

# **RECRUITMENT RULES 2018**

**(Recruitment Rules (2018) for Employees of NIOS)**

**As amended up to 2018**



**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**A-24-25, INSTITUTIONAL AREA, SECTOR-62, NOIDA**

# **National Institute of Open Schooling (NIOS)**

## **RECRUITMENT RULES UPDATED IN \_\_\_\_\_, 2018**

### **(Recruitment Rules (2018) for Employees of NIOS)**

#### **As amended up to 2018**

#### **1. SHORT TITLE AND COMMENCEMENT**

1.1 These Rules may be called “National Institute of Open Schooling Recruitment & Promotion Rules, 2014.” These Rules will apply to the following categories of regular employees:

(A) **Heads of Departments**

- (B) 1. Group ‘A’ Posts (Administrative, Academic & Technical)
2. Group ‘B’, ‘C’ (Administrative, Secretarial & Technical)  
& Multi Tasking Staff

1.2 These Rules shall come into force with effect from the date of notification of these rules by the National Institute of Open Schooling, or otherwise as decided by the Executive Board of NIOS Society.

#### **2. SANCTIONED POSTS**

2.1 The sanctioned posts with the scale of pay attached thereto are given in Annexure-A.

2.2 The NIOS may:

- (a) Create new cadre as it deems fit;
- (b) Make such alterations, variations, and other modification in the existing cadres and their structure as it deems fit; and
- (c) Amalgamate two or more cadres or divide one or more cadres into such number (s), as it deems fit.

### **3. General**

While amending the Recruitment Rules, endeavor has been made to maintain the identity of each cadre to avoid complications in future. (However in the larger interest of the organization, it has been decided that due to administrative exigencies, staff in a particular cadre can be required to perform the functions and duties of the post in the other cadre without disturbing the basic structure of that cadre to which the staff belongs. While doing so, the interest of that staff would be fully protected, in that, the period spent by that staff for the purpose of discharging the functions and duties of different cadre and the experience gained therein would be treated at par with the original cadre to which the staff belongs along with his/her seniority). Each staff member is required to perform the functions and duties assigned by Competent Authority from time to time in addition to duties assigned to him/her for the post. NIOS will take care of the interest of the staff also.

### **4. INITIAL RECRUITMENT**

- 4.1 The employees working on regular basis and including those who were transferred from Central Board of Secondary Education (CBSE), i.e., other than on ad-hoc appointment or on deputation or on daily wages or on contract on the date of commencement of these Rules, would be treated as recruited under these Rules.

### **5. FUTURE RECRUITMENT**

- 5.1 On notification of these Rules, the method of recruitment shall be as specified under these Rules. The qualifications, age, experience etc. required for direct recruitment to the various posts will be as specified in Annexure 'B', Age, qualifications and experience specified for direct recruitment may not be insisted upon in case of promotion, unless otherwise specified under eligibility for promotion.

### **6. APPOINTMENT – RECRUITMENT & PROMOTION**

- 6.1 The various grades with scales of pay, method of recruitment, grade from which promotion is to be made under each cadre referred to in Rule 1.1, shall be as specified in the Annexure- B).
- 6.2 Wherever the mode of recruitment is indicated alternatively – for e.g promotion failing which Direct Rectt./Deputation/Absorption etc., the sequence to be followed is promotion failing which Direct Recruitment failing which Deputation/Absorption.
- 6.3
- (1) Notwithstanding anything contained in Rule 6.1 & 6.2, vacancies in any grade to be filled by direct recruitment and if sufficient number of employees are not available for promotion against the promotion quota the same may be filled by taking officials of appropriate grade on deputation for specified periods from Central / State Governments / autonomous bodies without prejudice to the right of the existing employees for promotion in so far as promotion quota is concerned.
  - (2) In the event of any vacancy remaining unfilled due to the refusal of promotion by one or more employees, for a period of one year or more from the date of offer of appointment on promotion to the first candidate and in the event of second candidate is not available, such vacancies may be filled by appointment on deputation basis.

- 6.4 The following shall be mode of recruitment for various posts available in NIOS in accordance with these Recruitment & Promotion Rules as well as for the purpose of seasonal work of NIOS.
- i) Direct Recruitment:
  - ii) Promotion
  - iii) Deputation
  - iv) Absorption
  - v) Deputation/ Absorption
  - vi) Short Term Contract

## **6.5 Direct Recruitment**

- 6.5.1 Appointment by direct recruitment to any post shall be made on the recommendations of a Selection Committee as stated and constituted in para 7 from amongst eligible candidates applying in response to an advertisement, notification through Employment News or general circular and or website.
- 6.5.2 Direct Recruitment means Open Recruitment and Selection on the basis of an interview. However, the selection may be on the basis of a written test/skill test and/or interview as may be decided by the Appointing Authority.
- 6.5.3 For the purpose of Open Recruitment mentioned in sub rule 6.5.2, applications from amongst eligible candidates applying in response to advertisement etc. mentioned in sub rule 6.5.1 would be considered. Fulfillment of minimum qualification may not necessarily lead to short listing of candidates as shortlisting of applications is made based on a laid down criteria taking into consideration the number of posts, the number of applications received etc. On the recommendations of the Screening Committee constituted for the purpose by the Appointing Authority the Screening Committee is also authorized and empowered to make recommendations for relaxation of any of the advertised eligibility conditions in deserving cases for consideration by the Appointing Authority.
- 6.5.4 Internal candidates otherwise not in the line of promotion shall be eligible to apply for the positions to be filled up on deputation. There is no age limit for departmental candidates for all modes of recruitment/deputation.

## **6.6 Minimum Qualifications and Experience**

- 6.6.1 For recruitment to various posts, the qualifications and experience shall be as prescribed in the Recruitment and Promotion Rules and wherever the qualifications are not prescribed, the same may be prescribed by Executive Board from time to time.

## **6.7 Age Limit**

- 6.7.1 The upper age limit for appointment to various posts wherever not prescribed under these Recruitment Rules will be as may be prescribed by the Executive Board from time to time. Generally, the age limit prescribed by Government of India for various posts shall be followed. Relaxation of age may be given to candidates belonging to SC/ST/Ex-serviceman/Govt. Servant/PWD etc. and other categories as per the order of Government of India issued from time to time. However, the age limit will not be applicable for NIOS regular employees for all modes of recruitment. Any relaxation in terms of age, educational qualifications, experience etc. to be given to employees other than regular ones, the same need to be approved by the Executive Board before issuing the advertisement for the posts.

## **6.8 Written/Skill Test**

6.8.1 The details of Written Examination and Skill Test for the purpose of open recruitment or promotion or Limited Departmental Competitive Examination to various posts in the NIOS will be as specified by the Appointing Authority.

## **6.9 Reservations**

6.9.1 The policy of the Government of India on Reservation shall be applicable *mutatis mutandis*.

6.9.2 Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribe, PWD, Ex-Servicemen and other special Categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

## **6.10 Appointment on Deputation**

6.10.1 If any person is appointed on deputation basis in any post against an advertisement inviting applications for appointment on deputation only, such an employee cannot be absorbed in the services of NIOS without following the procedure of selection/appointment afresh, unless a provision of absorption is made in the Recruitment Rules as well as in advertisement explicitly.

