executive Officer (NLMA)	Rs. 33,000/-	1 (One)	06.03.2018
4.	Senior Executive Officer (Evaluation)	Rs. 33,000/-	1 (One)	06.03.2018
5.	Senior Executive Officer (D.EL.Ed. Evaluation Activities)	Rs. 33,000/-	1 (One)	06.03.2018
6.	Executive Officer (Cameraman)	Rs. 29,000/-	2 (Two)	07.03.2018
7.	Executive Officer (Editors)	Rs. 29,000/-	4 (Four)	07.03.2018
8.	Executive Officer (PMG-DISHA Project)	Rs. 29,000/-	1 (One)	06.03.2018
9.	Executive Officer (D.EL.Ed. Evaluation Activities)	Rs. 29,000/-	1 (One)	06.03.2018
10.	Executive Assistant (Technical Assistant)	Rs. 21,100/-	3 (Three)	07.03.2018
11.	Executive Assistant (Photographer)	Rs. 21,100/-	1 (One)	07.03.2018
12.	Executive Assistant (Graphic Artist)	Rs. 21,100/-	1 (One)	07.03.2018
13.	Executive Assistant (Makeup Artist)	Rs. 21,100/-	1 (One)	07.03.2018
14.	Executive Assistant (Production Assistant)	Rs. 21,100/-	4 (Four)	07.03.2018
15.	Executive Officer (DTP)	Rs. 29,000/-	1 (One)	07.03.2018

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 application on dates mentioned against the post(s) at NIOS HQs., A-24-25, Sector-62, NOIDA. Registration of the candidates shall commence from **9.00 AM to 11.00 AM** on the same day.

Secretary



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 dates mentioned against the post(s) 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)	Date of Interview
1.	Senior Consultant (D.El.Ed -Bangla Language) Full/Part time	Rs. 70,000/- /Rs.35,000/-	1 (One)	06.03.2018
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3.	Senior Executive Officer (NLMA)	Rs. 33,000/-	1 (One)	06.03.2018
4.	Senior Executive Officer (Evaluation)	Rs. 33,000/-	1 (One)	06.03.2018
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6.	Executive Officer (Cameraman)	Rs. 29,000/-	2 (Two)	07.03.2018
7.	Executive Officer (Editors)	Rs. 29,000/-	4 (Four)	07.03.2018
8.	Executive Officer (PMG-DISHA Project)	Rs. 29,000/-	1 (One)	06.03.2018
9.	Executive Officer (D.El.Ed. Evaluation Activities)	Rs. 29,000/-	1 (One)	06.03.2018
10.	Executive Assistant (Technical Assistant)	Rs. 21,100/-	3 (Three)	07.03.2018
11.	Executive Assistant (Photographer)	Rs. 21,100/-	1 (One)	07.03.2018
12.	Executive Assistant (Graphic Artist)	Rs. 21,100/-	1 (One)	07.03.2018
13.	Executive Assistant (Makeup Artist)	Rs. 21,100/-	1 (One)	07.03.2018
14.	Executive Assistant (Production Assistant)	Rs. 21,100/-	4 (Four)	07.03.2018
15.	Executive Officer (DTP)	Rs. 29,000/-	1 (One)	07.03.2018

1. SENIOR CONSULTANT (D.EL.ED -BANGLA LANGUAGE) FULL/PART TIME
(DATE OF INTERVIEW 06.03.2018)

Qualification & Experience

Essential

1. Post Graduate with B.Ed. from a reputed recognized university.
2. 5 to 7 years experience of teaching in schools, colleges, universities.
And
3. Experience in writing T.V/Radio scripts in Bangla Language.
Or
Experience of presenting video and audio tutorials/lectures/talks in Bangla language.
4. Experience of conducting teacher training programmes.

Desirable

1. Certificate/Diploma in Bangla –Hindi/English translation and vice-versa.
2. Experience of teaching Bangla language in schools, colleges, universities.

Age: Below 65 Years

2. SENIOR EXECUTIVE OFFICER (WEB DEVELOPMENT)

(DATE OF INTERVIEW 28.02.2018)

Qualification & Experience

Essential

2. MCA/M.SC. (Computer Science)/M.Tech. (Computer)/B.Tech. (Computer).
3. Working experience in .Net/PHP with MVC or JQuery.
4. Database experience in MYSQL/SQL Server or Oracle.
5. Experience of CMS/CSS with HTML5/Java script.

Preference will be given to candidates with experience in content translation from English to Hindi.

Roles and Responsibilities

- i) Handling Website/Web Portal/ Web Development & Maintenance.

Age: Below 65 Years

3. SENIOR EXECUTIVE OFFICER (NLMA) (DATE OF INTERVIEW 06.03.2018)

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: Below 65 Years

**4. SENIOR EXECUTIVE OFFICER (EVALUATION)
(DATE OF INTERVIEW 06.03.2018)**

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: Below 65 Years

**5. SENIOR EXECUTIVE OFFICER (D.EL.ED. EVALUATION ACTIVITIES)
(DATE OF INTERVIEW 06.03.2018)**

Essential Qualification & Experience:-

1. Master Degree from recognized university.
2. 2 years experience in teaching/educational Administrative.

Age: Below 65 Years

6. EXECUTIVE OFFICER (CAMERAMAN) (DATE OF INTERVIEW 07.03.2018)

Qualification & Experience

Essential

1. 1 year Diploma in Videography from a reputed institute.
Or
Graduate from a recognized university with at least 3 years experience in shooting of educational Video/T.V. programmes on H.D CAM.

