

# **Recruitment Rules of Academic and Non Academic Staff of NIOS-2022**

**(Part I & II)**



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

**A-24-25, Institutional Area, Sector-62, NOIDA-201 309 (U.P.)**

**National Institute of Open Schooling (NIOS)**  
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**Recruitment Rules of Academic and Non Academic Staff of NIOS-2022**

**PART-I**

**1. SHORT TITLE AND COMMENCEMENT**

1.1. These Rules may be called "Recruitment Rules of Academic and Non Academic Staff of NIOS-2022."

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 the NOS Society.

2.1 The General Rules of Recruitment and Promotion of Academic and Non-Academic Staff of NIOS, 2007 stand hereby superseded.

2.2 Provided that such supersession shall not affect anything done, any order issued, any action taken or any power exercised before coming into force of National Institute of Open Schooling, Recruitment Rule 2022 and all sanctions, orders, declarations or other action taken before the commencement of the Rules shall continue to be operative and in force, even after commencement of these Rules, unless specifically cancelled or revoked by the authority who accorded such sanctions or issued such orders or took such action.

**3. General**

The structure of NIOS comprises Academic, Administrative and Technical wings. Amongst these there are mainly two cadres viz. 'Academic' & 'Administrative' comprising various posts as mentioned in Annexure 'B'.

While amending the Recruitment and Promotion Rules, endeavor has been made to maintain the identity of each cadre to avoid complexities 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. In other words, the conditions of service can be changed by the organization but not the service conditions in so far as interchanging of functions and duties to be performed by the staff in different cadres is concerned.

3.1 The following shall be the mode of recruitment for various posts available in NIOS in accordance with the Recruitment & Promotion Rules for various posts as laid down in Part II of these Rules.

- i) Direct Recruitment
- ii) Promotion
- iii) Transfer on Deputation
- iv) Absorption
- v) Appointment on Short Term Contract
- vi) Re-employment

**4. Direct Recruitment by Open Selection**

4.1 Appointment by direct recruitment in any post shall be made on the recommendations of a Selection Committee from amongst eligible candidates

applying in response to an advertisement, notification through Employment Exchange or general circulation and official website of NIOS.

- 4.2 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. Decision of Govt. of India regarding discontinuation of interview in junior levels [(Level 6 of the pay matrix and below) (Civilian Employees) recommended by 7th CPC below] would be applicable, as amended from time to time for filling up of the vacancies in NIOS as well.
- 4.3 For the purpose of Open Recruitment mentioned in sub rule 4.1.2, applications from amongst eligible candidates applying in response to an advertisement etc., mentioned in sub rule 4.1.1 would be considered. Fulfillment of minimum qualification may not necessarily lead to short listing of candidates as shortlisting of applications is based on a laid down criteria taking into consideration the number of posts, the number of applications received etc.

#### 4.4 **Minimum Qualification and Experience**

For recruitment to various posts, the qualifications and experience shall be as prescribed in the Recruitment Rules and where these are not prescribed, the same will be as may be prescribed by the Executive Board of NOS from time to time.

#### 4.5 **Age Limit**

The upper age limit for appointment to various posts if not prescribed under the Recruitment Rules will be as may be prescribed by the Executive Board of NOS from time to time. Generally the age limit prescribed by the Government of India for various posts shall be followed. Relaxation of age may be given to candidates belonging to SCs/STs/OBCs/Ex-servicemen and other categories given as per the orders of the Government of India issued from time to time. Age limit will not be applicable to NIOS employees.

#### 4.6 **Written/Skill Test**

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

4.7. The Appointing Authority on the recommendation of the Selection Committee may relax some essential/ desirable conditions in respect of direct recruitment/selection, in case the candidate is found otherwise suitable.

#### 4.8 **Reservations of Vacancies**

The policy of the Government of India with regard to reservation for various categories of posts in recruitment/promotion etc. shall be followed.

#### 4.9 **Appointment on Contract**

Appointment on contract for specific assignments shall be made by the Chairperson/Secretary, NIOS on consolidated salary, taking into consideration the nature of assignment and work load involved, and terms and conditions as may be agreed between the Appointing Authority and the person appointed on contract. The duration of such contracts normally shall not exceed one year at a time. It can, however, be extended for a maximum of three years with the approval of the Chairperson, NIOS.

#### 4.10 **Constitution of the Selection Committee**

The constitution of the Selection Committee for various posts shall be as indicated below.

If none of the officers included in the Selection Committee as per the composition given in the Recruitment Rules is an SC/ST officer, it would be in order to co-opt a member belonging to SC/ST, if available within the organization. If no such officer is available within the organization, he/she may be taken from another organization. For

recruitment to 10 or more vacancies in Group C post, it shall be mandatory to have one member belonging to SC/ST/OBC and one member belonging to minority community in such committees. Whether from the General category or from the Minority community or from SC/ST/OBC, there should be a lady member in the Selection Committee. If there is already no such lady member, a lady member should be co-opted in the committee.

**A. For the Heads of Departments (Secretary and Director level officers)**

i) Chairperson, NIOS	Chairperson
ii) Joint Secretary Department of School Education & Literacy, Ministry of Education, Government of India	Member
iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS	Member
iv) Two external experts in the area concerned to be nominated by the Chairperson, NIOS	Member
v) Secretary, NIOS	Member-Secretary

**B. For other appointments in Group -'A' in the Pay Level-10 and above excluding Heads of the Departments.**

i) Chairperson, NIOS	Chairperson
ii) Joint Secretary Department of School Education & Literacy, Ministry of Education, Government of India	Member
iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS	Member
iv) Two external experts in the area concerned to be nominated by the Chairperson, NIOS	Member
v) Secretary, NIOS	Member-Secretary

Note : Director (Academic) may be co-opted as a member in case of selection of Academic Officer and Academic Officer (Research).

**C. For Group B Posts**

i) Chairperson, NIOS	Chairperson
ii) Nominee of Department of School Education & Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary	Member
iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS	Member
iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member
v) Secretary, NIOS	Member-Secretary

**D. For Group C Staff**

i) Secretary, NIOS	Chairperson
ii) Nominee of Department of School Education & Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary	Member
iii) One external expert in the area concerned to be nominated by Secretary, NIOS	Member
iv) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS	Member
v) Deputy Director (Admn.)/Assistant Director (Admn.), NIOS	Member-Convenor

4.11 Proceedings of the Selection Committee shall be valid provided majority of members including Chairperson and minimum one external expert member are present in the meeting.

4.12 The Selection Committee may prepare a Select List of candidates found suitable which shall remain valid for a period of 12 months or the Select List of candidates is prepared for the vacancies of the following year, whichever is earlier.

4.13 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 Competent Authority may direct.

## **5. Promotion**

### **5.1 Guiding Principles**

- (a) Every person eligible for promotion and covered within the zone of consideration shall be considered for promotion.
- (b) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.

### **5.2 Constitution of the Departmental Promotion Committee (DPC)**

5.2.1 For Group A & B posts, if none of the officers included in the DPC as per the composition given in the Recruitment Rules is an SC/ST officer, it would be in order to co-opt a member belonging to SC/ST, if available within the organization. If no such officer is available within the organization, he/she may be taken from another organization. For promotion to 10 or more vacancies in Group C post, it shall be mandatory to have one member belonging to SC/ST and one member belonging to Minority community in such committees. Whether from the General category or from the Minority community or from SC/ST, there should be a lady member in the DPC. If there is no such lady member, a lady member should be co-opted in the committee.

### **5.3 Mode of Promotion**

#### **(A) Mode of Promotion to Selection Post**

5.3.1 Each Departmental Promotion Committee (DPC) will decide for itself the method and procedure for objective assessment of the suitability of the candidates.

5.3.2 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 given below:-

No. of vacancies	Normal size of Zone of Consideration	Extended Zone of consideration for SC/ST
1	5	5
2	8	10

- i) For Vacancies from 3 upto 10, the zone of consideration would be  $2x+4$ , where x is the number of vacancies
- ii) For vacancies exceeding 10, the normal size of zone of consideration will be one and a half times the number of vacancies, rounded off to next higher integer, plus three; but shall not be less than the size of zone of consideration for ten vacancies;
- iii) The existing size of the extended zone of consideration for SC/ST officers, viz., five times the total number of vacancies, will continue to be applicable.

Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors, who have already completed such qualifying/eligibility service.



### **5.3.3 For promotion to the Post with Pay Level-10 and above**

- i) The mode of promotion shall be 'Selection'.
- ii) The benchmark for promotion, as of now, shall continue to be 'Very Good'
- iii) The DPC shall, for promotions to the said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the bench mark of 'Very Good'. 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 'Very Good'.

### **For promotion to grades below Pay Level-10 (i.e. Level-9 and below)**

- i) The mode of promotion shall be 'Selection'.
- ii) The benchmark for promotion, as of now, shall continue to be 'Good'.
- iii) The DPC shall for promotion to posts/grades/services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Good'. 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'.

### **(B) Mode of 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.

5.3.4 (a) The recommendations of the DPC shall normally be binding on the organization. Review DPC can be held if some factual error comes to notice. The Appointing Authority in exceptional cases, for reasons to be recorded in writing may overrule the recommendations of the DPC.

