राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING
आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified
(REGIONAL CENTRE PATNA)
Lalit Bhawan, Ground Floor,
Bailey Road, Patna-800001
Contact No.: 0612-2545051; Fax 0612-2545470

# INDICATIVE VACANCY NOTIFICATION

**National Institute of Open Schooling (NIOS)** will hold walk-in-interview on **27/02/2016** for the post of Senior Executive Officer and Office Assistant on contractual basis at Regional Centre Patna for its newly launched **"JAN SWASTHYA"** which is a one year certificate course by NIOS in collaboration with Health Department, Govt. of Bihar to train the untrained Health Worker providing services to the Rural/Remote areas of Bihar. The contract will be initially for a period of six months with provision of extension, based on the performance appraisal.

| Sl No. | Name of the Position | Emoluments (Consolidated) Monthly | No. of Post |
|---|---|---|---|
| 1 | Senior Executive Officer | Rs. 30,000/- | 1 (One) |
| 2 | Office Assistant | Rs. 18,000/- | 4 (Four) |

For detailed information regarding roles and responsibilities, educational qualifications, remuneration etc. and the prescribed application form, please visit NIOS website www.nios.ac.in.

**Secretary**

# राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
# NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित / ISO 9001 : 2008 Certified

**(REGIONAL CENTRE PATNA)**

Lalit Bhawan, Ground Floor, Bailey Road, Patna-800001

Contact No.: 0612-2545051, Fax: 0612-2545470


NIOS will hold Walk-in-Interview on **27/02/2016** to fill up the post of Senior Executive Officer and Office Assistants, for its newly launched **"JAN SWASTHYA"** which is a one year certificate course by NIOS in collaboration with Health Department, Govt. of Bihar to train the untrained Health Workers providing services to the Rural/Remote areas of Bihar. Details of positions are as follows:-

| S.No. | Name of the Position | Emoluments (Consolidated) | No. of Post (s) at Regional Centre |
|---|---|---|---|
| 1. | Senior Executive Officer | Rs. 30,000/- per month | 1 (One) |
| 2. | Office Assistant | Rs. 18,000/- per month | 4 (Four) |

**1. <u>SENIOR EXECUTIVE OFFICER</u>**

**QUALIFICATION**

**Essential**

Master in Psychology/Sociology/Community Medicines/Health Science/Social work.

**Desirable**

Experience in Health Related work.

**Age: Below 65 years.**

**2. <u>OFFICE ASSISTANT</u>**

a) Senior Secondary or equivalent
b) Knowledge of English and Hindi
c) Ability to work on computers with a speed not less than 6000 key depressions per hour.
d) Ability of dealing and filing of papers, maintenance of stationary, Office Management.
e) Ability work on computer on latest version MS Office, Excel, Word, Internet application etc.
f) Minimum 2 years experience of working in office.

**Age: 18-35 years.**

**Other terms and conditions:-**

1. The contract will be initially for six months. The candidate engaged will have to executive an agreement with NIOS, renewable on the basis of satisfactory performance.
2. The candidate engaged to these positions shall not be part of the regular cadres nor any special preferential treatment would be given to such contractual staff in the matter of recruitment to regular posts.
3. The candidate engaged shall have no vested right prior to and after the completion of the contract period to ask for regularization/absorption in NIOS or extension of contract.
4. During the contract, if required, the contractual staff will have to proceed to any part of India and will perform such duties as may be assigned to him/her in connection with the work of NIOS.

**Note:**

1. Candidates should come for the interview with a copy of bio data, original certificates and testimonials.
2. The selected candidates may be required to join immediately.
3. No TA/DA will be paid for attending the interview.

All desirous candidates may attend **Walk-In-Interview to be held on 27/02/2016** along with their complete applications giving details of i) Name ii) Date of Birth (age) iii) Address with contract No. iv) Experience vi) Recent Passport Size photograph to be affixed, etc. supported with attested copies of testimonials etc. in the prescribed proforma. Candidate should bring the original testimonial also for verification. The registration of the candidates shall be from 9.00 A.M. TO 11.00 A.M. on 27/02/2016. **Walk-In-Interview shall be held at Regional Centre, Patna situated at Lalit Bhawan, Ground Floor, Bailey Road, Patna-800001.**

For Office use only

**APPLICATION FORMAT**

1. Application for the post of _____
2. Name Mr./Ms./Mrs. _____
3. Father's/Husband's Name _____
4. Date of Birth, Age as on date _____
5. Contact no./Email _____
6. Correspondence Address _____

Paste Your Passport Size Photograph

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

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

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

10. Any other information

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me.

Place:
Date: (Signature of candidate)