## **7 Constitution of Selection Committees**

7.1 The constitution of Selection Committees for various posts shall be as indicated below. However, as per the rules of the Govt. of India, if none of the officers included in the DPC/ Selection Committee as per the composition given in the Recruitment Rules is an SC/ ST officer, it would be necessary to co-opt a member belonging to SC/ST/OBC Community. In case of selection of OBC candidates Govt of India instructions for such selection will be followed. This provision would be applicable for all cadres in NIOS. The following will be the composition of Selection Committee for various posts:-

**A. Heads of Departments (HoD)/Joint Director level Officers in the Pay Level-13 and above.**

- |      |   |                  |
|------|---|------------------|
| i)   | Chairman, NIOS  | Chairman         |
| ii)  | Joint Secretary, MHRD or nominee                                  | Member           |
| iii) | One member of the Executive Board nominated by the Chairman, NIOS | Member           |
| iv)  | One external expert in the field nominated by the Chairman, NIOS  | Member           |
| v)   | One Head of the Department, NIOS                                  | Member           |
| vi)  | Secretary, NIOS   | Member Secretary |

**B. For appointments in Group –‘A’ in the Pay Level-10 to Pay Level-12.**

- |      |   |                  |
|------|---|------------------|
| i)   | Chairman, NIOS  | Chairman         |
| ii)  | Nominee of MHRD   | Member           |
| iii) | One member of the Executive Board nominated by the Chairman, NIOS | Member           |
| iv)  | One external expert in the field nominated by the Chairman, NIOS  | Member           |
| v)   | One Head of the Department, NIOS                                  | Member           |
| vi)  | Secretary, NIOS   | Member Secretary |

**C. For Group ‘B’ posts**

- |      |   |                  |
|------|---|------------------|
| i)   | Chairman, NIOS  | Chairman         |
| ii)  | Nominee of MHRD   | Member           |
| iii) | One external expert in the area concerned to be nominated by the Chairman | Member           |
| iv)  | One Head of the Department, NIOS  | Member           |
| v)   | Secretary   | Member Secretary |

#### **D. For Group 'C' Posts**

i)	Secretary, NIOS	Chairman
ii)	Nominee of MHRD	Member
iii)	One external expert nominated by Secretary, NIOS	Member
iv)	One Head of the Department, NIOS	Member
v)	Joint Director (Admin)/Dy. Director (Admin.)	Member Secretary

**Note:** Quorum of the meeting of the Selection Committee shall be three members out of which one shall be the Chairman of the Committee and at least one shall be an external member.

7.2 All the decisions of the Selection Committee will be unanimous or by a simple majority. In case there is a tie, the Chairman of the Committee shall decide finally on the selection. The Selection Committee shall make its recommendation as to the suitability of the candidates referred to it for consideration of the Appointing Authority. If the Appointing Authority does not accept the recommendations of the Committee, it shall record the reasons for such non acceptance.

7.3 The Selection Committee may prepare a panel of candidates found suitable in the order of the merit which shall remain valid for a period of 12 months. The validity of the panel, if necessary, can be extended by the Appointing Authority by another Six months. The life of the panel in any case shall not extend beyond the above mention period.

8 An appointment shall take effect from the date on which the appointee joins duty at the National Institute of Open Schooling or at such other place as the National Institute of Open Schooling may direct.

#### **9 Probation**

9.1 Every person appointed to a permanent post under the National Institute of Open Schooling on direct recruitment shall be on probation in such a post for a initial period of two years. Persons appointed on promotion which involves change in the Group viz. promotion from Group 'C' to 'B' and 'B' to 'A' will also be on probation for a period of two years. There shall be no probation for appointments made on Deputation basis.

9.2 The Appointing Authority may extend the period of probation of an employee by another year. However, the concerned employee should be given advance intimation about the extension of probation prior to completion of initial period of probation, namely two years.

9.3 Wherein the performance, progress and general conduct of an employee appointed to a post under the National Institute of Open Schooling on probation is not found satisfactory or up to the standard required for the post or such an employee does not complete his period of probation satisfactorily, the Appointing Authority may discharge his service under the National Institute of Open Schooling at any time during or immediately at the end of probation or extended period of probation without assigning any reason.

**9.4** Where a post is available temporarily, the same will be filled up as per Recruitment Rules on temporary basis only till such time the post remains temporary. As soon as that post is available permanently, the employee appointed/promoted on that post on temporary basis will be put on probation as laid down in sub rule 9.1 of this Rule.

**9.5** A temporary employee may resign/quit his/her service after giving one month's notice or on payment of a sum equivalent to pay and allowances in lieu of notice period. The services of an employee in temporary capacity can be terminated by giving one month notice by NIOS/or on payment of a sum equivalent to pay and allowances in lieu of notice period.

**9.6** Similarly, a permanent employee may resign/quit his/her service by giving three month's notice or on payment of a sum equivalent to three month's pay and allowances in lieu of notice period. However, the Appointing Authority may waive the notice period on case to case basis.

## **10 Promotion**

### **10.1 Guiding Principles**

- (a) Every person eligible for promotion and coming within the zone of consideration shall be considered for promotion.
- (b) The meeting of the Departmental Promotion Committee (DPC) may be convened as per the guidelines of Govt. of India from time to time.
- (c) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for DPC.

### **10.2 Constitution of the Departmental Promotion Committee (DPC).**

**10.2.1** The Departmental promotion Committee has following two specific functions:

- i) Scrutiny of proposal and give its recommendations for Departmental promotion.
- ii) Scrutiny of proposal and give its recommendations to the appointing authority related to confirmation.

**10.2.2** For promotion to various posts in the NIOS, the following will be composition of DPC.

#### **A. Heads of Departments (HoD)/Joint Director level Officers in the Pay Level-13 and above.**

- |      |   |                  |
|------|---|------------------|
| i)   | Chairman, NIOS  | Chairman         |
| ii)  | Joint Secretary, MHRD or nominee                                  | Member           |
| iii) | One member of the Executive Board nominated by the Chairman, NIOS | Member           |
| iv)  | One external expert in the field nominated by the Chairman, NIOS  | Member           |
| v)   | One Head of the Department, NIOS                                  | Member           |
| vi)  | Secretary, NIOS   | Member Secretary |



**B. For Group –‘A’ in the Pay Level-10 and above.**

- |      |   |                  |
|------|---|------------------|
| i)   | Chairman, NIOS  | Chairman         |
| ii)  | Nominee of MHRD   | Member           |
| iii) | One member of the Executive Board nominated by the Chairman | Member           |
| iv)  | One Head of the Department, NIOS                            | Member           |
| v)   | Secretary, NIOS   | Member Secretary |

**B. For Group ‘B’ posts**

- |      |   |                  |
|------|---|------------------|
| i)   | Chairman, NIOS  | Chairman         |
| ii)  | Nominee of MHRD   | Member           |
| iii) | One member of the Executive Board nominated by the Chairman | Member           |
| iv)  | One Head of the Department, NIOS                            | Member           |
| v)   | Secretary, NIOS   | Member Secretary |

**C. For Group ‘C’ posts**

- |      |  |                  |
|------|--|------------------|
| i)   | Secretary, NIOS  | Chairman         |
| ii)  | Nominee of MHRD  | Member           |
| iii) | One member of the Executive Board nominated by Secretary, NIOS | Member           |
| iv)  | One Head of the Department, NIOS                               | Member           |
| v)   | Joint Director (Admin.)/Deputy Director (Admin.), NIOS         | Member Secretary |

**11 Procedure to be followed by DPC**

- 11.1** Each Departmental Promotion Committee will decide for itself the method and procedure to be followed as per Govt. of India instruction in vogue. DPC may also recommend to the appointing authority with regard to relaxation of any condition, if deemed necessary for considering the proposal for promotion.

- 11.2** For each DPC, the zone of consideration, i.e. the number of eligible officers/officials to be considered for inclusion in the panel, will be as per the Government of India guidelines.
- 11.3** For promotion to the post with pay Level -12 and above.
- i) The method of promotion shall be selection method.
  - ii) The benchmark for promotion, is 'Very Good'.
  - iii) The DPC may indicate 'fit' or 'unfit' considering bench mark of 'Very Good' for promotion to the said Pay Level and above officers. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, there shall be no supersession in promoting among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.
- 11.4** For promotion to grades below Pay Level -12 (including promotions from lower Groups of Group 'A' posts/grades/services)
- i) The method of promotion shall be selection method.
  - ii) The benchmark for promotion, is 'Good'.
  - iii) The DPC may indicate 'fit' or 'unfit' considering benchmark of 'Good' for promotion to the said Pay Level. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter- se seniority in the feeder grade. Thus, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.

## **12 Promotion to Non-Selection Posts**

The employees should be placed in the panel in the order of their seniority, for its consideration. The DPC should categorize the employees as 'Fit' or 'not yet fit' for promotion on an assessment of their records. The inter-se seniority of the persons thus promoted shall not be disturbed.

## **13 General Guidelines for D.P.C.**

- 13.1** The vacancy year shall be considered as per the Govt. of India Rules as prescribed from time to time.
- 13.2** The period of service that will qualify for promotion under these rules shall be the completed years of service in the NIOS as per Govt. of India Rules.
- 13.3** For DPC, the following documents are to be placed. (a) completed CRs/Integrity Certificate/Vigilance Clearance/ Seniority List / Details of Penalties awarded, if any,/ Vacancy Position, forwarding DPC letters etc. as per the Government of India Rules.
- 13.4** The Minimum grading should be good (i.e. without any adverse remarks).

