



National Institute of Open Schooling

(An autonomous organization under the Deptt. of Edu. MHRD, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA

NIOS/Pers/2010/

20th December 2010

Office Order – 347/10

The Executive Board of NOS Society in its 57th Meeting approved following staff structure for the Regional Centers:

1) In case of Regional Centre having enrolment of less than 10,000 the following minimum staff will be provided:

i)	Regional Director (Joint Director / Deputy Director)	-	1
ii)	Assistant Director	-	1
	(only for those Regional Centres which have more than 10000 enrolment)		
iii)	Section Officer	-	1
iv)	Assistant	-	1
v)	Junior Assistant	-	2
vi)	Assistant Programmer / EDP	-	1
vii)	Data Entry Operators	-	2
viii)	Receptionist / Telephone operator / May I help you	-	1
ix)	Group D	-	2
	Total	=	<u>12 (Twelve)</u>

2) Further additional staff after increase in enrolment:

- | | | | |
|------|--------------------------------------|---|---|
| i) | For every additional 4000 enrolment | - | One Staff at Group C level |
| ii) | For every additional 10000 enrolment | - | One Technical staff of Computer Knowledge |
| iii) | For enrolment touches beyond 35000 | - | One additional Section Officer / Superintendent |

(At the level of Group C, multi skilled people need to be appointed)

All Regional Directors may work out the staff requirement as per above norms and initiate action for outsourcing manpower requirement in their Region for the staff mentioned at serial number (1) – from (i) to (viii).


As per decision taken in the Regional Directors meeting held on 20-12-2010 all Regional Directors may float tenders for outsourcing manpower as per their requirement in their Region. The format of tender recently floated by NIOS Headquarters depicting details and qualifications for each position is enclosed for ready reference.

The Regional Director should also ensure that the prevailing Labour Law in the State is adhered to while floating the tender.

A small tender notice on davp rates may be issued by each Regional Director in the local Newspaper for empanelling outsourcing agencies for which maximum amount of ₹10,000/- has been sanctioned. All details regarding manpower requirement be put in the detailed tender document by the Regional Directors concerned.

For any other further clarification Regional Directors may contact Joint Director (Admn.) / Assistant Director (Admn.)

This issues with the approval of the Competent Authority.


(Sunil Kaura) 26/12/10

Joint Director (Admn.)

Encl. – Draft Tender Notice and Documents (19 pages)

Copy to:

1. All HODs
2. All Regional Director, RCs / SRCs
- ✓ 3. SA/P for uploading on official website of NIOS
4. SO (CMO) for favour of kind information of the Chairman, please
5. Steno to Secretary for favour of kind information of the Secretary, please
6. Office Order file