



# National Institute of Open Schooling

(An autonomous institution under the Deptt. of School Education & Literacy, MHRD Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA- 201309, Uttar Pradesh

The National Institute of Open Schooling (NIOS) invites applications for one (01) post of **Assistant Audit Officer on Deputation** basis as per details given below :-

Sl.	Name of the Post	Pay Band & Grade Pay	No. of Post
1	Assistant Audit Officer	₹ 9,300-34,800 + G.P ₹ 4,600 (PB – II)	01

## Essential Qualification and Experience

1. Name of Post : **Assistant Audit Officer**
2. Pay Band & GP : ₹ 9,300-34,800 + G.P ₹ 4,600 – (PB-II)
3. Age : Not exceeding 56 years on the closing date
4. Classification of post : Group 'B'

## **Essential**

1. 5 Years experience in Accounts/Audit in a Government/ Autonomous Organization in the scale of ₹ 9,300-34,800 with G.P ₹ 4,200 (Pre-revised ₹ 5,500-9,000) or 6 years in the pay scale of ₹ 9,300-34,800 with G.P ₹ 4,200 (Pre-revised ₹ 5,000-8,000) or 8 years in the pay scale of ₹ 5,200-20,200 with G.P ₹ 2,800 (Pre-revised ₹ 4,500-7,000)
2. Working knowledge of computer operations
3. Working knowledge of Hindi/English

## **General Instructions**

1. All posts bear All India transfer liability.
2. Crucial date for determining eligibility with regards to age limit ,qualification and experience will be the last date for receipt of applications.
3. Age relaxation as admissible as per Government of India rules shall be applicable.
4. NIOS reserves the right :
  - a) to conduct or not conduct written/trade/Skill tests for such posts wherever the circumstances so warrant or may constitute a screening committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview.
  - b) to increase/decrease the number of vacancies on its own discretion.
  - c) to frame a panel for filling up a future vacancies arising during tenability of panel which shall be normally operative for one year.
  - d) to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. NIOS also reserves the right to place a reasonable limit on the total number of candidates to be called for written test/ or interviews. The decision of NIOS in this regard will be final.
  - e) to fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment/deputation/contract. The number of position is thus open to change. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.
5. Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for written test/Interview

6. Candidates desirous of applying for more than one post must apply separately.
7. Candidates already working in Government service and fulfilling requirement of experience & eligibility are required to submit application through proper channel in the prescribed format along with (i) Vigilance Clearance; (ii) ACRs for the last five years duly attested on each page by a Group 'A' Gazetted Officer; (iii) Details and nature of experience, and (iv) No Objection Certificate, to the effect that the candidate will be spared for joining NIOS in the event of selection.
8. NIOS shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
9. Incomplete applications/ without relevant supporting enclosures/without prescribed fee/ application not on prescribed form will be out rightly rejected.
10. The prescribed application form can be downloaded from NIOS website [www.nios.ac.in](http://www.nios.ac.in).
11. The candidates fulfilling the laid down eligibility criteria may submit their application by post on the prescribed application form along with attested certificates, prescribed application fees and latest passport size photograph to the Joint Director (Admn), National Institute of Open Schooling, A-24/25, Institutional Area, Sector-62, Noida - 201309, U.P. The last date for receiving applications is **29.12.2014** (In case of candidates from North Eastern States/Sikkim, Jammu & Kashmir, Lahaul and Spiti Dists. of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep, the last date for receipt of applications will be **05.01.2015**). The application received after due date shall not be considered .
12. Application Form should be submitted along with a Demand Draft of ₹ 500/- (Rupees Five hundred only) for Unreserved/OBC category and ₹ 250/- (Rupees Two Hundred and Fifty only) for SC/ST categories in favour of **Secretary, National Institute of Open Schooling, Payable at Noida**. However, Physically Handicapped category with a minimum of 40% disability are exempted from payment. The amount shall be accepted in the form of Bank Draft only and fees once paid shall NOT be refunded under any circumstances. **On the back side of the Demand Draft, the candidates are advised to write their name, address and post applied for in capital letters.**
13. Candidates should have a valid e-mail id and are advised to check their mail regularly for any information regarding test /interview. NIOS reserves the right to communicate with the applicant by e-mail and not by post.
14. NIOS will not be responsible for any postal delay.
15. Applications without signature will not be accepted. **No applications will be accepted through e- mail/Fax.**
16. **No correspondence whatsoever will be entertained from candidates regarding conduct and result of test /or interview and reasons for not being called for test/or interview.**

**DOWN LOAD APPLICATION FORMAT GIVEN BELOW FOR THE POST**



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A-24-25, Institutional Area, Sector 62, NOIDA - 201309, Uttar Pradesh

Advertisement No. NIOS/RC/02/2014

## APPLICATION FORMAT FOR DEPUTATION BASIS

### ➤ 1. Fee details:-

(a) Demand Draft No.: \_\_\_\_\_

(b) Demand Draft Date: \_\_\_\_\_

(c) Amount ₹ (500/250): \_\_\_\_\_

(d) Bank Name: \_\_\_\_\_

(Please write name & post applied for on back side of Demand Draft.)