(b) Supplementary DPC may also be convened as and when necessitated as per the situations as enumerated in the relevant guidelines of DoPT, Govt. of India.

5.3.5 The period of service that will qualify for promotion under these Rules shall be the completed years of regular and continuous service in the NIOS as on 1<sup>st</sup> January of the vacancy year for which the panel is to be prepared.

5.3.6 The vacancy year shall be the Calendar Year based; and the DPC is to be held as and when required.

5.3.7 For DPC, the following documents are to be placed along with DPC note

(a) Completed APARs/Integrity Certificate/ Vigilance Clearance/ Seniority List / Penalty imposed, if any

(b) Vacancy Position

5.3.8 Proceedings of the DPC shall be valid provided majority of the members including the Chairperson and minimum one external member, are present in the meeting.

5.3.9 The panel for promotion drawn by the DPC for selection post would normally be valid for one year. It should cease to be in force on expiry of a period of one year and six months (total 18 months) or when a fresh panel is prepared, whichever is earlier.

5.3.10 The promotion will be effective from the date of validity of promotion or from the date the officer concerned resumes the charge of the post at their place of posting, whichever is later.

### **5.4. Refusal of Promotion**

5.4.1 When an employee does not want to accept a promotion (other than adhoc promotion) which is offered to him/her, he/she may make a written request that he/she 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.

Further, on the eventual promotion to the higher grade, such employee will lose seniority vis-à-vis his/her erstwhile juniors promoted to the grade earlier.

5.4.2 In cases where the reason adduced by the officer for his refusal for promotion are not acceptable to the appointing authority, then he should enforce the promotion of the officer; and in case the officer still refuses to be promoted, then even disciplinary action can be taken against him/her for refusing to obey the orders.

5.4.3 Other specific instances relating to cases of promotion, including consideration of an employee against whom disciplinary proceedings are pending, sealed cover procedure etc., not covered in these rules, shall be governed by the relevant guidelines of the Government of India.

## **6. General**

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.

### **6.1 Power to Relax**

Notwithstanding anything contained in these Rules, where the Executive Board of NOS is of the 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 a class of employees or an employee constituting a class in itself.

### **6.2 Removal of Difficulties**

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

### **6.3 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 of NOS for a decision, which shall be final.

### **6.4 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.

### **6.5 Saving Clause**

“Nothing in those rules shall affect reservations, relaxation of age concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons, with the orders issued by the Central Government from time to time in this regard”.

# **Recruitment Rules of Academic and Non Academic Staff of NIOS-2022**

## **PART II**

### **1) SANCTIONED POSTS**

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

1.2 The NIOS may:

- (a) Create new cadres as it may deems fit;
- (b) Make such alterations, variations, and other modifications 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 may deems fit.

### **2. APPOINTMENT**

2.1 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.

3. (1) Notwithstanding anything contained in Rule 2, vacancies in any grade to be filled by direct recruitment or where sufficient number of employees are not available for promotion against the promotion quota, 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 from the date of refusal of promotion by the first candidate, such vacancies may be filled up as per the provisions of relevant Recruitment Rules.

### **4. TRANSFER LIABILITY**

All employees of NIOS will be liable for transfer/posting anywhere in India.

### **5. CONTROLLING AUTHORITY OF THE POSTS**

The Controlling Authority of Group 'A' and Group 'B' posts of all the cadres, except Heads of the Departments (HODs) shall be the Chairperson, NIOS and for Head of the Departments posts, it shall be the Executive Board. The Controlling Authority for Group 'C' posts shall be the Secretary, NIOS.



**SANCTIONED POSTS**

<b>Sl.</b>	<b>Category/Designation</b>	<b>Classification of Post</b>	<b>Pay Level</b>	<b>No. of Sanctioned Post(s)</b>
1.	Chairperson	Group A	Level -14 (₹144200-218200)	1*
2.	Secretary	Group A	Level-13 (₹123100-215900)	1
3.	Director (Academic)	Group A	Level-13 (₹123100-215900)	1
4.	Director (Evaluation)	Group A	Level-13 (₹123100-215900)	1
5.	Director (Vocational Education)	Group A	Level-13 (₹123100-215900)	1
6.	Director (Student Support Services)	Group A	Level-13 (₹123100-215900)	1
7.	Joint Director (Academic)	Group A	Level-13 (₹123100-215900)	3
8.	Joint Director (Capacity Building Cell)	Group A	Level-13 (₹123100-215900)	1
9.	Joint Director (Media)	Group A	Level-13 (₹123100-215900)	1
10.	Joint Director (Administration)	Group A	Level-13 (₹123100-215900)	2
11.	Deputy Director (Academic)	Group A	Level-12 (₹78800-209200)	12
12.	Deputy Director (Capacity Building Cell)	Group A	Level-12 (₹78800-209200)	1
13.	Deputy Director (Administration)	Group A	Level-12 (₹78800-209200)	12
14.	Deputy Director (Accounts)	Group A	Level-12 (₹78800-209200)	1
15.	System Analyst-cum- Programmer	Group A	Level-12 (₹78800-209200)	1
16.	Publication Officer	Group A	Level-12 (₹78800-209200)	1
17.	Assistant Director (Academic)	Group A	Level-11 (₹67700-208700)	16
18.	Assistant Director (Capacity Building Cell)	Group A	Level-11 (₹67700-208700)	2
19.	Assistant Director (Administration)	Group A	Level-11 (₹67700-208700)	18

20.	Accounts Officer	Group A	Level-11 (₹67700-208700)	1
21.	Academic Officer	Group A	Level-10 (₹56100-177500)	21
22.	Training Officer	Group A	Level-10 (₹56100-177500)	4
23.	Academic Officer (Research and Evaluation)	Group A	Level-10 (₹56100-177500)	1
24.	Library and Documentation Officer	Group A	Level-10 (₹56100-177500)	1
25.	Section Officer	Group B	Level-7 (₹44900-142400)	43
26.	Assistant Audit Officer	Group B	Level-7 (₹44900-142400)	1
27.	Senior Translation Officer	Group B	Level-7 (₹44900-142400)	1
28.	Public Relations Officer	Group B	Level-7 (₹44900-142400)	1
29.	Private Secretary	Group B	Level-7 (₹44900-142400)	1
30.	Assistant Engineer (Civil)	Group B	Level-7 (₹44900-142400)	1
31.	Junior Engineer (Electrical)	Group B	Level-6 (₹35400-112400)	1
32.	Assistant Section Officer	Group B	Level-6 (₹35400-112400)	10
33.	EDP Supervisor	Group B	Level-6 (₹35400-112400)	52
34.	Technical Assistant (Printing)	Group B	Level-6 (₹35400-112400)	2
35.	Personal Assistant	Group B	Level-6 (₹35400-112400)	3
36.	Assistant Library and Documentation Officer	Group B	Level-6 (₹35400-112400)	1
37.	Editor (Media)	Group B	Level-6 (₹35400-112400)	1
38.	Cameraman	Group B	Level-6 (₹35400-112400)	1
39.	Graphic Artist	Group B	Level-6 (₹35400-112400)	1
40.	Production Assistant	Group C	Level-5 (₹29200-92300)	1
41.	Junior Translation Officer	Group C	Level-5 (₹29200-92300)	1
42.	Assistant	Group C	Level-4 (₹25500-81100)	80
43.	Internal Auditor	Group C	Level-4 (₹25500-81100)	2

44.	Stenographer	Group C	Level-4 (₹25500-81100)	7
45.	Library and Documentation Assistant	Group C	Level-4 (₹25500-81100)	1
46.	Junior Assistant	Group C	Level-2 (₹19900-63200)	53
47.	Photocopier Operator	Group C	Level-2 (₹19900-63200)	1
48.	Staff Car Driver	Group C	Level-2 (₹19900-63200)	3
49.	Electrician	Group C	Level-2 (₹19900-63200)	1
50.	Multi Tasking Staff (MTS)	Group C	Level-1 (₹18000-56900)	19
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\* The Chairperson, NIOS is appointed by the Govt. of India.