**13.5** The recommendations of the DPC stands accepted unless the Appointing Authority disagrees within three months. If the Appointing Authority disagrees, the reasons are to be recorded shall normally be binding on the organization. Review DPC can be held if some factual error comes to notice. Govt. of India order relates to Review D.P.C as amended from time to time shall be applicable.

#### **14 Ad-hoc Promotions**

The Appointing Authority on approval of the Chairman, NIOS will be the Competent Authority to make all ad-hoc promotions whenever necessary upto a period of one year ordinarily based on the general guidelines laid down by the Government of India for such adhoc promotions. However in exceptional cases for the reasons to be recorded, a period of adhoc promotion may be extended by the Appointing Authority of NIOS. The period of service rendered on Adhoc basis shall be treated/reckoned for different purposes as per the GOI rules.

#### **15 Modified Assured Career Progression (MACP)**

Provisions of the scheme of Modified Assured Career Progression (MACP) as applicable in the case of Central Government Civilian employees from time to time and as adopted by NIOS through specific office order.

#### **16 Refusal of Promotion**

**16.1** When an employee declines promotion (other than adhoc promotion) which is offered to him, he may make a written request that he may not be promoted. The Appointing Authority may, after considering the request (i) enforce the promotion, if the reasons advanced for refusal of promotion are not acceptable. (ii) promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. In respect of cases falling under (ii) above, no fresh offer of appointment shall be made to the employee, who refused promotion, for a period of one year from the date of refusal of promotion, or till a next vacancy arises whichever is later.

**16.2** Further, on the eventual promotion of the person next in the panel to the higher grade, such employee will lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier.

**16.3** In case of those who belong to the feeder cadres other than Junior assistant and Superintendent, are required to undergo training from ISTM or NIOS or any other Govt. recognized Institute within a period of one year from the date of promotion.

#### **17 Engagement on Contract**

The NIOS is empowered to engage staff on contract and consultant on contract basis for various tasks/Assignments/seasonal work depending upon its requirement from time to time. An agreement is required to be signed by the person engaged on contract and by the NIOS. Such engagement of persons on contract basis will be carried out with the approval of the secretary upto Group 'C' or equivalent level and above Group 'B' or equivalent level by the Chairman, NIOS. The Contractual/consultant engagement will be for a limited and specific period upto one year. In case of period beyond one year, specific approval of the Secretary/ Chairman has to be obtained for further period upto one year depending upon the nature of task/assignment. For the period beyond two years, approval of the Executive Board shall be obtained.

It shall be categorically mention in the contract that the person who will be engaged shall not have any right what so ever to claim or seek extension or regularization or absorption as no equity will arise in their favour by affecting such contractual engagement.

## **18 Power to Relax**

Notwithstanding anything contained in these Rules, where the Executive Board is of opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any clause in the case of any employee.

## **19 Removal Of Difficulties**

The Executive Board may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.

## **20 Interpretation**

Where any doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Executive Board for a decision, which shall be final.

## **21 Amendment of Rules**

The Executive Board shall have the authority to amend, modify change, withdraw, suspend, relax any or all of these Rules. The decisions of the Executive Board shall be final and binding on all.

## **22 Residuary Matters**

In respect of all matters not specifically provided for in these Rules, the corresponding provisions prescribed by the Govt. of India relating to its employees, as amended from time to time, will be followed.

## **23 Transfer Liability**

All employees will be liable for transfer/posting anywhere in India, even at a short notice.

## **24. Appointing and Disciplinary Authority of the Posts.**

The Appointing and Disciplinary Authority of Group 'A' and Group 'B' posts of all the cadres shall be the Chairman of NIOS. The Appointing and Disciplinary Authority for Group 'C' posts shall be the Secretary of NIOS.

### **Schedule Showing the Appointing, Disciplinary and Appellate Authorities for various posts in National Institute of Open Schooling under CCS (CCA) Rules 1965**

<b>Sl. No.</b>	<b>Posts</b>	<b>Appointing Authority</b>	<b>Disciplinary Authority</b>	<b>Appellate Authority</b>
1.	Head of the Departments of NIOS	Executive Board	Executive Board	President of NOS Society
2.	Group 'A' Level Posts	Chairman	Chairman	Executive Board *
3.	Group 'B' Level Posts	Chairman	Chairman	Executive Board *
4.	Group 'C' Level Posts	Secretary	Secretary	Chairman

\* In respect of dealing of appeals by Executive Board for Sl. No.2 & 3 above the Chairman, NIOS shall not participate in respect of dealing of those appeals. The EB will nominate a senior most member as the Chairman for dealing and deciding such appeals.

## Annexure - A

<b>Sanctioned Posts</b>				
<b>Sl.</b>	<b>Category/Designation</b>	<b>Classification of Post</b>	<b>Pay Level</b>	<b>No. Of Sanctioned post(s)</b>
1.	Chairman	A	Level -14 (144200-218200)	1*
2.	Secretary	A	Level-13 (123100-215900)	1
3.	Director (Evaluation)	A	Level-13 (123100-215900)	1
4.	Director (Academic)	A	Level-13 (123100-215900)	1
5.	Director (Vocational Education)	A	Level-13 (123100-215900)	1
6.	Director (Student Support Services)	A	Level-13 (123100-215900)	1
7.	Joint Director (Academic)	A	Level-13 (123100-215900)	3
8.	Joint Director (CBC)	A	Level-13 (123100-215900)	1
9.	Joint Director (Administration)	A	Level-13 (123100-215900)	2
10.	Joint Director (Media)	A	Level-13 (123100-215900)	1
11.	Deputy Director (Academic)	A	Level-12 (78800-209200)	12
12.	Deputy Director (CBC)	A	Level-12 (78800-209200)	1
13.	Deputy Director (Administration)	A	Level-12 (78800-209200)	12
14.	Deputy Director (Accounts)	A	Level-12 (78800-209200)	1
15.	Deputy Director (IT)	A	Level-12 (78800-209200)	1
16.	Deputy Director ( Publication)	A	Level-12 (78800-209200)	1
17.	Assistant Director (Academic)	A	Level-11 (67700-208700)	16
18.	Assistant Director (CBC)	A	Level-11 (67700-208700)	2
19.	Assistant Director (Administration )	A	Level-11 (67700-208700)	18
20.	Accounts Officer	A	Level-11 (67700-208700)	1
21.	Academic Officer	A	Level-10 (56100-177500)	21
22.	Academic Officer (Research & Evaluation)	A	Level-10 (56100-177500)	1
23.	Academic Officer (Training)	A	Level-10 (56100-177500)	4
24.	Librarian	A	Level-10 (56100-177500)	1
25.	Section Officer	B	Level-7 (44900-142400)	43
26.	Section Officer (Audit)	B	Level-7 (44900-142400)	1
27.	Senior Translator	B	Level-7 (44900-142400)	1
28.	Public Relations Officer	B	Level-7 (44900-142400)	1
29.	PS to Chairman	B	Level-7 (44900-142400)	1
30.	Assistant Engineer (Civil)	B	Level-7 (44900-142400)	1
31.	Junior Engineer (Electrical)	B	Level-6 (35400-112400)	1
32.	Superintendent	B	Level-6 (35400-112400)	10
33.	EDP Supervisor	B	Level-6 (35400-112400)	52
34.	Technical Assistant	B	Level-6 (35400-112400)	2
35.	Personal Assistant	B	Level-6 (35400-112400)	3
36.	Assistant Librarian	B	Level-6 (35400-112400)	1
37.	Editor (Media)	B	Level-6 (35400-112400)	1
38.	Cameraman	B	Level-6 (35400-112400)	1
39.	Graphic Artist	B	Level-6 (35400-112400)	1
40.	Junior Translator	B	Level-6 (35400-112400)	1
41.	Production Assistant	C	Level-5 (29200-92300)	1
42.	Assistant	C	Level-4 (25500-81100)	80
43.	Assistant (Audit)	C	Level-4 (25500-81100)	2
44.	Stenographer (English)	C	Level-4 (25500-81100)	5
45.	Stenographer (Hindi)	C	Level-4 (25500-81100)	2
46.	Library Assistant.	C	Level-4 (25500-81100)	1
47.	Data Entry Operator/Junior Assistant	C	Level-2 (19900-63200)	53
48.	Photocopier Operator	C	Level-2 (19900-63200)	1
49.	Electrician	C	Level-2 (19900-63200)	1
50.	Staff Car Driver	C	Level-2 (19900-63200)	3
51.	Multi Tasking Staff (MTS)	C	Level-1 (18000-56900)	19
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\* The Chairman, NIOS is appointed by the Govt. of India.

