राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING
आईएसओ 9001 : 2008 प्रमाणित / ISO 9001 : 2008 Certified
(REGIONAL CENTRE KOLKATA)
10/1/H, Diamond Harbour Road, Kolkata-700027 (WB)
Contact No.: 033-24797714, 033-24496418 Fax: 033-24797707

विद्याधनम् सर्वधनं प्रधानम्

INDICATIVE VACANCY NOTIFICATION

National Institute of Open Schooling (NIOS) will hold walk-in-interview for the post of State Consultant and Project Assistant cum Data Entry Operator on contractual basis at **Conference Hall, Human Resource Development Department (HRDD), Gangtok, Govt. of Sikkim**, for its project on Certification of ASHA workers, supported by Ministry of Health and Family Welfare, Government of India in the state of **Sikkim.** The contract will be initially for a period of one year with provision of extension on yearly basis, based on the performance appraisal.

SI No.	Name of the Position	Emoluments (Consolidated) Monthly	No. of Post
1	State Consultant	Rs. 35,000/-	1
2	Project Assistant cum Data Entry Operator	Rs. 16,000/-	1

All the desirous candidates may report at **9:00 am** for Walk-In-Interview at the venue on **13/02/2016.** For detailed information regarding roles and responsibilities, educational qualifications, remuneration etc. and the prescribed application form, please visit NIOS website www.nios.ac.in.

Secretary

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NIOS will hold Walk-in-Interview to fill up the post of State Consultant and Project Assistant cum Data Entry Operator, for its project on Certification of ASHA workers supported by Ministry of Health and Family Welfare, Government of India in the state of Sikkim on contractual basis initially for a period of one year under Regional Centre, Kolkata, details of positions are as follows:-

S.No.	Name of the Position	Emoluments (Consolidated)	No. of Post (s) at Regional Centres
1	State Consultant	Rs. 35,000/- per month	1 (one)
2	Project Assistant cum Data Entry Operator	Rs. 16,000/- per month	1 (one)

1. <u>STATE CONSULTANT</u>

QUALIFICATION

Essential

1. Post Graduate Degree in any discipline.
2. Minimum 3 years experience in Training coordination at State/District level.

Desirable

1. Post Graduate Degree in Social Work/Health Science/Public Health.
2. Preference will be given to candidates having experience in health sector/training in health related subject.

Role & Responsibilities

1. Work in coordination with State ASHA Resource Center/ State Health System Resource Center for Asha Certification.
2. Responsible for ASHA Certification processes at district level.
3. Registration of AVIs.
4. Conduct of practical & final exams at AVIs.
5. Monitor quality of assessments at AVIs.
6. Any other work assigned by NIOS.

Age: 25-65 years.

2. PROJECT ASSISTANT CUM DATA ENTRY OPERATOR

Educational Qualification

Bachelor Degree in Computer Science or Computer Application

(or)

Any Graduate with Diploma in Computer Application from Recognised Institute.

Desirable

Experience of Data Entry Operations for 3 years.

Role & Responsibilities

1. To maintain the data in the designed software.
2. Assist the seniors in the project management.
3. Any other work allotted from time to time.

Age:- 18 to 40 years.

Other terms and conditions:-

1. The contract will be initially for a period of one year. Renewal thereafter would be subject to satisfactory annual performance appraisal by NIOS.
2. This position involves extensive and frequent travel within the country.
3. The position is purely on contract basis and should not be treated as regular cadre of NIOS.
4. In addition to the above given roles and responsibilities, candidate will have to undertake additional work, as and when assigned by Regional Director, NIOS.
5. The candidate engaged will have to executive an agreement with NIOS, renewable on the basis of satisfactory performance.
6. 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.
7. 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.

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 **13/02/2016** along with their complete applications giving details of i) Name ii) Date of Birth (age) iii) Address with contract 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 **13/02/2016.** Walk-In-Interview shall be held at **Conference Hall, Human Resource Development Department (HRDD), Gangtok, Govt. of Sikkim.**

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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./Email _____
6. Correspondence Address _____

Paste Your Passport Size Photograph

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

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

Sr. No.	Name of Organisation	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					

10. 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)