1.	Name of Post	<b>Secretary</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Transfer on Deputation

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b><u>In case of Deputation:</u></b></p> <p>Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi- Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous post on regular basis</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) with five years of regular service in Level-12 (₹78800-209200) and</p> <p>(b) having knowledge of:</p> <p>i) Govt. of India Rules &amp; Regulations regarding Administrative &amp; Service Matters, Finance &amp; Accounts and Legal Matters.</p> <p>ii) Working knowledge of Hindi/English and Computers</p> <p><b>Desirable</b></p> <p>i) Second class Masters degree with 55% marks</p> <p style="text-align: center;">or</p> <p>ii) PG Degree/Diploma in Management</p> <p>However, preference will be given to the officers from All India Services and organized Group A services</p> <p>(a) (i) holding analogous posts on regular basis</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) five years regular service in Level-12 (₹78800-209200) and</p> <p>(b) having knowledge of:</p> <p>i) Govt. of India Rules &amp; Regulations regarding Administrative &amp; Service Matters, Finance &amp; Accounts and Legal Matters.</p> <p>ii) Working knowledge of Hindi/English and Computers</p>
12	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

1.	Name of Post	<b>Director (Academic)</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Preferably below 52 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Should have consistently good academic record with first or high second class (B+) Masters Degree or equivalent.</li> <li>2. Either a Doctorate Degree of an Indian or Foreign University or equivalent published research work of high standard.</li> <li>3. (a) (i) Five years regular service in Level-12 of the Pay Matrix (₹78800-209200)</li> </ol> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;">(ii) Ten years regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>and</b></p> <p>(b) Possessing experience in Academic Administration, Planning, Preparation and Production of Self Learning Materials/Textbooks at the school stage.</p> <ol style="list-style-type: none"> <li>4. Academic contribution and experience in the field of Open and Distance Education system.</li> <li>5. Should have experience in conducting and/or guiding research.</li> <li>6. Knowledge of both Hindi and English</li> </ol> <p><b><u>Desirable</u></b></p> <p>Post Graduate Degree/Diploma in Education/Distance Education.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year in the case of Direct Recruitment
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	<p>Any one of the following methods.</p> <ol style="list-style-type: none"> <li>(a) By Direct Recruitment; or</li> <li>(b) By deputation cum absorption ; or</li> <li>(c) On Short Term Contract Basis</li> </ol>



11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Deputation / Short-Term Contract:</b></p> <p>Officers/Academics from Central or State Governments, Statutory Bodies, Universities, Professional and Research Institutions and Bodies etc.</p> <p>(a) (i) holding analogous post on regular basis</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) with 5 years regular service in Level-12 (₹78800-209200)</p> <p>(b) Possessing the qualification and experience prescribed for Direct Recruits under column (7)</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p> <p>Note -3:- Officers/ Academics from Statutory Bodies, Universities, Professional and Research Institutions following CDA/IDA pattern may apply for appointment on Short-Term Contract basis.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

1.	Name of Post	<b>Director (Evaluation)</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Preferably below 52 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. At least Second Class Master's Degree with 55% marks or B+</p> <p>2. (a) (i) Five years regular service in Level-12 of the Pay Matrix (₹78800-209200)</p> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;">(ii) Ten years regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>and</b></p> <p>(b) Possessing Experience in Conduct of Public Examinations at the Board or University level, work of Confidential Section (paper setting/confidential paper printing) examination reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.</p> <p>2. Organization of Seminars/Conferences and Orientation Programmes</p> <p>3. Working knowledge of Hindi/English</p> <p><b><u>Desirable</u></b></p> <p>1. Either a Doctorate Degree of an Indian or Foreign University or equivalent published research work of high standard.</p> <p>2. Outstanding academic contribution in the field of Distance Education.</p> <p>3. Post Graduate Degree/Diploma in Management/Teaching/Education</p> <p>Experience in an Open Learning/Distance Education Institution.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year in the case of Direct Recruitment

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Any one of the following methods.  (a) By Direct Recruitment; or (b) By deputation cum absorption ; or (c) On Short Term Contract Basis
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Deputation / Short-Term Contract:</b> Officers from Central or State Government, Universities/ Semi Government/ Autonomous Organizations Professional and Research Institutions and Bodies</p> <p>(a) (i) holding analogous post <b>or</b> (ii) with five years regular continuous service in Level-12 (₹78800-209200) and (b) Possessing the Qualifications and experience prescribed for Direct Recruits under Column (7)</p> <p><b>Desirable</b> Experience in Open Learning/Distance Education Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications. Note -3:- Officers/ Academics from Statutory Bodies, Universities, Professional and Research Institutions following CDA/IDA pattern may apply for appointment on Short-Term Contract basis.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

1.	Name of Post	<b>Director (Vocational Education)</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Preferably below 52 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. At least second class Master's Degree with 55% marks or B+</p> <p>(a) (i) Five years regular service in Level-12 of the Pay Matrix (₹78800-209200)</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) Ten years regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>and</b></p> <p>(b) Possessing experience in Planning, Preparation and Production of Self-Learning Materials/Textbooks at Pre-degree level especially for Vocational/Professional Courses, running of any Reputed Institute in Vocational Education/ Training approved by AICTE or any State Government.</p> <p>2. Organization of Seminars/Conferences and Orientation Programmes</p> <p>3. Working knowledge of Hindi/English</p> <p><b><u>Desirable</u></b></p> <p>1. Either a Doctorate Degree of an Indian University or a Foreign University or equivalent published research work of high standard.</p> <p>2. Outstanding academic contribution in the field of distance education.</p> <p>3. Post Graduate Degree/Diploma in Management/ Teaching/Education</p> <p>4. Experience in an Open Learning/Distance Education Institution.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year in the case of Direct Recruitment

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Any one of the following methods.  (a) By Direct Recruitment; or (b) By deputation cum absorption ; or (c) On Short Term Contract Basis
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Deputation/ Short-Term Contract:</b> Officers from Central or State Government, Universities/ Semi Government/ Autonomous Organizations Professional and Research Institutions and Bodies</p> <p>(a) (i) holding analogous post <b>or</b> (ii) with five years regular continuous service in Level-12 (₹78800-209200) and (b) Possessing the Qualifications and experience prescribed for Direct Recruits under Column (7)</p> <p><b>Desirable</b> Experience in Open Learning/Distance Education Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications. Note -3:- Officers/ Academics from Statutory Bodies, Universities, Professional and Research Institutions following CDA/IDA pattern may apply for appointment on Short-Term Contract basis.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

1.	Name of Post	<b>Director (Student Support Services)</b>
2.	No. of Post	1
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Preferably below 52 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. At least second class Master's Degree with 55% marks or B+</p> <p>2. (a) (i) Five years regular service in Level-12 of the Pay Matrix (₹78800-209200)</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) Ten years regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>and</b></p> <p>(b) Possessing experience in Educational Administration including HRD, training of teachers, running of any reputed School/College level Institution, Management and Finance of Educational Institutions, Learner Support System.</p> <p>2. Organization of Seminars/Conferences and Orientation Programmes</p> <p>3. Working knowledge of Hindi/English</p> <p><b><u>Desirable</u></b></p> <p>1. Either a Doctorate Degree of an Indian University or a Foreign University or equivalent published research work of high standard.</p> <p>2. Outstanding academic contribution in the field of Distance Education.</p> <p>3. Post Graduate Degree/Diploma in Management/Teaching/Education</p> <p>4. Experience in an Open Learning/Distance Education Institution.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year in the case of Direct Recruitment



10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Any one of the following methods.  (a) By Direct Recruitment; or (b) By deputation cum absorption ; or (c) On Short Term Contract Basis
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Deputation/ Short-Term Contract:</b> Officers from Central or State Government, Universities/ Semi Government/ Autonomous Organizations Professional and Research Institutions and Bodies (a)(i) holding analogous post <b>or</b> (ii) with five years regular continuous service in Level-12 (₹78800-209200) and (b) Possessing the Qualifications and experience prescribed for Direct Recruits under Column (7). <b>Desirable</b> (a) Experience in Open Learning/Distance Education. Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications. Note -3:- Officers/ Academics from Statutory Bodies, Universities, Professional and Research Institutions following CDA/IDA pattern may apply for appointment on Short-Term Contract basis.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

1.	Name of Post	<b>Joint Director (Academic)</b>
2.	No. of Post	3* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by deputation

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In Case of Promotion :</b> Minimum of five years regular service as Deputy Director (Academic) in Level-12 (₹78800-209200).</p> <p><b>In Case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>a) (i) holding analogous posts on regular basis. <b>or</b> (ii) with five years of regular service in Level-12 of the Pay Matrix (₹78800-209200) and (b) possessing the following educational qualifications and experience</p> <p><b>Educational Qualifications:</b> <b>Essential</b> (i) Master's Degree in any subject from a Recognized University. (iii) Post Graduate Degree/Diploma in Education/Educational Technology or Bachelor of Education.</p> <p><b>Desirable</b> (i) Ph.D.</p> <p><b>Experience:</b> <b>Essential:</b> (i) Experience in Academic Administration, Planning, Preparation and Production of Self Learning Material/Textbooks at the school stage, development and production of Teaching-Learning Material in the related areas and organizing of Workshops, Seminars and Conferences.</p> <p><b>Desirable</b> (i) Experience in the field of Open and Distance Education. Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>										
12.	If a Departmental Promotion Committee exists, what is its composition?	<table border="0"> <tr> <td>(i) Chairperson, NIOS</td> <td>Chairperson</td> </tr> <tr> <td>(ii) Joint Secretary Department of School Education &amp; Literacy, Ministry of Education, Govt. of India</td> <td>Member</td> </tr> <tr> <td>(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS</td> <td>Member</td> </tr> <tr> <td>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</td> <td>Member</td> </tr> <tr> <td>(v) Secretary, NIOS</td> <td>Member- Secretary</td> </tr> </table>	(i) Chairperson, NIOS	Chairperson	(ii) Joint Secretary Department of School Education & Literacy, Ministry of Education, Govt. of India	Member	(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS	Member	(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member	(v) Secretary, NIOS	Member- Secretary
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(v) Secretary, NIOS	Member- Secretary											

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Joint Director (Capacity Building Cell)</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	By Deputation

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Deputation/ Short-Term Contract Basis</b> Officers under the Central Government or State Governments or Union Territory Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous posts on regular basis.</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) with five years of regular service in Level-12 of the Pay Matrix (₹78800-209200)</p> <p>and</p> <p>(b) possessing the following educational qualifications and experience</p> <p><b>Essential Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in any subject from a Recognized University.</li> <li>2. Possessing the experience in Academic Administration, Planning, Preparation and Production of Self Learning Material/Textbooks in Distance Education or related areas.</li> <li>3. Experience of organizing Training Programmes/ Workshops/Seminars/Conferences in educational institutions.</li> <li>4. Working knowledge of computer operations.</li> <li>5. Working knowledge of Hindi/English.</li> </ol> <p><b>Desirable</b></p> <p>(i) Experience of serving in Open Learning/Distance Education Institutions.</p> <p>(ii) Post Graduate Degree/Diploma in Education/ Distance Education.</p> <p>Note:- Officers/ Academics from Statutory Bodies, Universities, Professional and Research Institutions following CDA/IDA pattern may apply for appointment on Short-Term Contract basis.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Joint Director (Media)</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Below 50 years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <p>(1) Master's Degree in Mass Communication.</p> <p>(2) A Post Graduate Diploma from a Recognized University/Institute in production of Radio programmes/Films.</p> <p>(3) Five years of regular service in Level-12 of the Pay Matrix (₹78800-209200)</p> <p style="text-align: center;"><b>or</b></p> <p>Ten years of regular service in Level-11 of the Pay Matrix (₹67700-208700) in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p style="text-align: center;"><b>and</b></p> <p>Possessing experience in planning and executing Media Production.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

\*Subject to variation dependent on work load.