## Annexure- B

*(Referred to in Rule 6.1 )*

1.	Name of Post	<b>Director (Evaluation)</b>
2.	Scale of Pay	Level-13 (123100-215900)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	By Deputation/ Absorption
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualifications for Deputation	<p><b><u>Essential</u></b></p> <p><b>a) <u>Qualification</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree in any discipline from a recognized university.</li> <li>2. Knowledge of English and Hindi</li> </ol> <p><b>b) <u>Experience</u></b></p> <ol style="list-style-type: none"> <li>1. Officers holding analogous posts or with five years experience in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III) in Central/ State Govt. or Central/ State Govt. Autonomous organization/ Govt. Universities/Boards.</li> <li>2. Experience in : <ol style="list-style-type: none"> <li>a) Conduct of Examination at Board/ University level.</li> <li>b) Evaluation Systems, Techniques, Methodology etc.</li> </ol> </li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Post Graduate Degree/Diploma in Education/Distance Education.</li> <li>2. At least three years experience in the field of Open and Distance education of the total experience of the applicant.</li> </ol>
10.	Qualification for Direct Recruitment	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Director (Academic)</b>
2.	Scale of Pay	Level-13 (123100-215900)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	By Deputation/ Absorption
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct Recruitment	N.A.
10.	Qualifications for Deputation	<p><b><u>Essential</u></b></p> <p><b>a) <u>Qualification</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree in any discipline with 55% or equivalent grade from a recognized university.</li> <li>2. Either a doctorate degree or M.Phil with research work of high standard.</li> <li>3. Knowledge of English and Hindi.</li> </ol> <p><b>b) <u>Experience</u></b></p> <ol style="list-style-type: none"> <li>1. Officers/Academicians holding analogous posts or with five years experience in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs.7600/- in PB-III) in Central/ State Govt. or Central/ State Govt. Autonomous bodies/ Govt. Universities/Boards.</li> <li>2. Experience in : <ol style="list-style-type: none"> <li>a) Five years in Academic Administration and Planning.</li> <li>b) Conducting or guiding research.</li> <li>c) Preparation of Self Learning Material.</li> <li>d) Managing Educational Institutions under Central/Sate Govt.</li> </ol> </li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Post Graduate Degree/ Diploma in Education/ Distance Education/ Teaching/Evaluation Technology/Vocational Education or any related field.</li> <li>2. At least three years experience in the field of Open and Distance education system of the total experience of the applicant.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Director (Vocational Education)</b>
2.	Scale of Pay	Level-13 (123100-215900)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	By Deputation/Absorption
6.	Whether Selection or Non Selection	Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A
9.	Qualification for Direct Recruitment	N.A.
10.	Qualifications for Deputation	<p><b><u>Essential</u></b></p> <p><b>a) <u>Qualification</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree in any discipline from a recognized university.</li> <li>2. Knowledge of English and Hindi.</li> </ol> <p><b>b) <u>Experience</u></b></p> <ol style="list-style-type: none"> <li>1. Officers/Academicians holding analogous posts or with five years experience in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs.7600/- in PB-III) in Central/State Govt. or Central/State Govt. Autonomous organizations/Govt. Universities/Boards.</li> <li>2. Experience in : <ol style="list-style-type: none"> <li>a) Five Years in Academic Administration and Planning.</li> <li>b) Preparation and production of Self Learning Material with focus on Vocational/Professional Courses.</li> <li>c) Managing an institution of Vocational Education/Training approved by any of the regulatory bodies of Central/State Govt.</li> </ol> </li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Post Graduate Degree in Engineering/ Management/ Information Technology/ Teaching /Evaluation Technology/ Distance Education/ Vocational Education or any relevant field.</li> <li>2. At least three years experience in the field of Open and Distance education system of the total experience of the applicant.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	N.A.



1.	Name of Post	<b>Director (Student Support Services)</b>
2.	Scale of Pay	Level-13 (123100-215900)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	By Promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non Selection for Promotion and N.A. for any other mode.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualifications for Direct recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <p><b>a) <u>Qualification</u></b></p> <ol style="list-style-type: none"> <li>1 Master's degree in any discipline from a recognized university.</li> <li>2 Knowledge of English and Hindi.</li> </ol> <p><b>b) <u>Experience</u></b></p> <ol style="list-style-type: none"> <li>1. Officers/Academicians holding analogous posts or with five years experience in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III) in Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities /Boards.</li> <li>2. Experience in : <ol style="list-style-type: none"> <li>a) Academic Administration and Planning.</li> <li>b) Experience in managing an Educational institutions under any of the regulatory bodies of Central/State Govt.</li> <li>c) Experience of managing Student Support Services under ODL.</li> </ol> </li> </ol> <p><b><u>Desirable</u></b></p> <p>At least three years experience in the field of Open and Distance Education of the total experience of the applicant.</p>
11.	Qualification for Promotion	<ol style="list-style-type: none"> <li>1. From the Combined seniority of Joint Director (Admn.), Joint Director Academic and Joint Director (CBC) in NIOS.</li> <li>2. Minimum three years of experience as a Joint Director in any of the Regional Centres of NIOS.</li> </ol>
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per R.R.
14.	Composition of DPC	As per R.R.

1.	Name of Post	<b>Joint Director (Academic)</b>
2.	Scale of Pay	Level-13 (123100-215900)
3.	No. of Post	03 (Three)
4.	Classification	Group A
5.	Method of Recruitment	100% by Promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct Recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Officers from Central/State Govt. or Central/State Govt. Autonomous Organization/Govt. Universities/Boards holding analogous post on regular basis or with five years or regular service in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III).</li> <li>2. Master's Degree in any discipline with at least 55% or more marks or equivalent grade from a recognized university.</li> <li>3. PG Degree/ Diploma in Education/ Educational Technology or Bachelor of Education.</li> <li>4. Experience in Academic Administration, Planning, Preparation and Production of Self Learning Material/Text book at the school stage.</li> <li>5. Experience and aptitude in the development and production of teaching-learning material in the related areas.</li> <li>6. Experience of organizing Workshops, seminars and Conferences.</li> <li>7. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Ph.D.</li> <li>2. At least three year experience in the field of Open and Distance Education of the total experience of the applicant.</li> </ol>
11.	Qualification for Promotion	Five years of regular service in the cadre of Deputy Director(Academic), Deputy Director (CBC) and Deputy Director (IT) in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Joint Director (Administration)</b>
2.	Scale of Pay	Level-13 (123100-215900)
3.	No. of Post	02 (Two)
4.	Classification	Group A
5.	Method of Recruitment	100% by promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct Recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <p>1. Officers from Central/ State Govt. or Central/State Govt. Autonomous organization/ Govt. Universities/Boards holding analogous posts on regular basis or with five years of regular service in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III) and having experience in any two of the following fields:</p> <p>a) Administration and Finance.  b) Conduct of public examination at Board or University level.  c) Organization of seminars, conferences/orientation programmes etc.</p> <p>2. Master's Degree in any discipline from a recognized university.</p> <p>1. Knowledge of English and Hindi  2. Knowledge of Government of India's Rules and Regulations regarding administration, service conditions, finance and accounts matters etc.</p> <p><b><u>Desirable</u></b></p> <p>1. PG Degree/Diploma in Management.  2. At least three year experience in the field of Open and Distance Education system of the total experience of the applicant.  3. Working knowledge of Computer operations.</p>
11.	Qualification for Promotion	Five years of regular service in the cadre of Deputy Director (Administration) and Deputy Director (Publication) in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Joint Director (Media)</b>
2.	Scale of Pay	Level-13 (123100-215900)
3.	No. of Post	01 (One)
4.	Classification	Group A
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/ Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 50 Years.
7.2	Age for Deputation	Not exceeding 56 Years.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct Recruitment	<p><b><u>Essential</u></b></p> <p>a) <b><u>Qualification</u></b></p> <p>1. Master's Degree in Mass Communication or Educational Technology with at least 55% marks or its equivalent grade from a recognized university.</p> <p>b) <b><u>Experience</u></b></p> <p>1. Five years service in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III) in the relevant field or Ten years in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) in the relevant field, i.e. working in media house.</p> <p style="text-align: center;">OR</p> <p>At least 12 years working experience in working with media in reputed and recognized corporate sector at a senior level.</p> <p>2. Of the total experience of the applicant at least three year shall be in open and distance learning system or working with ICT based media house.</p> <p><b><u>Desirable</u></b></p> <p>1. Ph.D. or M.Phil.</p> <p>2. PG Diploma/Diploma in Education/Communication/ICT.</p>
10.	Qualification for Deputation	<p>1. Officers' from Central/State Govt. or Central/State Govt. Autonomous organization/ Govt. Universities/Boards holding analogous post on regular basis or five years of regular service in Level-12 Rs.78800-209200 (Pre-revised G.P of Rs. 7600/- in PB-III) or Ten years in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III).</p> <p>2. Possessing educational and other qualification as prescribed for direct recruit in column 9 above.</p>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A