Desirable

- i) Experience of handling the latest Camera equipments.
- ii) Experience in indoor and outdoor shooting and studio recording.

Roles and Responsibilities

- i) Handling and operation of 3 video cameras in the H.D & S.D Studios.
- ii) ENG Outdoor shootings, as per requirements.
- iii) To manipulate and adjust the Studio Lights for recordings and electric fittings in the 2 video Studios.

Age: Below 65 Years

7. EXECUTIVE OFFICER (EDITORS) (DATE OF INTERVIEW 07.03.2018)

Qualification & Experience

Essential

- i.) Graduate Degree from a recognized University.
- ii.) Degree or Diploma in Editing from a recognized Professional Institute with 2 years experience in film/video and Non Linear Editing

Or

5 years practical experience in Film/Video and Non Linear Editing in a reputed Institution

Desirable

Experience in handling Non Linear Editing equipment.

Roles and Responsibilities

4 Video Editors are required in the Media Unit for editing of Video programmes on the existing 2 nos. of Non Linear Editing (NLE) consoles and 2 NLE systems to be hired from outside.

Age: Below 65 Years

**8. EXECUTIVE OFFICER (PMG-DISHA PROJECT)
(DATE OF INTERVIEW 06.03.2018)**

Qualification & Experience

Essential

- 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 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.
- a) Working knowledge of Hindi/English.

Age: Below 65 Years

**9. EXECUTIVE OFFICER (D.EL.ED. EVALUATION ACTIVITIES)
(DATE OF INTERVIEW 06.03.2018)**

Essential Qualification & Experience:-

1. Graduate Degree from a recognized University.
2. 2 years experience in teaching/educational Administrative.

Age: Below 65 Years

**10. EXECUTIVE ASSISTANT (TECHNICAL ASSISTANT)
(DATE OF INTERVIEW 07.03.2018)**

Qualification & Experience

Essential

1. Diploma in Electronics and communications with 2 years experience in Broadcast technology.
Or
ITI in Electronics with 3 years experience in Broadcast technology.

Roles and Responsibilities

- i.) To operate and do maintenance of the CRS transmitter and the electronic equipment installed in the Audio Studio.
- ii.) To operate and do maintenance of the electronic equipment including Video Server in the 2 Video studios i.e. 1 HD Studio & 1 S.D Studio.

Age: 18-35 Years

11. EXECUTIVE ASSISTANT (PHOTOGRAPHER) (DATE OF INTERVIEW 07.03.2018)

Qualification & Experience

Essential

1. Diploma in still photography from a reputed institute.
Or
Graduate from a recognized university with at least 3 years experience in still photography.

Desirable

1. Experience of handling the latest Camera equipments.

Roles and Responsibilities

1. Still photography of events organized by NIOS.

Age: 18-35 Years

12. EXECUTIVE ASSISTANT (GRAPHIC ARTIST) (DATE OF INTERVIEW 07.03.2018)

Qualification & Experience

Essential

1. Diploma in Animation and Graphics with.
Or
Second class Graduate degree from a recognized university with at least 3 years experience in Graphic design.

Desirable

1. Skilled in non-linear video Editing.

Roles and Responsibilities

1. To utilize the existing Graphic workstation for design of graphic and animation inputs in the video programmes.

Age: 18-35 Years

13. EXECUTIVE ASSISTANT (MAKEUP ARTIST) (DATE OF INTERVIEW 07.03.2018)

Qualification & Experience

Essential

1. A Certificate course in professional make-up and one year professional experience including experience of applying Make-up to participants in video programmes.
Or
Two year professional experience including experience of applying Make-up to participants in video programmes.

Roles and Responsibilities

1. To do professional make-up of participants in the video productions.

Age: 18-35 Years

**14. EXECUTIVE ASSISTANT (PRODUCTION ASSISTANT)
(DATE OF INTERVIEW 07.03.2018)**

Qualification & Experience

Essential

1. Diploma in direction in Video/T.V./Film from a recognized University/Institute
Or
Graduate degree from a recognized university with 3 years work experience, preferably in an educational institution, and working knowledge of Hindi & English.

Desirable

1. Knowledge of non-linear audio & video Editing.
2. Knowledge of Computer Graphics.
3. Knowledge of Indian culture and literature.

Roles and Responsibilities

1. Operation of audio console in the control room of audio studio for live audio PCPs for CRS broadcast and MVV webcast.
2. Archival of CRS and MVV programmes in DVD/CDs.
3. Preparation and uploading of daily schedule of Mukta Vidya Vani webcast on NIOS website & Preparation of Presenter Roster.
4. Field Productions and Post- productions for CRS and Mukta Vidya Vani(MVV).
5. Co-ordination with the Academic Officers, SEOs etc. so that the schedule of video recordings and their post-production is adhered to for smooth flow of video programmes.
6. To brief the technical/ engineering personnel about the PPTs and other documents as pictures, graphics etc. to be used by the subject experts during the recordings, so that the same are properly displayed and recorded.
7. To sit and issue commands on video switcher during the video recordings.

Age: 18-35 Years

15. EXECUTIVE OFFICER (DTP) (DATE OF INTERVIEW 07.03.2018)

Qualification & Experience

Essential

- i.) Senior Secondary from recognized board.

Experience

1. 15 years experience of designing on Corel draw, Pagemaker and Photoshop packages from a reputed organizations dealing with books/magazines publishing.
2. Knowledge of Typing of Hindi and English.

Age: Below 40 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 dates mentioned against the post(s) **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 dates mentioned against the post(s). 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)