1.	Name of Post	<b>Joint Director (Administration)</b>
2.	No. of Post	2* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-13 (₹123100-215900)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by deputation

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In Case of Promotion :</b> Minimum five years of regular service as Deputy Director (Administration) in Level-12 (₹78800-209200).</p> <p><b>In Case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous post on regular basis <b>or</b> (ii) with five years of regular service in Level-12 (₹78800-209200)</p> <p><b>and</b></p> <p>(b) possessing experience in any two of the following :- (i) Knowledge of Government of India's Rules and Regulations regarding administration, service conditions, finance and account matters. (ii) Conduct of public examination at the Board or University level. (iii) Organization of Seminars, Conferences/ Orientation programmes for teachers and Key Personnel. (c) Master's Degree from a Recognized University. (d) Working knowledge of Computer operations (e) Working knowledge of Hindi/English</p> <p><b>Desirable</b> (i) Post Graduate Degree/Diploma in Management (ii) Experience of serving in Open Learning/ Distance Education Institutions</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>										
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(i) Chairperson, NIOS	Chairperson											
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(v) Secretary, NIOS	Member-Secretary											

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Deputy Director (Academic)</b>
2.	No. of Post	12* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-12 (₹78800-209200)
5.	Whether Selection or Non Selection	Selection in case of Promotion
6.	Age limit for Direct Recruits	Below 50 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. Master's Degree in any subject from a Recognized University.</p> <p>2. (a) Five years of regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>or</b></p> <p>Ten years of regular service in Level-10 of the Pay Matrix (₹56100-177500) in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p style="text-align: center;"><b>and</b></p> <p>(b) Possessing experience in any of the following:</p> <p>(i) Academic Administration, Research, Planning, Preparation and Production of Self Learning Materials/Textbooks at the school stage for Academic/Vocational subjects.</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) Worked in any reputed institute of Academic/Vocational Education/Training Centre approved by the AICTE or any State Government in the above mentioned scale.</p> <p>3. Working knowledge of Computer Operations.</p> <p>4. Working knowledge of Hindi/English</p> <p><b><u>Desirable</u></b></p> <p>1. Experience in Open Learning/Distance Education Institutions.</p> <p>2. Post Graduate Degree/Diploma in Education/Distance Education</p> <p>3. Experience in organization of Seminars, Conferences and Orientation Programmes for Key Personnel.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year in case of Direct Recruitment

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	<p>1. 75% by Promotion failing which by deputation.</p> <p>2. 25% by Direct Recruitment</p>
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion</b> Minimum of five years regular service as Assistant Director (Academic) or Assistant Director(CBC) in Level-11 (₹67700-208700).</p> <p><b>In case of Deputation</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi- Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous posts on regular basis.</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) with five years regular service in Level-11 (₹67700-208700)</p> <p>and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>Educational Qualifications:</b></p> <p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in any subject from a Recognized University.</li> <li>2. Working Knowledge of Computer Operations.</li> <li>3. Working knowledge of Hindi/English</li> </ol> <p><b><u>Desirable</u></b></p> <p>(a) Post Graduate Degree/Diploma in Education/Distance Education</p> <p><b><u>Experience</u></b></p> <p>(i) Experience in Academic Administration, Research, Planning, Preparation and Production of Self Learning Materials/Textbooks at the school stage for Academic/Vocational subjects.</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) Worked in any reputed institute of Academic/Vocational Education/Training Centre approved by AICTE or any State Government in the above mentioned scale.</p>

		<p><b><u>Desirable</u></b></p> <p>(i) Experience in Open Learning/Distance Education Institutions.</p> <p>(ii) Experience in organization of Seminars, Conferences and Orientation programmes for Key Personnel.</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>															
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Deputy Director (Capacity Building Cell)</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-12 (₹78800-209200)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable

7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <p>1) A Master's Degree in any subject with minimum 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) from a Recognized University.</p> <p>2) Five years of regular service in Level-11 (₹67700-208700) in Central Government/State Governments/Autonomous Organizations of Central or State Government/Universities.</p> <p><b>or</b></p> <p>Persons having 12 years combined regular service (in Central Government/State Governments/ Autonomous Organizations of Central or State Government/Universities) in Teaching or Training in Level-7 (₹44900-142400) and Level-10 (₹56100-177500), out of which 05 (five) years regular service in Level-10.</p> <p><b>and</b></p> <p>Possessing experience in any of the following:</p> <p>(i) Academic Administration, Research, Planning, Preparation and Production of Self Learning Materials/ Textbooks at the School stage for Academic/Vocational subjects.</p> <p><b>or</b></p> <p>(ii) Worked in any Recognized and reputed institute of Academic/Vocational Education/Training.</p> <p>3) Experience in organizing Training Programmes/ Workshops/ Seminars/Webinars/Conferences National &amp; International Level and experience of Teachers Training Programme.</p> <p>4) Working knowledge of Hindi &amp; English</p> <p>Note: Relaxation of 5% allowed at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (non-creamy layer)/Differently Abled [Persons with Benchmark Disability PwBD]. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.</p> <p><b>Desirable</b></p> <p>1. Knowledge of online teaching/digital tools. 2. Experience in Open Learning/Distance Education. 3. Working knowledge of Computer.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One Year

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment.
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.



1.	Name of Post	<b>Deputy Director (Administration)</b>
2.	No. of Post	12* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-12 (₹78800-209200)
5.	Whether Selection or Non Selection	Selection in case of Promotion
6.	Age limit for Direct Recruits	Below 50 years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <p>1. Master's Degree in any subject from a recognized University</p> <p>2. Five years of regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>or</b></p> <p>Ten years of regular service in Level-10 of the Pay Matrix (₹56100-177500) in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p style="text-align: center;"><b>and</b></p> <p>Possessing experience in any two of the following fields:</p> <p>(i) Experience in Administration, Finance, Legal Matters.</p> <p>(ii) Conduct of public examinations at the Board or University level.</p> <p>(iii) Training Programmes for teachers and key personnel, running of school level institutions. Organization of Seminars, Conferences, Learners' Management.</p> <p>(iv) Knowledge of Government of India Rules regarding Administration, service conditions, finance and accounts matters.</p> <p>3. Working knowledge of Computer Operations</p> <p>4. Working knowledge of Hindi/English.</p> <p><b>Desirable</b></p> <p>1. Post Graduate Degree/Diploma in Management.</p> <p>2. Experience in an Open Learning/ Distance Education institution.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year in the case of Direct Recruitment

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	75% by Promotion failing which by deputation. 25% by Direct Recruitment.
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion</b> Minimum 5 years of regular service as Assistant Director (Administration) in Level-11 (₹67700-208700).</p> <p><b>In case of Deputation</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous post on regular basis <b>or</b> (ii) minimum five years of regular service in Level-11 (₹67700-208700) and (b) having experience in any two of the following fields;</p> <p>(i) Experience in Administration, Finance, Legal Matters. (ii) Conduct of Public Examinations at the Board or University level. (iii) Training Programmes for teachers and key personnel, running of school level institutions. Organization of Seminars, Conferences, Learners' Management. (iv) Knowledge of Government of India Rules regarding Administration, service conditions, finance and accounts matters.</p> <p>(c) Preferably possessing the following qualification (i) Master's Degree in any subject from a Recognized University (ii) Working knowledge of Computer Operations (iii) Working knowledge of Hindi/English.</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>