1.	Name of Post	<b>Deputy Director (Academic)</b>
2.	Scale of Pay	Level-12 (78800-209200)
3.	No. of Post	12 (Twelve)
4.	Classification	Group A
5.	Method of Recruitment	60% by Promotion failing which by Deputation. 40% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	Non Selection for promotion and N.A. for any other mode.
7.1	Age for Direct Recruitment	Not exceeding 50 Years.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in any subject with 55% marks or equivalent grade from a recognized University.</li> <li>2. Five years of regular service in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten Years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) in Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards with experience in : Academic Administration, Research, Planning, Preparation and Production of self learning materials/text books at the school. or Worked in any institute of Academic/Vocational Education/Training Centre approved by the AICTE or any State Government in the above mentioned scale.</li> <li>3. Working knowledge of Computer Operations.</li> <li>4. Experience in organization of Seminars, Conferences and Orientation programmes for key personnel.</li> </ol> <p>3. Knowledge of English and Hindi.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. At least two year experience in the field of open and distance education system of the total experience of the applicant.</li> <li>2. Post Graduate Degree/Diploma in Education/Higher Education/Educational Technology or B.Ed.</li> </ol>
10.	Qualification for Deputation	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Officers from Central/State Govt. or Central/State Govt. Autonomous organization/Govt.Universities/ Boards holding analogous post on regular basis or with five years regular service in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten Years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III).</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in column 9 above.</li> </ol>
11.	Qualification for Promotion	Five years of regular service in the cadre of Assistant Director (Academic) and Assistant Director (CBC) in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Deputy Director (Administration)</b>
2.	Scale of Pay	Level-12 (78800-209200)
3.	No. of Post	12 (Twelve)
4.	Classification	Group A
5.	Method of Recruitment	75% by Promotion failing which by Deputation. 25% by Direct Recruitment failing which by Deputation/ Absorption.
6.	Whether Selection or Non Selection	Non-Selection for promotion and N.A. for any other mode.
7.1	Age for Direct Recruitment	Not exceeding 50 Years.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Second Class Master's Degree in any subject from a recognized University.</li> <li>2. Five years of regular service in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) in Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/ Boards with experience in any two of the following fields : <ol style="list-style-type: none"> <li>i) Administration and Finance.</li> <li>ii) Conduct of public examination at the Board or University level.</li> <li>iii) Experience in organizing training programmes, organization of seminars, conference, etc.</li> </ol> </li> <li>3. Knowledge of GOI Rules regarding Administration, Service conditions, finance and accounts matters.</li> <li>4. Working knowledge of Computer Operations.</li> <li>5. Working knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Post Graduate Degree/Diploma in Management.</li> <li>2. At least two year experience in the field of open and distance education system of the total experience of the applicant.</li> </ol>
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Officers from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/ Boards holding analogous post on regular basis or with five years regular service in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III)</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in column 9 above.</li> </ol>
11.	Qualification for Promotion	Five years of regular service in the cadre of Assistant Director (Administration) in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Deputy Director (Accounts)</b>
2.	Scale of Pay	Level-12 (78800-209200)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	By Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in any discipline from a recognized University.</li> <li>2. Officer who have experience in finance matter with five years of regular service in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) in Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/ Boards.</li> <li>3. Knowledge of English, Hindi and Computers.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Passed SAS examination conducted by C&amp;AG or its equivalent examination conducted by other Central Accounting Organizations.</p>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Deputy Director (IT)</b>
2.	Scale of Pay	Level-12 (78800-209200)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 50 years.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Either MCA or B.E/B.Tech in Computer Science/Electronics Engineering/ Electronics &amp; Communication Engineering with at least 55% marks or equivalent grade from a recognized university.</li> <li>2. Minimum five years experience in computer operations and Data Base Management in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) in Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/ Boards.</li> <li>3. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. M.E/M.Tech in Computer Science/Electronics/ECE</li> <li>2. Experience in supervising a Computer centre</li> <li>3. Experience in System Management, System Design and Analysis.</li> </ol>
10.	Qualification for Short Term Contract/Deputation	<ol style="list-style-type: none"> <li>1. Officer holding analogous posts or those with Minimum five years service in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) in Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/ Boards.</li> <li>2. Possessing Educational qualification as prescribed for direct recruits in column 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A



