



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

National Institute of Open Schooling invites application for one (01) post of **Secretary on Deputation basis** as given below:-

Sl.	Name of the Post	Pay Band & Grade Pay	No. of Post
1	Secretary	₹ 37400-67000+G.P ₹ 8700 (PB-IV)	01

Essential Qualification and Experience

1. Name of Post : Secretary
2. Scale of Pay : ₹ 37400-67000 + G.P ₹ 8700 (PB-IV)
3. Method of Recruitment : Deputation
4. Age : Not exceeding 56 years on the closing date
5. Classification of Post : Group 'A'

Essential

1. From All India Services and organized Group A Services holding analogous posts on regular basis or 5 years regular service in the scale of ₹ 15600-39100 + G.P ₹ 7600 (Pre-revised Rs 12000-375-16500), having knowledge of:
 - a) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
 - b) Working knowledge of Hindi/English and computers.

Failing which

2. Officers of Govt/Semi Govt./Autonomous Bodies or Institutions holding analogous post on regular basis or 5 years of regular service in the grade of ₹ 15600-39100 + G.P ₹ 7600 (Pre-revised Rs 12000-375-16500) having knowledge of:
 - a) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
 - b) Working knowledge of Hindi/English and computers

Desirable

1. Second class Masters degree with 55% marks
OR
PG Degree/Diploma in Management.

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 is admissible as per Government of India rules.

4. NIOS reserves the right :
 - a) to conduct or not to conduct written/trade/Skill tests for such posts wherever the circumstances so warrant or may constitute a screening committee to fix a criteria even at higher level for short listing the applications taking into account the number of posts and the number of application received keeping in view the qualifications and experience prescribed.
 - b) to prepare a panel of candidates for filling up future vacancies arising during the validity of the panel which shall be normally for one year.
 - c) to relax any of eligibility conditions in deserving cases.
 - d) to fill up the posts, not to fill up the posts or cancel the advertisement in whole or part 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.
 - f) to relax the age in case of NIOS staff.
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 their applications 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. NIOS will not be responsible for any postal delay.
11. The prescribed application form can be downloaded from NIOS website www.nios.ac.in.
12. 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 (Admin), 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 .

13. Application Form should be submitted along with a Demand Draft of ₹ 750/- (Rupees Seven Hundred and Fifty 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 categories 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.**
14. Candidates may indicate a valid e-mail id in the application form. They 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.
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



Fee details:-

(a) Demand Draft No.: _____

(b) Demand Draft Date: _____

(c) Amount ₹ (750/250): _____

(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 Secretary on Deputation basis (To be submit

tted 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)

Age, as on closing date.

DD	MM	YYYY

Years	Months	Days

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)
Essential		
(1)	1. From All India Services and organized Group A Services holding analogous posts on regular basis or 5 years regular service in the scale of ₹ 15600-39100 + G.P ₹ 7600 (Pre-revised Rs 12000-375-16500), having knowledge of: a) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters. b) Working knowledge of Hindi/English and computers. Failing which 2. Officers of Govt/Semi Govt./Autonomous Bodies or Institutions holding analogous post on regular basis or 5 years of regular service in the grade of ₹ 15600-39100 + G.P ₹ 7600 (Pre-revised Rs 12000-375-16500) having knowledge of: a) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters. b) Working knowledge of Hindi/English and computers	
Desirable		
(1)	Second Class Masters degree with 55% marks OR PG Degree/Diploma in Management	

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 experience of Regular Employment, **in chronological order**. 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 as per 6 th CPC 1) PB 2) Pay in pay band 3) Grade Pay 4) Basic pay drawn	Nature of duties (in detail)
				From	To	Length of service (Years/ Months)		

(Note: Post, work experience details should start from present employment and in chronological order).

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
- a) The date of initial appointment
 - b) Period of appointment on deputation/contract
 - c) **Name and address** of the parent office/organization to which you belong
11. Details of pay drawn
- (a) PB
 - (b) Pay
 - (c) Basic
 - (d) Date from which the above pay is drawn
 - (e) Total emoluments

(Signature of candidate)

12. 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)

(Note : 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.
Enclose a Separate Sheet if the space is insufficient)

Declaration

I hereby declare that I have carefully gone through the advertisement notifying the vacancy and certify that to the best of my knowledge, the particulars given by me are correct. 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) There is No objection to Mr/Ms _____ for being considered for the post he/she applied for.
- (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.

Signature: _____

Name of the Officer: _____

Designation: _____

Department: _____

Office Seal: _____

Place: _____

Date: _____

(Signature of candidate)