12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Joint Secretary Department of School Education &amp; Literacy, Ministry of Education, Govt. of India</li> <li>(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Deputy Director (Accounts)</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-12 (₹78800-209200)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Deputation
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>Deputation</b></p> <p>Officers under Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies.</p> <p>(a) (i) holding analogous posts</p> <p><b>or</b></p> <p>(ii) with minimum 5 years of regular service in Level-11 (₹67700-208700)</p> <p>and</p> <p>Possessing relevant experience in dealing with Finance, Accounts and Audit matters.</p> <p>(b) Working knowledge of Hindi/English and Computers</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>System Analyst-cum-Programmer</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-12 (₹78800-209200)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Below 50 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. B.E /B. Tech in Computer Science/IT/Electronics/ Electronics &amp; Communications or equivalent or MCA from a Recognized University</p> <p>2. Five years of regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>or</b></p> <p>Ten years of regular service in Level-10 of the Pay Matrix (₹56100-177500) in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p style="text-align: center;"><b>and</b></p> <p>Possessing experience in the field of EDP/Computer Oriented Information Systems, Computer Programming and Systems or design development, organizing and developing a large computerized information storage and retrieval</p> <p>3. Working knowledge of Hindi/English</p> <p><b><u>Desirable</u></b></p> <p>1. M.E/M. Tech in Computer Science/IT/Electronics/Electronics &amp; Communications or equivalent</p> <p>2. (i) Experience in supervising a large volume of data in University or Board.</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) Experience in System Management, System Design and Analysis.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Publication Officer</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-12 (₹78800-209200)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Below 50 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. Master's Degree in any discipline from a Recognized University.</p> <p>2. A Post Graduate Diploma in Printing Technology from a Recognized University.</p> <p style="text-align: center;"><b>or</b></p> <p>Two years Post-Graduate Diploma in Book Publishing with specialization in Book Production, from a Recognized University</p> <p>3. Five years of regular service in Level-11 of the Pay Matrix (₹67700-208700)</p> <p style="text-align: center;"><b>or</b></p> <p>Ten years of regular service in Level-10 of the Pay Matrix (₹56100-177500) in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p style="text-align: center;"><b>and</b></p> <p>Possessing experience in printing/production of Textbooks, general publications, journals etc.</p> <p>4. Thorough knowledge of book production techniques and modern processes of printing.</p> <p>5. Working knowledge of computer operations.</p> <p>6. Working knowledge in Hindi/English</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.



1.	Name of Post	<b>Assistant Director (Academic)</b>
2.	No. of Post	16* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-11 (₹67700-208700)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by deputation

11.	In case of recruitment by Promotion/Deputation/Abso rption, Grades from which Promotion/Deputation/Abso rption to be made	<p><b>In case of Promotion :</b> Minimum five years of regular service as Academic Officer, Academic Officer (Research and Evaluation) and Training Officer in Level-10 (₹56100-177500).</p> <p><b>In case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi- Government or Autonomous Bodies or Statutory Bodies or Institutions/Training Centres Recognized by AICTE,</p> <p>(a) (i) holding analogous post on regular basis</p> <p style="text-align: center;"><b>or</b></p> <p>(ii) with five years regular service in Level-10 (₹56100-177500)</p> <p>and</p> <p>(b) Possessing the following qualifications and experience:</p> <p><b>Educational Qualifications:</b></p> <p><b>Essential</b></p> <p>(i) Master's Degree in any discipline from a Recognized University.</p> <p>(ii) Working Knowledge of computer operations.</p> <p>(iii) Working knowledge of Hindi/English.</p> <p><b>Desirable</b></p> <p>A Post Graduate Degree/Diploma in Distance Education</p> <p><b>Experience:</b></p> <p><b>Essential</b></p> <p>(i) Experience in teaching Academic/Vocational subjects/Developing Academic/ Vocational courses/ Academic/ Vocational Administration.</p> <p><b>Desirable</b></p> <p>i) Experience in Open Learning/Distance Education Institutions</p> <p>ii) Experience in organization of Seminars, Conferences and Orientation Programmes for Key Personnel.</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>
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12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Joint Secretary Department of School Education &amp; Literacy, Ministry of Education, Govt. of India</li> <li>(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Assistant Director (Capacity Building Cell)#</b>
2.	No. of Post	2* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-11 (₹67700-208700)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if an	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion, failing which by deputation

11.	In case of recruitment by Promotion/Deputation/Abso rption, Grades from which Promotion/Deputation/Abso rption to be made	<p><b>In case of Promotion :</b> Minimum five years of regular service as Academic Officer, Academic Officer (Research and Evaluation) and Training Officer in Level-10 (₹56100-177500).</p> <p><b>In case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) Holding analogous post on regular basis <b>or</b> (ii) with five years of regular service in Level-10 (₹56100-177500) <b>and</b></p> <p>(b) possessing experience in the area of Academic Administration, Research, Planning, Preparation of Self Learning Material, Vocational Education, Vocational Training, Examination, Designing and Administration of Capacity Building Programmes.</p> <p>(c) Master's Degree from a Recognized University. (d) Working knowledge of computer operations. (e) Working knowledge of Hindi/English.</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>										
12.	If a Departmental Promotion Committee exists, what is its composition?	<table border="0"> <tr> <td>(i) Chairperson, NIOS</td> <td>Chairperson</td> </tr> <tr> <td>(ii) Joint Secretary Department of School Education &amp; Literacy, Ministry of Education, Govt. of India</td> <td>Member</td> </tr> <tr> <td>(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS</td> <td>Member</td> </tr> <tr> <td>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</td> <td>Member</td> </tr> <tr> <td>(v) Secretary, NIOS</td> <td>Member- Secretary</td> </tr> </table>	(i) Chairperson, NIOS	Chairperson	(ii) Joint Secretary Department of School Education & Literacy, Ministry of Education, Govt. of India	Member	(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS	Member	(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member	(v) Secretary, NIOS	Member- Secretary
(i) Chairperson, NIOS	Chairperson											
(ii) Joint Secretary Department of School Education & Literacy, Ministry of Education, Govt. of India	Member											
(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS	Member											
(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member											
(v) Secretary, NIOS	Member- Secretary											

\*Subject to variation dependent on work load.

# A Cadre post of AD(Academic)

1.	Name of Post	<b>Assistant Director (Administration)</b>
2.	No. of Post	18* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-11 (₹67700-208700)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by deputation.

11.	In case of recruitment by Promotion/Deputation/Absorption , Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion :</b> Minimum 8 years of regular service as Section Officer or PS to Chairman in Level-7 (₹44900-142400).</p> <p><b>In case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) Holding analogous post on regular basis <b>or</b> (ii) with 5 years regular service in Level-10 (₹56100-177500) <b>or</b> (iii) with 8 years of regular service in Level-7 (₹44900-142400) and (b) possessing the following educational qualifications and experience:</p> <p><b>Educational qualification:</b> (i) Bachelor's Degree from a Recognized University. (ii) Working Knowledge of Computer Operations. (iii) Working knowledge of Hindi/English</p> <p><b>Desirable</b> (i) Organization of Seminars, Conferences and liaison with various Government/Non Government Agencies.</p> <p><b>Experience:</b> <b>Essential:</b> Having experience in any one of the following fields: (i) Experience of Administration including HRD, Finance and Accounting. <b>or</b> (ii) Experience of conducting examination/ internal assessment at the Board/University level. <b>or</b> (iii) Experience of handling Student Support Service including school admissions and school management</p> <p><b>Desirable</b> Experience in Open Learning/Distance Education Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications. Note -3:- Promotion to the post of AD (Admn) will be on the basis of combined seniority list of SO and PS to CM with due regard to the inter-se seniority of the candidates of respective feeder grades. Broad parameters while preparing such list would be as under: (a) Date of completion of the qualifying service prescribed in the relevant recruitment rules, in the feeder grade for promotion. (b) If the aforesaid date is same, then date of completion of the qualifying service in the feeder-to-feeder grade . (c) Inter-se seniority of the officers from each feeder grade will be maintained.</p>
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12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Joint Secretary Department of School Education &amp; Literacy, Ministry of Education, Govt. of India</li> <li>(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.



1.	Name of Post	<b>Accounts Officer</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-11 (₹67700-208700)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Deputation

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Deputation</b></p> <p>Officers under Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies.</p> <p>(a) (i) holding analogous posts on regular basis</p> <p><b>or</b></p> <p>(ii) with minimum five years of regular service in Level-10 (₹56100-177500)</p> <p><b>or</b></p> <p>(iii) with minimum eight years of regular service in Level-7 (₹44900-142400)</p> <p>and</p> <p>Possessing relevant experience in dealing with Finance, Accounts, Audit matters and Budget works</p> <p>b) Working knowledge of Hindi/English</p> <p>c) Working knowledge of Computer Operation.</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Academic Officer</b>
2.	No. of Post	21* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-10 (₹56100-177500)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Below 35 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree or equivalent in relevant subject from recognized university with at least 55% marks (B+) or its equivalent grade and good academic records.</li> <li>2. Bachelor Degree in Education from a Recognized University.</li> <li>3. Working knowledge of computer operations.</li> <li>4. Working knowledge of Hindi/English.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. M.Phil. or Ph.D. in relevant subject.</li> <li>2. A Post Graduate Degree/Diploma in Distance Education/Education.</li> <li>3. Experience in writing lessons and teaching materials, organizing seminars, workshops and in-service education/training programmes.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Training Officer</b>
2.	No. of Post	4* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-10 (₹56100-177500)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Below 35 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree from a Recognized University in the following : <ol style="list-style-type: none"> <li>(a) Science or Computer Science or Information Technology (One Post).</li> <li>(b) Languages/Linguistics/Literature (One Post).</li> <li>(c) Education or Distance Education (One Post).</li> <li>(d) Humanities/Social Science (One Post).</li> </ol> </li> <li>2. Minimum two years experience in imparting training/development of instructional material for training programmes in Distance Education institution/technical institute preferably under Central/State Governments or Central/State Governments Autonomous Organization/University/Recognized Institute.</li> <li>3. Working Knowledge of Computer Operations.</li> <li>4. Working Knowledge of Hindi/English.</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Ph.D./M.Phil. from a Recognized University in the specific area.</li> <li>2. Bachelor Degree in Education from a Recognized University.</li> <li>3. Experience of serving in Open Learning/Distance Education Institutions</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years

10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Academic Officer (Research and Evaluation)**</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-10 (₹56100-177500)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Below 35 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree from recognized university with at least 55% marks or its equivalent grade in Education/ Sociology/ Psychology/ <b>Mathematics/Statistics/Economics</b> with good academic records.</li> <li>2. Bachelor degree in Education from Recognized University.</li> <li>3. Knowledge of Computer Application.</li> <li>4. Knowledge of Hindi/English.</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 Operational/Statistical Research in the field of Education</li> <li>3. Experience of organizing Seminars, Workshops and In-service education programmes in Education</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

\*Subject to variation dependent on work load.