1.	Name of Post	<b>Deputy Director (Publication)</b>
2.	Scale of Pay	Level-12 (78800-209200)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 50 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Masters degree from a recognized University.</li> <li>2. A Degree (Bachelor's)/PG Diploma/Diploma in Printing Technology/ Book Publishing from a recognized University.</li> <li>3. At least five years experience in printing/production of Text Books, General publication, journals etc. in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) or equivalent in reputed publishing/printing organization or in Central/State Govt. or Central/State Govt. Autonomous organization dealing with printing and publishing. Or at least twelve years of working experience in the reputed and large publishing house at a senior level.</li> <li>4. Thorough knowledge of book production techniques and modern processes of printing.</li> <li>5. Experience in Administrative Matters.</li> <li>6. Knowledge of English and Hindi</li> <li>7. Working knowledge of computer operations.</li> </ol>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Officers from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/ Professional &amp; Research Institutions/Bodies holding analogous post on regular basis or five years regular service in Level-11 Rs.67700-208700 (Pre-revised GP of Rs. 6600/- in PB-III) or Ten years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III).</li> <li>2. Possessing Educational qualification as prescribed for direct recruits in column 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Assistant Director (Academic)</b>
2.	Scale of Pay	Level-11 (67700-208700)
3.	No. of Post	16 (Sixteen)
4.	Classification	Group A
5.	Method of Recruitment	60% by Promotion failing which by Deputation. 40% by Direct Recruitment/Deputation/Absorption.
6.	Whether Selection or Non Selection	Non-Selection for promotion and N.A. for any other mode.
7.1	Age for Direct Recruitment	Not exceeding 42 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master Degree in any discipline with 55% marks or equivalent grade from a recognized University.</li> <li>2. Minimum five years of regular service as Academic Officer or its equivalent in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) and above in Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/ Boards. in the areas of Academic Administration, Research, Planning, Preparation of SLM, Vocational Education, Vocational Training, Examination, in an university/Board or any large educational institution recognized and approved by the statutory bodies of Central /State Govt.</li> <li>3. Working Knowledge of computer operations.</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Post Graduate Degree/Diploma in Education/Distance Education/ Educational Technology or Bachelor of Education.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Officers from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards in the field of education holding analogous post or five years experience in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III).</li> <li>2. Master's Degree in any discipline.</li> </ol>
11.	Qualification for Promotion	Five years regular service in the cadre of Librarian, Academic Officer, Academic Officer (Research & Evaluation) and Academic Officer(Training) in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Assistant Director (Administration)</b>
2.	Scale of Pay	Level-11 (67700-208700)
3.	No. of Post	18 (Eighteen)
4.	Classification	Group A
5.	Method of Recruitment	75% by Promotion failing which by Deputation. 25% by Direct Recruitment/Deputation/Absorption.
6.	Whether Selection or Non Selection	Non-Selection for promotion and N.A. for any other mode.
7.1	Age for Direct Recruitment	Not exceeding 42 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in any discipline from a recognized University.</li> <li>2. Minimum seven years regular service as Section Officer or its equivalent in Level-7 Rs.44900-142400 (Pre-revised GP of Rs.4600/- in PB-II) and above with experience in :-  Administration or Finance or conduct of examination or handling Student Support Services in a Central /State Govt. or Central/State Govt. Autonomous organization/Govt. universities/Boards.</li> <li>3. Knowledge of computer operations.</li> <li>4. Working knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Post Graduate Degree/Diploma in Human Resource Management.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Section Officers or its equivalent with seven years of regular service in Level-7 Rs.44900-142400 (Pre-revised GP of Rs. Rs.4600/-in PB-II) and above from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards.</li> <li>2. Possessing educational and other qualifications as prescribed for direct recruit in Column 9 above.</li> </ol>
11.	Qualification for Promotion	Seven years regular service in the cadre of S.O./PRO/PS to Chairman/Sr. Translator in Level-7 Rs.44900-142400 (Pre-revised GP of Rs. Rs.4600/-in PB-II) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Accounts Officer</b>
2.	Scale of Pay	Level-11 (67700-208700)
3.	No. of Post	1(One)
4.	Classification	Group A
5.	Method of Recruitment	By Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct Recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor Degree from a recognized University.</li> <li>2. Officers who have experience in finance matter with minimum five years of regular service in Level-10 Rs.56100-177500 (Pre-revised GP of Rs.5400 in PB-III) or Six years of regular service in Level-8 Rs.47600-151100/Level-7 Rs.44900-142400 (Pre-revised GP of Rs.4800/4600- in PB-II) in Central /State Govt. or Central/State Govt. Autonomous Organization/Govt. Universities/Boards.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Passed SAS/SOGE/JAO Examination.</li> <li>2. Working knowledge of Computer Operation.</li> <li>3. Working knowledge of English and Hindi.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Academic Officer</b>
2.	Scale of Pay	Level-10 (56100-177500)
3.	No. of Post	21 (Twenty One)
4.	Classification	Group A
5.	Method of Recruitment	100% by Direct Recruitment /Deputation/Absorption.
6.	Whether Selection or Non Selection	Non Selection for promotion and N.A for any other mode.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree in relevant subjects with 55% marks or its equivalent grade from a recognized university.</li> <li>2. Bachelor degree in Education from recognized University.</li> <li>3. Working knowledge of computer operations.</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. M.Phil. or Ph.D. in relevant subjects.</li> <li>2. Experience in preparation of self learning material, organizing seminars, workshops and in-service education/training programmes.</li> <li>3. A Post Graduate Degree/Diploma in Distance Education/Education.</li> </ol>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Officers holding analogous post on regular basis or with two years experience as PGT in Level-8 Rs.47600-151100 (Pre-revised GP of Rs. Rs.4800-in PB-II) in concerned subjects from Central/State Govt. or Central/State Govt. Autonomous Organization/Govt.Universities/Boards.</li> <li>2. Possessing educational and other qualification as prescribed for direct recruits as in column No. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Academic Officer (Research and Evaluation)</b>
2.	Scale of Pay	Level-10 (56100-177500)
3.	No. of Post	1(one)
4.	Classification	Group A
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree from recognized university with 55% marks or its equivalent in Education/Sociology/Psychology/Mathematics/Statistics/Economics.</li> <li>2. A Post Graduate Diploma in Distance Education/Education or Bachelor of Education.</li> <li>3. Knowledge of Computer operation.</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. M.Phil or Ph.D.</li> <li>2. Experience in conducting Operational/ Statistical Research in the field of education.</li> </ol>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Officers holding analogous post on regular basis from Central/ State Govt. or Central/ State Govt. Autonomous organization/ Govt. Universities/Boards with two years experience in the field of Operational/Statistical research in Level-8 Rs.47600-151100 (Pre-revised GP of Rs. Rs.4800-in PB-II).</li> <li>2. Possessing educational and other qualification as prescribed for direct recruits as in column No. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Librarian</b>
2.	Scale of Pay	Level-10 (56100-177500)
3.	No. of Post	1 (One)
4.	Classification	Group A
5.	Method of Recruitment	100% by Promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non-Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Officers holding analogous post on regular basis or with three years experience in Level-7 Rs.44900-142400 (Pre-revised GP of Rs.4800/4600 in PB-II) or above in Central/State Govt. or Central/State Govt. autonomous organization/Govt. Universities/Boards, holding the post of Library Assistant/Smi Professional Assistant.</li> <li>2. Bachelor degree with M.Lib.Sc. or MLIS from a recognized university.</li> </ol> <p style="text-align: center;">Or</p> <p>Master's degree in any discipline with B.Lib.Sc. or BLIS from a recognized university.</p> <ol style="list-style-type: none"> <li>3. Working knowledge of Computer operation.</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Training in Reprography/Documentation.</p>
11.	Qualification for Promotion	Eight years of service in the cadre of Assistant Librarian in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Section Officer</b>
2.	Scale of Pay	Level-7 (44900-142400)
3.	No. of Post	43 (Forty Three)
4.	Classification	Group B
5.	Method of Recruitment	(i) 20% by promotion failing which by Deputation. (ii) 50% by limited departmental competitive examination failing which by deputation. (iii) 30% by Direct Recruitment/Deputation/Absorption.
6.	Whether Selection or Non Selection	Non-Selection for promotion and N.A. for any other mode.
7.1	Age for Direct Recruitment	Not exceeding 40 years.
7.2	Age for Deputation	Not exceeding 56 years.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<b><u>Essential</u></b> 1. Bachelor degree from a recognized university. 2. At least five years of regular service in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) and above or ten years of regular service in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) with experience in : Administration or finance or conduct of Examination or handling Student Support Services in Central/State Govt. or Central/State Govt. Autonomous organizations/Govt. Universities/Boards. 3. Knowledge of Central Government Office Procedure, Service Rules and Financial Rules. 4. Knowledge of English and Hindi. 5. Working knowledge of Computer operation. <b><u>Desirable</u></b> Experience of working in open and Distance learning system.
10.	Qualification for Deputation	1. Persons from Central/State Govt. or Central/State Govt. Autonomous organizations/Govt. Universities/Boards holding analogous post or five years regular service in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) or ten years of regular service in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) 2. Possessing educational and other qualification as prescribed for direct recruits as in column No. 9 above.
11.	Qualification for Promotion	Five years of regular service in the cadre of Superintendent in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	L.D.C.E. for NIOS staff only, having five years of regular service in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) or ten years of regular service in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I)
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR



1.	Name of Post	<b>Section Officer (Audit)</b>
2.	Scale of Pay	Level-7 (44900-142400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	By Deputation/Absorption
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Officers from Central/State Govt. or Central/State Govt. Autonomous organization holding analogous post on regular basis or five years of regular service in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) having experience in Accounts and Audit.</li> <li>2. Bachelor Degree from a recognized University.</li> <li>3. Working knowledge of Computer Operations.</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Bachelor Degree in Commerce or Economics from a recognized University.</p>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Senior Translator</b>
2.	Scale of Pay	Level-7 (44900-142400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non-Selection
7.1	Age for Direct Recruitment	Not exceeding 40 Years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct Recruitment	<p><b><u>Essential</u></b></p> <p>1. Master's Degree of a recognized University in Hindi/English with English/Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">or</p> <p>Master's degree of a recognized university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p style="text-align: center;">or</p> <p>Master's degree of a recognized university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level ;</p> <p style="text-align: center;"><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or state Government Office, including Government of India Undertaking.</p>
10.	Qualification for Deputation	<p>1. Officers from Central/State Governments or Central/State Govt. Autonomous organization/Govt. Universities/Boards holding analogous posts on regular basis or with five years of regular service in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II).</p> <p>2. Possessing the educational and other qualification as prescribed for direct recruit in col. 9 above.</p>
11.	Qualification for Promotion	Five years regular service in the cadre of Junior Translator in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Public Relations Officer</b>
2.	Scale of Pay	Level-7 (44900-142400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 40 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor/Master's degree from a recognized university.</li> <li>2. Degree/Diploma in Public Relation and advertising/Mass Communication/Journalism from recognized institute/University</li> <li>3. Five years experience in Public Relation Department of Government/Autonomous organization in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II)</li> <li>4. Knowledge of English and Hindi.</li> <li>5. Working knowledge of Computer Operations.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Experience of arranging press meets and related activities.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Officers from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards holding analogous posts or having five years regular service in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) in related field.</li> <li>2. Possessing the educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>PS to Chairman</b>
2.	Scale of Pay	Level-7 (44900-142400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non-Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 50 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct Recruitment	N.A.
10.	Qualification for Deputation	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Person from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards holding analogous posts on regular basis or five years of regular service in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II).</li> <li>2. Bachelor Degree from a recognized University.</li> <li>3. Post Graduate Degree/Diploma in Secretarial Practice with a speed of 120 wpm in shorthand and 8000 key depressions per hour on Computer.</li> <li>4. Proficiency in maintenance of office records, drafting of Agenda, Minutes of meetings etc.</li> <li>5. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Experience of arranging tour/meeting/conference/ taking minutes and handling routine communications independently.</p>
11.	Qualification for promotion	Five years of regular service as Personal Assistant in Level-6 Rs.35400-112400 (Pre-revised GP of Rs.4200 in PB-II) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Superintendent</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	10 (Ten)
4.	Classification	Group B
5.	Method of Recruitment	100% by Promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non-Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct Recruitment	N.A.
10.	Qualification for Deputation	<b><u>Essential</u></b> 1. Person from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards with ten years experience as UDC or equivalent in administration in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I). 2. Bachelor Degree from a recognized University. 3. Working knowledge of computer operations. 4. Knowledge of English and Hindi.
11.	Qualification for Promotion	Ten years regular service in the cadre of Assistant/Assistant (Audit) in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>EDP Supervisor</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	52 (Fifty Two)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Below 37 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <p>1. Bachelor Degree in Computer Science/Computer Application from a recognized university</p> <p style="text-align: center;">or</p> <p>Post Graduate Degree/Diploma in Computer Application/Diploma in Computer Science and Engineering (Three Years) or equivalent from a recognized University with Bachelor degree from a recognized university/institute.</p> <p style="text-align: center;">or</p> <p>‘A’ or ‘B’ Level from DOEACC, Ministry of Information and Communication Technology with Bachelor Degree from a recognized University.</p> <p>2. Three years experience in computer operations and System Development in a central/State Govt/Autonomous bodies.</p> <p style="text-align: center;">OR</p> <p>Three years experience in programming and system development from reputed firm(s).</p> <p><b><u>Desirable</u></b></p> <p>Knowledge of English and Hindi.</p>
10.	Qualification for Deputation	<p>1. Persons from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards holding analogous posts or ten years of regular service in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) with three years experience in computer operation and system Development.</p> <p>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</p>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	Two years
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Technical Assistant</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	2 (Two)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 37 years.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor Degree from a recognized university.</li> <li>2. Diploma in Printing Technology/Book Publishing.</li> <li>3. Ten years experience in reputed publishing house/Printing Press/academic institution.</li> </ol> <p style="text-align: center;">or</p> <p>Officer of the Central/State Govt. or Central/State Govt. Autonomous organization/Research Institutes/Govt. Presses holding analogous posts on a regular basis or with Ten years experience in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I)</p> <ol style="list-style-type: none"> <li>4. Working knowledge of computer operations.</li> <li>5. Knowledge of English and Hindi.</li> </ol>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Officer from the Central/State Govt. or Central/State Govt. Autonomous holding analogous posts on a regular basis or with Ten years experience in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I).</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Personal Assistant</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	3 (Three)
4.	Classification	Group B
5.	Method of Recruitment	100% by promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non-Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	<b><u>Essential.</u></b> 1. Person from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Boards holding analogous post or ten years of regular service Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I). 2. Bachelor Degree from a recognized University. 3. Speed in shorthand : Dictation 10 mts @ 100w.p.m. Transcription 40 minutes (English) 55 minutes (Hindi) on computers. 4. Proficiency in maintaining office records, of minutes/agenda etc. 5. Knowledge of English and Hindi.
11.	Qualification for Promotion	1. Ten years of regular service in the cadre of Stenographer in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) in NIOS and 2. Fulfilling the qualification prescribed for deputationist relating to speed in shorthand as mentioned in column 10 (3) above.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR



1.	Name of Post	<b>Assistant Librarian</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by promotion failing which by Deputation.
6.	Whether Selection or Non Selection	Non-Selection
7.1	Age for Direct Recruitment	N.A.
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	<b><u>Essential</u></b>  <ol style="list-style-type: none"> <li>1. Officers holding analogous post regular basis or Ten years regular service in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) on regular basis from Central/State Govt. or Central/State Govt./Autonomous organization/Govt. University/Boards.</li> <li>2. Bachelor of Library Science or BLIS degree from a recognized university.</li> <li>3. Knowledge of English and Hindi.</li> <li>4. Working knowledge of computer operations.</li> </ol>
11.	Qualification for Promotion	Ten years of regular service in the cadre of Library Assistant in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Editor (Media)</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 37 Years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor or Master's degree in Mass Communication from a recognized university</li> <li>2. Degree or diploma in editing from a recognized professional institute.</li> <li>3. Five years practical experience in film/video and non linear editing in a reputed institution/media house(s).</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Experience in handling non linear Editing equipment.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Person from Central/State Govt. or Central/State Govt. Autonomous organization holding analogous post or with ten years regular service in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) in the relevant field.</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Cameraman</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 37 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor degree from a recognized university.</li> <li>2. Diploma in Cinematography with specialization as Cameraman from a recognized institute with 2 years experience in shooting of Video/T.V. programmes.</li> </ol> <p style="text-align: center;">Or</p> <p>Five years experience in shooting of video/T.V. programmes on Beta cam/CCD etc.</p> <p><b><u>Desirable</u></b></p> <p>Experience of handling the latest equipments such as Beta cam system, CCD etc.</p> <ol style="list-style-type: none"> <li>1. Experience in indoor and outdoor shooting and studio recording.</li> <li>2. Knowledge of English and Hindi.</li> </ol>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Persons holding analogous post or having Ten years experience in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I) in any of the media Centres of Central/State Govt. or Central/State Govt.Autonomous organization.</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Graphic Artist</b>
2.	Scale of Pay	Level-6 (35400-112400)
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 37 years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor Degree from a recognized university.</li> <li>2. Certificate/Diploma in Multimedia / DTP/ Computer Animation.</li> <li>3. Proficiency in computer Animation/Preparation of Multimedia Packages/Cover Designs/Graphics.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Knowledge of Hindi and English.</p>
10.	Qualification for Deputation/Short Term Contract	<ol style="list-style-type: none"> <li>1. Persons holding analogous post or having ten years relevant experience in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I in any media centre of Central/State Govt. or Central/State Govt. Autonomous organization.</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Junior Translator</b>
2.	Scale of Pay	Level-6 (35400-112400) *
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Not exceeding 37 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <p>Master's Degree of a recognized University in Hindi/English with English/Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">or</p> <p>Master's degree of a recognized university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p style="text-align: center;">or</p> <p>Master's degree of a recognized university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level ;</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or state Government Office, including Government of India Undertaking.</p>
10.	Qualification for Deputation	<p>1. Officer from Central/State Govt. or Central/State Govt. Autonomous organization working in analogous post or ten years experience in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I).</p> <p>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</p>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

\* Post upgraded vide MHRD letter No.F.No.13035-52013-OLU(1) dated 26<sup>th</sup> February,2014 and DoP&T Office Memorandum No.AB-14017/46/2011-Estt(RR) dated 19<sup>th</sup> September, 2013.