**Affix latest  
passport size  
Photograph  
duly pasted and  
self attested.**

### Application for the Post of Assistant Audit Officer on deputation basis (To be submitted through proper channel)

1. (a) Name in block letters \_\_\_\_\_

(As per the High School certificate)

(b) Father's / Husband's Name \_\_\_\_\_

(Please (✓) tick whichever is applicable)

(c) Complete Address for correspondence communication in block letters

House No. : \_\_\_\_\_

Street Name : \_\_\_\_\_

City : \_\_\_\_\_

District : \_\_\_\_\_

State : \_\_\_\_\_

Pin Code : 

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(d) E-mail ID : \_\_\_\_\_

(e) Contact No. Residence Office Mobile Fax

2. Date of Birth (in Christian era)

DD	MM	YYYY

Age, as on closing date.

YY	MM	DD

2(a) **Date of Retirement:**

3. (a) Gender:- Male ☐ Female ☐

(b) Marital status: - Married ☐ Unmarried ☐

**(Please (✓) tick whichever is applicable)**

4. (a) **Category:** General ☐ SC ☐ ST ☐ OBC ☐ PH ☐ Ex-Serviceman ☐

(b) If belonging to SC/ST/OBC/PH/Ex-serviceman enclose attested copy of certificate in support.

(c) Whether seeking age relaxation Yes ☐ No ☐

(d) If physically disabled, State whether (VI/OH/HH):

Percentage of Disability (in %)

**(Please (✓) tick whichever is applicable)**

**(Signature of candidate)**

5. (a) Educational Qualifications (From 10th onwards in chronological order)

S.No	Qualifications	Month & Year of Passing	School/ College/ University /Board	Marks obtained/ Total aggregate	Percentage of Marks	Class/ Grade/ Division	Type of course. Full time/ Part time/ Distance Learning

(b) Professional/ Additional Qualification (In chronological order only)

S.No	Exam/Diploma passed	Year of Passing	University/Board/ Institution	Marks obtained/ Total aggregate	Percentage of Marks	Class/Grade/ Division

6. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

S.No	Qualifications/Experience required	Qualifications/experience possessed by the applicant (if required, please specify the details)
<b>Essential</b>		
(1)	5 Years experience in Accounts/Audit in a Government/ Autonomous Organization in the scale of ₹ 9,300-34,800 with G.P ₹ 4,200 (Pre-revised ₹ 5,500-9,000) or 6 years in the pay scale of ₹ 9,300-34,800 with G.P ₹ 4,200 (Pre-revised ₹ 5,000-8,000) or 8 years in the pay scale of ₹ 5,200-20,200 with G.P ₹ 2,800 (Pre-revised ₹ 4,500-7,000)	
(2)	Working knowledge of computer operations	
(3)	Working knowledge of Hindi/English	

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

Yes ☐ No ☐

(Signature of candidate)

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

S.No	Office/ Institution/ Organization	Nature of Organisation Central/State/ Autonomous/ Govt. Undertaking/ University/ Private/ NGO/ others	Post held/ Designation	Period			Basic Pay scale as per 6 <sup>th</sup> CPC preferred 1) Basic Pay Scale 2) Grade Pay 3) Last basic pay drawn 4) Total Salary	Nature of duties (in detail)
				From	To	Length of service (Years/ Months)		

(Note: Post, Qualification, work experience details should start from present employment ).

9. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.
10. In case the present employment is held on deputation/contract basis, please state
- The date of initial appointment
  - Period of appointment on deputation/contract
  - Name and address** of the parent office/organization to which you belong
11. Additional details about present employment  
Please state whether working under (indicate the name of your against the relevant column)
- Central Government
  - State Government
  - Autonomous Organisation
  - Government Undertakings
  - Universities
  - Others

(Signature of candidate)

12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade
13. Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
14. Total emoluments drawn per month
15. Additional information, if any, which you would like to mention in support of your suitability for the post ( this among other things may provide information w.r.t.
  - (i) additional academic qualifications
  - (ii) Professional training and
  - (iii)work experience over and above prescribed in vacancy circular/advertisement) (Note Enclose a separate sheet, if the space is insufficient)
16. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ Societies and (iv) any other information. (Note: Enclose a Separate Sheet if the space is insufficient)

## **Declaration**

I hereby declare that I have carefully gone through the qualifications, experience and general instructions as mentioned in the advertisement notifying the vacancy and certify that, the particulars given by me are correct and true to the best of my knowledge . I am well aware that the application proforma duly signed by me will be assessed by the Selection Committee at the time of selection for the post. In case, any information is found to be false at any stage, even after the appointment, my candidature/services may be terminated without notice or any compensation in lieu thereof.

Place:

Date:

**(Signature of the Candidate)**  
**(Name of the candidate in Capital letters)**

**Decision of the NIOS in all matters pertaining to selection process shall be final and binding**

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc.)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

**Certificate to be furnished by the employer/Head of Office/forwarding authority, if in Govt. service and applying through Proper Channel**

**Employer's Certificate/ Recommendation**

Shri/Smt./Dr. \_\_\_\_\_ is a **Permanent/Temporary/Contractual** employee of the organization holding the post \_\_\_\_\_ which carries the pay scale of ₹ \_\_\_\_\_ (Grade Pay) \_\_\_\_\_ and his/her application is forwarded for consideration and necessary action.

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

Further certified that:

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

**Please mark (✓) for which certificates are enclosed**

Signature: \_\_\_\_\_  
Name of the Officer: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Office Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(Signature of candidate)**