\*\*Research & Evaluation Officer has been re-designated as Academic Officer (Research and Evaluation)

1.	Name of Post	<b>Library and Documentation Officer**</b>
2.	No. of Post	1* (2022)
3.	Classification	Group A
4.	Scale of Pay	Level-10 (₹56100-177500)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by deputation.

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion :</b> Minimum eight years of regular service as Assistant Library and Documentation Officer in Level-6 (₹35400-112400).</p> <p><b>In case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous post on regular basis</p> <p><b>or</b></p> <p>(ii) with three years of regular service as Documentation &amp; Information Assistant/Library Assistant/Semi Professional Assistant in Level-7 (₹ 44900-142400).</p> <p><b>and</b></p> <p>(b) Possessing the following qualifications:</p> <p>(i) Bachelor in Library and Information Science from a Recognized university.</p> <p style="text-align: center;">or</p> <p>Bachelor degree with Master's in Library Science</p> <p style="text-align: center;">or</p> <p>Masters in Library and Information Science from a Recognized university.</p> <p style="text-align: center;">or</p> <p>Master's degree in any discipline with Bachelor in Library Science</p> <p>(ii) Working knowledge of Computer Operation.</p> <p>(iii) Working knowledge of Hindi/English.</p> <p><b>Desirable</b> Training in Reprography/Documentation.</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>										
12.	If a Departmental Promotion Committee exists, what is its composition?	<table border="0"> <tr> <td style="vertical-align: top;">(i) Chairperson, NIOS</td> <td style="vertical-align: top;">Chairperson</td> </tr> <tr> <td style="vertical-align: top;">(ii) Joint Secretary Department of School Education &amp; Literacy, Ministry of Education, Govt. of India</td> <td style="vertical-align: top;">Member</td> </tr> <tr> <td style="vertical-align: top;">(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS</td> <td style="vertical-align: top;">Member</td> </tr> <tr> <td style="vertical-align: top;">(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</td> <td style="vertical-align: top;">Member</td> </tr> <tr> <td style="vertical-align: top;">(v) Secretary, NIOS</td> <td style="vertical-align: top;">Member- Secretary</td> </tr> </table>	(i) Chairperson, NIOS	Chairperson	(ii) Joint Secretary Department of School Education & Literacy, Ministry of Education, Govt. of India	Member	(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS	Member	(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member	(v) Secretary, NIOS	Member- Secretary
(i) Chairperson, NIOS	Chairperson											
(ii) Joint Secretary Department of School Education & Literacy, Ministry of Education, Govt. of India	Member											
(iii) One member of the Executive Board of NOS Society nominated by the Chairperson, NIOS	Member											
(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member											
(v) Secretary, NIOS	Member- Secretary											

\*Subject to variation dependent on work load.

\*\* Librarian re-designated as Library and Documentation Officer.



1.	Name of Post	<b>Section Officer</b>
2.	No. of Post	43* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44900-142400)
5.	Whether Selection or Non Selection	Selection in case of Promotion
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <p>1. Bachelor's Degree from a Recognized University.</p> <p>2. Five years of regular service in Level-6 of the Pay Matrix (₹35400-112400)</p> <p style="text-align: center;"><b>or</b></p> <p>Ten years of regular service in Level-4 of the Pay Matrix (₹25500-81100) in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p style="text-align: center;"><b>and</b></p> <p>Possessing experience in any of the following fields</p> <p>a) Establishment and Administration (including Finance)</p> <p>b) Conduct of examination</p> <p>c) Organization of Seminars, Conferences etc., for Teachers and Key Personnel</p> <p>d) Experience in handling Student Support Services including School Administration/Management/ Admission</p> <p>3. Knowledge of Central Government Office Procedure, Service Rules and Financial Rules</p> <p>4. Working Knowledge of Computer Operations</p> <p>5. Working knowledge of Hindi/English</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees/DLCE	Not Applicable
9.	Period of Probation, if any	Two years in the case of Direct Recruitment
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	<p>(i) 60% by promotion, failing which by deputation.</p> <p>(ii) 40% by Direct recruitment failing which by deputation.</p>

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion:</b> Minimum five years of regular service as Assistant Section Officer <i>failing which</i> ASO having combined minimum regular service of 15 years as ASO and Assistant <i>failing which</i> Assistants having a minimum of 15 years of regular service.</p> <p><b>In case of Deputation:</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi- Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous post on regular basis <b>or</b> (ii) with five years regular service in Level-6 ₹35400-112400</p> <p>(b) Minimum 3 years experience in Administration/Accounts with knowledge of rules and procedures as applicable to Govt. Govt/Autonomous Organization.</p> <p>(c) Working Knowledge of Computer Operations (d) Working knowledge of Hindi/English</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>										
12.	If a Departmental Promotion Committee exists, what is its composition?	<table border="0"> <tr> <td data-bbox="678 1056 1177 1087">(i) Chairperson, NIOS</td> <td data-bbox="1198 1056 1352 1087">Chairperson</td> </tr> <tr> <td data-bbox="678 1098 1177 1255">(ii) Nominee from Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</td> <td data-bbox="1198 1098 1304 1129">Member</td> </tr> <tr> <td data-bbox="678 1266 1177 1360">(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS</td> <td data-bbox="1198 1266 1304 1297">Member</td> </tr> <tr> <td data-bbox="678 1371 1177 1465">(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</td> <td data-bbox="1198 1371 1304 1402">Member</td> </tr> <tr> <td data-bbox="678 1476 930 1507">(v) Secretary, NIOS</td> <td data-bbox="1198 1476 1320 1539">Member-Secretary</td> </tr> </table>	(i) Chairperson, NIOS	Chairperson	(ii) Nominee from Department of School Education & Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary	Member	(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS	Member	(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member	(v) Secretary, NIOS	Member-Secretary
(i) Chairperson, NIOS	Chairperson											
(ii) Nominee from Department of School Education & Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary	Member											
(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS	Member											
(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS	Member											
(v) Secretary, NIOS	Member-Secretary											

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Assistant Audit Officer</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44900-142400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Deputation
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>Essential</b></p> <p>1. Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi- Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous post on regular basis  <b>or</b>  (ii) with five years regular service in Level-6 ₹35400-112400</p> <p>And having experience in cash, accounts and Audit.</p> <p>2. Working knowledge of Computer Operations.</p> <p>3. Working knowledge of Hindi/English</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>

12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Senior Translation Officer**</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44900-142400)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by deputation

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion :</b> Minimum 10 years regular service as Translator in Level-5 (₹29200-92300).</p> <p><b>In case of deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi- Government or Autonomous Bodies or Statutory Bodies</p> <p>(i) Holding analogous post on regular basis</p> <p><b>or</b></p> <p>(ii) with minimum five years of regular service in Level-6 (₹35400-112400)</p> <p>and</p> <p>possessing following qualifications:</p> <p>Master's Degree of a Recognized University in Hindi/English with Hindi/English as a compulsory or elective subjects 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 subjects 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 English and Hindi as compulsory or elective subject or either of the two as a medium of instruction 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 of Translation from Hindi to English and vice versa or minimum two years experience of translation work from Hindi to English and vice versa in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi- Government or Autonomous Bodies or Statutory Bodies</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>
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12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Nominee from Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</li> <li>(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.

\*\*Hindi Officer re-designated as Senior Translation Officer

1.	Name of Post	<b>Public Relations Officer</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44900-142400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Master's degree in any subject from a Recognized University/Institution.</li> <li>2. Diploma in Public Relation and Advertising/Mass Communication/Journalism from a Recognized Institute/ University</li> <li>3. Minimum Five years experience in Public Relation Department of Central or State Government/ Autonomous Organization/Statutory Bodies/Corporate Sector/Banks in Level-6 (₹35400-112400).</li> <li>4. Working knowledge of Hindi/English.</li> <li>5. Working knowledge of Computer Operations.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Experience of organizing exhibitions and arranging meetings</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable



12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Private Secretary**</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44900-142400)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	One year
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion, failing which by deputation.
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion :</b> Minimum 5 years of regular service as Personal Assistant in Level-6 (₹35400-112400).</p> <p><b>In case of Deputation :</b> Officers under Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) Holding analogous posts on a regular basis</p> <p><b>or</b></p> <p>(ii) Minimum five years of regular service in Level-6 (₹35400-112400) as Personal Assistant/Personal Secretary.</p> <p>(b) Working Knowledge of Hindi/English</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>

12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Nominee from Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</li> <li>(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.