1.	Name of Post	<b>Production Assistant</b>
2.	Scale of Pay	Level-5 (29200-92300)
3.	No. of Post	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	Not exceeding 56 years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor Degree from a recognized university.</li> <li>2. Diploma in direction in Video/T.V./Film from a recognized university/institute</li> </ol> <p><b><u>Desirable</u></b></p> <p>Knowledge of English and Hindi.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Persons holding analogous post or having five years relevant experience in Level-4 Rs.25500-81100 (Pre-revised GP of Rs.2400 in PB-I in any media centre of Central/State Govt. or Central/State Govt. Autonomous organization.</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Assistant</b>
2.	Scale of Pay	Level-4 (25500-81100)
3.	No. of Post	80 (Eighty)
4.	Classification	Group C
5.	Method of Recruitment	i) 25% by Promotion ii) 75% by Direct Recruitment/Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	Not exceeding 56 Years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<b><u>Essential</u></b> 1. Senior Secondary from a recognized Board. 2. Proficiency in office procedure, noting, drafting, knowledge of Government Rules and Regulations. 3. Working on computer with speed 35 words per minutes in English or 30 words per minutes in Hindi for a time duration of 10 minutes (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)  <b><u>Desirable</u></b> Working knowledge of English and Hindi.
10.	Qualification for Deputation	1. Persons from Central/State Govt. or Central/State Govt. Autonomous organization/Govt. Universities/Board having eight years experience in Level-2 Rs.19900-63200 (Pre-revised GP of Rs.1900 in PB-I) and fulfilling the qualification as prescribed for Direct Recruit. 2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.
11.	Qualification for Promotion	Eight years of regular service in the cadre of Junior Assistant /Electrician in Level-2 Rs.19900-63200 (Pre-revised GP of Rs.1900 in PB-I) in NIOS.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Assistant (Audit)</b>
2.	Scale of Pay	Level-4 (25500-81100)
3.	No. of Post	2 (Two)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	Selection
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	Not exceeding 56 Years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Senior Secondary from a recognized Board.</li> <li>2. At least 2 years experience of working in Accounts/Audit in Govt. Autonomous bodies/Educational Institution.</li> <li>3. Working knowledge of computer operations.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Diploma/Certificate from Institute of Chartered Accountant or equivalent.</li> <li>2. Knowledge of English and Hindi.</li> </ol>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Person from Central/State Govt. or Central/State Govt. Autonomous organization holding analogous posts or in Level-2 Rs.19900-63200 (Pre-revised GP of Rs.1900 in PB-I) with eight years regular service.</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR



1.	Name of Post	<b>Stenographer (English)</b>
2.	Scale of Pay	Level-4 (25500-81100)
3.	No. of Post	5 (Five)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	Not exceeding 56 Years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Senior Secondary from a recognized Board.</li> <li>2. Certificate/diploma in Secretarial Practice.</li> <li>3. Skill Test : Stenography (English) Dictation: <a href="#">10mts@80w.p.m</a> Transcription: 50 minutes on Computer.</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Experience as Stenographer.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Person from various Central/State Govt. or Central/State Govt. Autonomous organization holding analogous posts or eight years regular service in Level-2 Rs.19900-63200 (Pre-revised GP of Rs.1900 in PB-I).</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Stenographer (Hindi)</b>
2.	Scale of Pay	Level-4 (25500-81100)
3.	No. of Post	2 (Two)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	Not exceeding 56 Years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Senior Secondary from a recognized Board.</li> <li>2. Certificate/diploma in Secretarial Practice.</li> <li>3. Skill Test : Stenography (Hindi) Dictation: <a href="#">10mts@80w.p.m</a> Transcription: 65 minutes on Computer.</li> <li>4. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Experience as Stenographer.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Person from various Central/State Govt. or Central/State Govt. Autonomous organization holding analogous posts or eight years regular service in Level-2 Rs.19900-63200 (Pre-revised GP of Rs.1900 in PB-I).</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Library Assistant</b>
2.	Scale of Pay	Level-4 (25500-81100)
3.	No. of Post	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment failing which by Deputation/Absorption.
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	Not exceeding 56 Years
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor Degree from a recognized university with a diploma in Lib.Sc. or B.Lib.Sc./BLIS.</li> <li>2. Two years experience of working in Library in Govt/Educational Institution.</li> <li>3. Knowledge of English and Hindi.</li> <li>4. Working knowledge Computer Operations.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Experience in Library &amp; Information techniques.</p>
10.	Qualification for Deputation	<ol style="list-style-type: none"> <li>1. Person from various Central/State Govt. or Central/State Govt. Autonomous organization holding analogous posts or eight years regular service in Level-2 Rs.19900-63200 (Pre-revised GP of Rs.1900 in PB-I).</li> <li>2. Possessing educational and other qualification as prescribed for direct recruit in col. 9 above.</li> </ol>
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Junior Assistant</b>
2.	Scale of Pay	Level-2 (19900-63200)
3.	No. of Post	53 (Fifty Three)
4.	Classification	Group C
5.	Method of Recruitment	20% by Promotion failing which by Direct Recruitment. 80% by Direct Recruitment.
6.	Whether Selection or Non Selection	Non-Selection for promotion and N.A. for any other mode.
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion/DLCA	No
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Senior Secondary from a recognized Board.</li> <li>2. English Typing @ 35 w.p.m., Hindi Typing @ 30 w.p.m. Time allowed 10 minutes on computers.</li> </ol> <p>(35w.p.m. and 30 w.p.m. corresponds to 10500 KDPH/9000 KDPH on an average of 5 Key Depressions for each word).</p> <ol style="list-style-type: none"> <li>3. Knowledge of English and Hindi.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. A Certificate course in Computer Application.</li> <li>2. Two years working experience as Junior Assistant.</li> </ol>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	<ol style="list-style-type: none"> <li>1. Three years of regular service in the cadre of MTS.</li> <li>2. Qualification as prescribed for direct recruits in col. 9.</li> </ol>
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Photocopier Operator</b>
2.	Scale of Pay	Level-2 (19900-63200)
3.	No. of Post	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	100% by Promotion
6.	Whether Selection or Non Selection	Non-Selection
7.	Age for Direct Recruitment	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	No
9.	Qualification for Direct recruitment	N.A.
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	Three years regular service in Level-1 Rs.18000-56900 (Pre-revised GP of Rs.1800 in PB-I) and ability to Operate heavy duty and multi functional photocopier.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	N.A.
14.	Composition of DPC	As per RR

1.	Name of Post	<b>Electrician</b>
2.	Scale of Pay	Level-2 (19900-63200)
3.	No. of Post	1 (One)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 30 years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. ITI certificate in Wireman's trade.</li> <li>2. Electrical Workman Permit/Workman's Competency Certificate/Electrical Workman's License/Certificate of competency Class II or any other equivalent certificate recognized by Govt.</li> <li>3. At least 2 years experience in the line. Preference will be given to those who are in possession of National Apprenticeship certificate.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Knowledge of English and Hindi</li> <li>2. Possession of National Apprenticeship certificate.</li> </ol>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A.

1.	Name of Post	<b>Multi Tasking Staff</b>
2.	Scale of Pay	Level-1 (18000-56900)
3.	No. of Post	19 (Nineteen)
4.	Classification	Group C
5.	Method of Recruitment	100% by Direct Recruitment
6.	Whether Selection or Non Selection	N.A.
7.1	Age for Direct Recruitment	Between 18 and 30 Years
7.2	Age for Deputation	N.A.
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct recruitment	<p><b><u>Essential</u></b></p> <p>1. Secondary certificate from a recognized Board.</p> <p><b><u>Desirable</u></b></p> <p>1. ITI Pass certificate from any trade.</p> <p>2. Two years experience in the field of office work/ Gardening/Electrical work/photocopying etc.</p>
10.	Qualification for Deputation	N.A.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	As per RR
14.	Composition of DPC	N.A

The following posts have been re-designated:

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Re-designated as</b>
01	System Analyst and Programmer	Deputy Director (IT)
02	Publication Officer	Deputy Director (Publication)
03	Research and Evaluation Officer	Academic Officer (Research and Evaluation)
04	Training Officer	Academic Officer (Training)
05	Assistant Audit Officer	Section Officer (Audit)
06	Hindi Officer	Senior Translator
07	Translator	Junior Translator *
08	Internal Auditor/Junior Auditor	Assistant (Audit)
09	Stenographer	Stenographer (English)
		Stenographer (Hindi)
10	Peon and Mali	Multi Tasking Staff

\* Post upgraded vide MHRD letter No.F.No.13035/2013-OLU(1) dated 26<sup>th</sup> February, 2014 and DoP&T Office Memorandum No. AB-14017/46/2011-Estt(RR) dated 19<sup>th</sup> September, 2013.