\*\*PS to CM re-designated as Private Secretary

1.	Name of Post	<b>Assistant Engineer (Civil)</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-7 (₹44900-142400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<b>Essential</b> Degree in Civil Engineering from a Recognised Institute/ University and minimum three years professional experience in Civil Engineering in offices under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or under Central/State Governments or Central/State Governments Autonomous organization/ Government Universities/ Boards/Public Sector Undertakings with knowledge of Computer Operations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years in case of Direct Recruitment
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Deputation failing which by Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<b>In case of Deputation:</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognised Research Institutions or Universities/Boards/ Public Sector Undertakings (i) holding analogous posts on regular basis <b>or</b> (ii) minimum five years of regular service in Level-6 (₹35400-112400) and possessing Diploma in Civil Engineering from a Recognised Institution.
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Junior Engineer (Electrical)</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<b><u>Essential</u></b> Three years Diploma in Electrical Engineering/Degree in Electrical Engineering from a Recognized Institute/University and minimum three years professional experience in Electrical Engineering and Maintenance Work in offices under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards/Public Sector Undertakings with knowledge of Computer Operations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years in case of Direct Recruitment
10	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Deputation failing which by Direct Recruitment
11	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<b>In case of deputation:</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards/Public Sector Undertakings (i) holding analogous posts on regular basis <b>or</b> (ii) minimum five years of regular service in Level-5 (₹29200-92300) <b>and</b> possessing Three years Diploma in Electrical Engineering/Degree in Electrical Engineering from a Recognized Institute/University Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.

12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Assistant Section Officer**</b>
2.	No. of Post	10* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion, failing which by deputation.
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion :</b> Minimum 10 years of regular service as Assistant/Internal Auditor in Level-4 (₹25500-81100).</p> <p><b>In case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards/ Public Sector Undertakings</p> <p>(i) holding analogous posts on regular basis</p> <p style="text-align: center;"><b>or</b></p> <p>ii) having Ten years of regular service as an Assistant/Upper Division Clerk or equivalent in Level-4 (₹25500-81100)</p> <p style="text-align: center;"><b>and</b></p> <p>having proficiency in Office Procedure, Noting, Drafting, Knowledge of Government Rules and Regulations in Government Office/ Autonomous organization/Educational Institution</p> <p>iii) Working knowledge of computer operations.</p> <p>iv) Working knowledge of Hindi/English</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>

12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Nominee from Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</li> <li>(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.

\*\*Superintendent re-designated as Assistant Section Officer



1.	Name of Post	<b>EDP Supervisor</b>
2.	No. of Post	52* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. B.E. /B.Tech in Computer Engineering /Computer Science/ Computer Technology/Computer Science and Engineering/ Information Technology</p> <p style="text-align: center;"><b>or</b></p> <p>Bachelor's Degree from a Recognized University with Post Graduate Diploma in Computer Application or its equivalent from a Recognized institution.</p> <p>2. Three years post qualification experience in Programming and System Development in Government Office or public sector undertaking or statutory or autonomous organization or from any recognized institution</p> <p style="text-align: center;"><b>or</b></p> <p>Six years of regular service in Level-5 of the Pay Matrix (₹29200-92300)<b>or</b>Ten years of regular service in Level-4 of the Pay Matrix (₹25500-81100)in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>3. Working Knowledge of Hindi/English.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable

12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Technical Assistant (Printing)**</b>
2.	No. of Post	2* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree from a Recognized University</li> <li>2. Diploma in Printing Technology/Book Publishing.</li> <li>3. Five years experience in reputed Publishing house/ Printing Press/Academic Institution</li> </ol> <p style="text-align: center;"><b>or</b></p> <p>Six years of regular service in Level-5 of the Pay Matrix (₹29200-92300) <b>or</b> Ten years of regular service in Level-4 of the Pay Matrix (₹25500-81100) in Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <ol style="list-style-type: none"> <li>4. Working Knowledge of Computer Operations.</li> <li>5. Working Knowledge of Hindi/English.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

\*\*Technical Assistant re-designated as Technical Assistant (Printing)

1.	Name of Post	<b>Personal Assistant</b>
2.	No. of Post	3* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion, failing which by deputation
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion:</b> Minimum 10 years of regular service as Stenographer in Level-4 (₹25500-81100).</p> <p><b>In case of Deputation:</b> Officers under Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards holding analogous post on regular basis</p> <p style="text-align: center;"><b>or</b></p> <p>ten years of regular service as Stenographer in Level-4 (₹25500-81100).</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>

12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Nominee from Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</li> <li>(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Assistant Library and Documentation Officer **</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Selection
6.	Age limit for Direct Recruits	Not Applicable
7.	Educational and other qualifications required for Direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by deputation
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion :</b> Minimum 10 years as Library and Documentation Assistant/Library Assistant in Level-4 (₹25500-81100).</p> <p><b>In case of Deputation :</b> Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies holding analogous post on regular basis <b>and</b> possessing the following qualification. <b>Essential :</b> (i) Bachelor's Degree with a Diploma in Library Science or B.Lib. Sc. (ii) Minimum Five years experience of working in a Library of an Academic or Research Institutions. (iii) Proficiency in Computer Applications. (iv) Working knowledge of Hindi/English. Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>

12	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Chairperson, NIOS</li> <li>(ii) Nominee from Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</li> <li>(iii) One Head of the Department, NIOS to be nominated by the Chairperson, NIOS</li> <li>(iv) One external expert in the area concerned to be nominated by the Chairperson, NIOS</li> <li>(v) Secretary, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member-Secretary</li> </ul>
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\*Subject to variation dependent on work load.

\*\*Assistant Librarian re-designated as Assistant Library and Documentation Officer

1.	Name of Post	<b>Editor (Media)</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. Bachelor' Degree from a Recognized University</p> <p>2. Degree or Diploma in editing from a Recognized Professional Institute with minimum 2 years experience in film/ video and Non Linear Editing</p> <p style="text-align: center;">or</p> <p>Minimum Five years practical experience in film/video and non linear editing in a reputed institution</p> <p><b><u>Desirable</u></b></p> <p>Experience in handling Non Linear Editing Equipment.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.



1.	Name of Post	<b>Cameraman</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree from a Recognized University.</li> <li>2. Diploma in Cinematography with specialization as Cameraman from a Recognized Institute with minimum 2 years experience in shooting of Video/T.V. programmes.</li> </ol> <p style="text-align: center;">or</p> <p>Minimum Five years experience in shooting of video/T.V. programmes on Beta cam/CCD etc.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Experience of handling the latest equipment such as Beta cam system, CCD etc.</li> <li>2. Experience in indoor and outdoor shooting and studio recording.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Graphic Artist</b>
2.	No. of Post	1* (2022)
3.	Classification	Group B
4.	Scale of Pay	Level-6 (₹35400-112400)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	37 Years
7.	Educational and other qualifications required for Direct recruits	<b><u>Essential</u></b> 1. Bachelor's Degree with Diploma in Fine Arts from a Recognized University/Institution. 2. Certificate in Multimedia from a reputed institution Recognized by the Department of Electronics. 3. Proficiency in computer Animation/Preparation of Multimedia Packages. 4. Knowledge of Hindi/English.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Production Assistant</b>
2.	No. of Post	1* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29200-92300)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Between 18-27Years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree from a Recognized University.</li> <li>2. Diploma in Direction in Video/T.V./Film from a Recognized University/Institute</li> <li>3. Working Knowledge of Hindi/English.</li> </ol> <p><b>Desirable</b></p> <p>Knowledge of Indian Culture and Literature.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Junior Translation Officer**</b>
2.	No. of Post	1* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-5 (₹29200-92300)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Between 18-27 Years
7.	Educational and other qualifications required for Direct recruits	<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 at the Degree level</p> <p style="text-align: center;">or</p> <p>Master's Degree of a Recognized University in any subject with Hindi as the medium of instruction and English as a Compulsory or Elective subject at Degree level</p> <p style="text-align: center;">or</p> <p>Bachelor's Degree with Hindi and English as compulsory or Elective subject or either of the two as medium of examination and other as a Compulsory or Elective subject with Recognized Diploma/ Certificate Course in Translation from Hindi to English and vice versa or minimum two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including Government of India Undertakings.</p> <p>2. Minimum Two years experience in translation work from Hindi to English and vice versa in Government/ Recognized Institution.</p> <p>3. Working knowledge of computer.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years in case of Direct Recruitment
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Deputation, failing which by Direct recruitment

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of deputation</b></p> <p>Officers under the Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(i) holding analogous post on regular basis</p> <p><b>or</b></p> <p>(ii) ten years experience in Level-4 (₹25500-81100) and possessing educational and other qualifications as prescribed for Direct Recruit under Column. 7 above.</p> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation.</p> <p>Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

\*\*Translator re-designated as Junior Translation Officer

1.	Name of Post	<b>Assistant</b>
2.	No. of Post	80* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25500-81100)
5.	Whether Selection or Non Selection	Non-Selection for promotion
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Senior Secondary from a Recognized Board.</li> <li>2. Proficiency in Office Procedure, Noting, Drafting, Knowledge of Government Rules and Regulations.</li> <li>3. Typing speed of 35 w.p.m. (English) or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word)</li> <li>4. Working knowledge of Hindi/English.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years for Direct Recruitment
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	60% by promotion, failing which by Deputation and 40% by Direct Recruitment.

11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<p><b>In case of Promotion :</b> Minimum 5 years of regular service as Junior Assistant in Level-2 (₹19900-63200).</p> <p><b>In Case of Deputation :</b> Officers under Central Government or State Governments or Union Territories Administration or Recognized Research Institutions or Universities/Boards or Semi-Government or Autonomous Bodies or Statutory Bodies</p> <p>(a) (i) holding analogous post on regular basis <b>or</b> (ii) with minimum 5 years of regular service in Level-2 (₹19900-63200) and possessing the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Senior Secondary from a Recognized Board.</li> <li>2. Proficiency in Office Procedure, Noting, Drafting, Knowledge of Government Rules and Regulations.</li> <li>3. A typing speed of 35 w.p.m. (English) or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word)</li> <li>4. Working knowledge of Hindi/English</li> </ol> <p>Note 1:- NIOS Staff are not eligible for consideration for appointment on deputation. Note 2:- The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>										
12.	If a Departmental Promotion Committee exists, what is its composition?	<table border="0"> <tr> <td>(i) Secretary, NIOS</td> <td>Chairperson</td> </tr> <tr> <td>(ii) Nominee of Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</td> <td>Member</td> </tr> <tr> <td>(iii) One external expert in the area concerned to be nominated by the Secretary, NIOS</td> <td>Member</td> </tr> <tr> <td>(iv) One Head of the Department to be nominated by the Chairperson, NIOS</td> <td>Member</td> </tr> <tr> <td>(v) Dy. Director (Admn.)/Asstt. Director (Admn.), NIOS</td> <td>Member- Convenor</td> </tr> </table>	(i) Secretary, NIOS	Chairperson	(ii) Nominee of Department of School Education & Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary	Member	(iii) One external expert in the area concerned to be nominated by the Secretary, NIOS	Member	(iv) One Head of the Department to be nominated by the Chairperson, NIOS	Member	(v) Dy. Director (Admn.)/Asstt. Director (Admn.), NIOS	Member- Convenor
(i) Secretary, NIOS	Chairperson											
(ii) Nominee of Department of School Education & Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary	Member											
(iii) One external expert in the area concerned to be nominated by the Secretary, NIOS	Member											
(iv) One Head of the Department to be nominated by the Chairperson, NIOS	Member											
(v) Dy. Director (Admn.)/Asstt. Director (Admn.), NIOS	Member- Convenor											

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Internal Auditor</b>
2.	No. of Post	2* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25500-81100)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<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 as Accounts/Audit Assistant in Govt. Autonomous bodies/Educational Institution</li> <li>3. Working knowledge of Hindi and English</li> <li>4. Proficiency in computer applications</li> </ol> <p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Diploma/Certificate of Institute of Chartered Accountant or equivalent.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.



1.	Name of Post	<b>Stenographer</b>
2.	No. of Post	7* (5 – English) (2- Hindi) (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25500-81100)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <p>1. 12<sup>th</sup> class pass or equivalent from a Recognized Board.  2. Skill Test Norms Dictation: 10 mts@80 w.p.m.  Transcription: 65 mts. (English) 75 mts. (Hindi) (On Manual Typewriter) or 50 mts. (English), 65 mts. (Hindi) (On Computer)</p> <p><b><u>Desirable</u></b></p> <p>3 years Experience of working as Stenographer in a Govt. Department/Established organization.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Library and Documentation Assistant**</b>
2.	No. of Post	1* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-4 (₹25500-81100)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree with a Diploma in Library Science or Bachelor of Library Science/BLIS</li> <li>2. Minimum two years experience of working in a Library in Govt. Educational Institution.</li> <li>3. Proficiency in Computer Applications.</li> <li>4. Working Knowledge of Hindi/English.</li> </ol> <p><b>Desirable</b></p> <p>Experience in Library and Information techniques.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

\*\*Library Assistant re-designated as Library and Documentation Assistant

1.	Name of Post	<b>Junior Assistant</b>
2.	No. of Post	53* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19900-63200)
5.	Whether Selection or Non Selection	Non Selection for Promotion
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Senior Secondary from a Recognized Board.</li> <li>2. Typing speed of 35 w.p.m. (English) or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word)</li> <li>3. Working Knowledge of Hindi/English</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree</li> <li>2. A Certificate Course in Computer Application from a Recognized Institute.</li> <li>3. Minimum two years experience of similar work in Government/Autonomous Bodies Educational Institution</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees/DLCA	Yes, to the extent indicated in Column 11
9.	Period of Probation, if any	Two years for Direct Recruits
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	(i) 85% by Direct Recruitment (ii) 15% by Promotion
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	<b>In Case of Promotion</b> Minimum 10 years of regular service as MTS and fulfilling the minimum educational qualification and qualifying the typing test as prescribed for Direct Recruitment vide column 7.

12.	If a Departmental Promotion Committee exists, what is its composition?	<ul style="list-style-type: none"> <li>(i) Secretary, NIOS</li> <li>(ii) Nominee of Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary</li> <li>(iii) One external expert in the area concerned to be nominated by the Secretary, NIOS</li> <li>(iv) One Head of the Department to be nominated by the Chairperson, NIOS</li> <li>(v) Dy. Director (Admn.)/ <u>Asstt. Director (Admn.)</u>, NIOS</li> </ul>	<ul style="list-style-type: none"> <li>Chairperson</li> <li>Member</li> <li>Member</li> <li>Member</li> <li>Member- Convenor</li> </ul>
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\*Subject to variation dependent on work load.

1.	Name of Post	<b>Photocopier Operator***</b>
2.	No. of Post	1* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19900-63200)
5.	Whether Selection or Non Selection	Non Selection for Promotion
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<p><b>Essential</b></p> <p>1. 12<sup>th</sup> pass or equivalent from a Recognized Board</p> <p>2. Knowledge of operation and maintenance of heavy duty and multi functional photocopier machine</p> <p><b>Desirable</b></p> <p>Minimum 5 years regular service as MTS or equivalent in Level-1</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Promotion failing which by Direct recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	MTS with 5 years of service in that Grade fulfilling the educational qualification as provided under Column 7
12.	If a Departmental Promotion Committee exists, what is its composition?	<p>(i) Secretary, NIOS Chairperson</p> <p>(ii) Nominee of Department of School Education &amp; Literacy, Ministry of Education, Govt. of India not below the level of Under Secretary Member</p> <p>(iii) One external expert in the area concerned to be nominated by the Secretary, NIOS Member</p> <p>(iv) One Head of the Department to be nominated by the Chairperson, NIOS Member</p> <p>(v) Dy. Director (Admn.)/ Asstt. Director (Admn.), NIOS Member-Convenor</p>

\*Subject to variation dependent on work load.

\*\*\*No functional requirement as the photocopying services have been outsourced. This may be merged with the posts of Junior Assistant.

1.	Name of Post	<b>Staff Car Driver</b>
2.	No. of Post	3* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19900-63200)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. Possession of a valid driving license for motor cars;</li> <li>2. Knowledge of motor mechanism (The candidate should be able to remove minor-defects in vehicle);</li> <li>3. Minimum 3 years Experience of driving a motor car; and</li> <li>4. Pass in 10<sup>th</sup> standard.</li> </ol> <p><b><u>Desirable</u></b></p> <p>Minimum 3 years service as Home Guard/Civil Volunteer.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Electrician</b>
2.	No. of Post	1* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-2 (₹19900-63200)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limit for Direct Recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<b>Essential</b> 1. ITI certificate in Wireman's Trade. 2. Electrical Workman Permit/Workman's Competency Certificate/Electrical Workman's License/Certificate of competency Class II or any other equivalent certificate Recognized by Government. 3. Minimum 2 years experience in the field. Preference will be given to those who are in possession of National Apprenticeship Certificate. 4. Working Knowledge of Hindi/English
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

1.	Name of Post	<b>Multi Tasking Staff**</b>
2.	No. of Post	19* (2022)
3.	Classification	Group C
4.	Scale of Pay	Level-1 (₹18000-56900)
5.	Whether Selection or Non Selection	Not Applicable
6.	Age limits for direct recruits	Between 18-27 years
7.	Educational and other qualifications required for Direct recruits	<b>Essential</b> Matriculation or equivalent from a Recognized Board <b>Special Qualification for MTS (Mali)</b> Minimum two years experience in Gardening etc.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable
9.	Period of Probation, if any	Two years
10.	Method of recruitment whether by Direct Recruitment or by Promotion or by Deputation/Absorption and the percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by Promotion/Deputation/Absorption, Grades from which Promotion/Deputation/Absorption to be made	Not Applicable
12.	If a Departmental Promotion Committee exists, what is its composition?	Not Applicable

\*Subject to variation dependent on work load.

\*\*The posts of Peon and Mali have been re-designated as Multi Tasking Staff.