



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
National Institute of Open Schooling (NIOS)

आईएसओ 9001: 2015 प्रमाणित ISO 9001:2015 Certified  
(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)  
(An autonomous Institution under Ministry of Education, Govt. of India)  
A-24-25, Institutional Area, Sector 62, NOIDA, Uttar Pradesh - 201309

**LARGEST OPEN SCHOOLING SYSTEM IN THE WORLD, SERVING THROUGH MORE THAN 6000 STUDY CENTRES ACROSS THE COUNTRY**

**INDICATIVE VACANCY NOTIFICATION**

The National Institute of Open Schooling (NIOS) is an autonomous institution under the Department of School Education and Literacy, Ministry of Education, Government of India. The Institute is committed to quality education through open and distance learning mode upto pre-degree level. NIOS invites offline applications from eligible candidates for the following Group 'A' post:-

| S. No. | Name of the Post | Level in the Pay Matrix      | No. of Post | Mode of Recruitment | Reservation Category |
|--------|------------------|------------------------------|-------------|---------------------|----------------------|
| 1.     | Secretary        | Level-13<br>(₹123100-215900) | One (01)    | Deputation          | NA                   |

For detailed information regarding qualifications, eligibility conditions and prescribed application form, please visit NIOS website [www.nios.ac.in](http://www.nios.ac.in). The last date for submission of the filled in application with required attested certificates/documents is **29.08.2023** and in case of North Eastern States, Sikkim, UT of Jammu & Kashmir, Ladakh, Andaman and Nicobar Island and Lakshadweep and Lahaul and Spiti District of Himachal Pradesh is **05.09.2023**.

Candidates who have applied for the post in response to Advt No. NIOS/RC/02/2023 need not to apply again, if otherwise eligible.

**NIOS/RC/03/2023**

**Secretary**



# National Institute of Open Schooling

(An autonomous institution under the Dept. of School Education & Literacy, MoE Govt. of India)  
A-24-25, Institutional Area, Sector 62, NOIDA- 201309, Uttar Pradesh

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

| Sl. | Name of the Post | Pay Level in the Pay Matrix     | No. of Post | Category       |
|-----|------------------|---------------------------------|-------------|----------------|
| 1   | Secretary        | Level – 13 ( ₹ 123100 - 215900) | 01          | Not applicable |

## **Essential Qualification and Experience**

1. Name of Post : Secretary
2. Pay Level in the Pay Matrix : **Level – 13 ( ₹ 123100 - 215900)**
3. Method of Recruitment : Deputation
4. Age : **Not exceeding 56 years on the closing date**
5. Classification of post : Group 'A'
6. Educational and other Qualifications :-

## **Essential**

(a) From All India Services and organized Group A Services holding analogous posts on regular basis or 5 years regular service in the scale of Level-12 of the pay matrix (₹78800-209200 revised under 7<sup>th</sup> CPC) (pre-revised ₹15600-39100 with G.P ₹7600 PB-3 as per 6<sup>th</sup> CPC) or (pre to pre-revised ₹12000-375-16500) having knowledge of :

- i) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
- ii) Working knowledge of Hindi/English and computers.

## **Failing which**

b. Officers of Govt/Semi Govt/Autonomous Bodies or Institutions holding analogous post on regular basis or 5 years of regular service in the grade of Level-12 of the pay matrix (₹78800- 209200 revised under 7<sup>th</sup> CPC) (pre-revised ₹15600-39100 with G.P ₹7600 PB-3 as per 6<sup>th</sup> CPC) or (pre to pre-revised ₹12000-375-16500) having knowledge of :

- i) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
- ii) Working knowledge of Hindi/English and computers

## **Desirable**

- (i) Second class Masters degree with 55% marks

**OR**

- (ii) PG Degree/Diploma in Management

## General Instructions

1. All posts bear All India transfer liability.
2. Crucial date for determining eligibility with regards to age limit, qualification and experience will be the last date for receipt of applications.
3. Age relaxation and other terms and conditions for deputation is admissible as per DoP&T, Govt. of India rules.
4. NIOS reserves the right :
  - a) To conduct or not to conduct written/trade/Skill tests for such posts wherever the circumstances so warrant or may constitute a screening committee to fix a criteria even at higher level for shortlisting the applications taking into account the number of posts and the number of application received keeping in view the qualifications and experience prescribed.
  - b) To prepare a panel of candidates for filling up future vacancies arising during the validity of the panel which shall be normally for one year.
  - c) To relax any of eligibility conditions in deserving cases.
  - d) To fill up the posts, not to fill up the posts or cancel the advertisement in whole or part without assigning any reason. NIOS also reserves the right to place a reasonable limit on the total number of candidates to be called for written test/ or interviews. The decision of NIOS in this regard will be final.
  - e) To fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment/deputation/contract.
  - f) To relax the age in case of NIOS staff.
5. Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for written test/Interview.
6. The number of positions may increase/decrease. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.
7. Candidates desirous of applying for more than one post must apply separately.
8. Candidates already working in Government service and fulfilling requirement of experience & eligibility are required to submit their applications through proper channel in the prescribed format along with (i) Vigilance Clearance; (ii) ACRs for the last five years duly attested on each page by a Group 'A' Gazetted Officer; (iii) Details and nature of experience, and (iv) No Objection Certificate, to the effect that the candidate will be spared for joining NIOS in the event of selection.

9. NIOS shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
10. Incomplete applications/ without relevant supporting enclosures/without prescribed fee/ application not on prescribed form will be out rightly rejected.
11. The prescribed application form can be downloaded from NIOS website [www.nios.ac.in](http://www.nios.ac.in).
12. The candidates fulfilling the laid down eligibility criteria may submit their application by post on the prescribed application form along with attested certificates, prescribed application fees and latest passport size photograph to the Joint Director (Admin), National Institute of Open Schooling, A-24-25, Institutional Area, Sector-62, Noida - 201309, U.P. **The last date for receiving applications is 29.08.2023 (In case of candidates from North Eastern States/Sikkim, UT of Jammu & Kashmir, Ladakh, Andaman & Nicobar Island and Lakshadweep and Lahaul and Spiti Districts of Himachal Pradesh, the last date for receipt of applications will be 05.09.2023).**
13. The application received after due date shall not be considered.
14. Application Form should be submitted along with a Demand Draft of ₹ 1500/- (Rupees One Thousand Five Hundred only) for Unreserved/OBC category and ₹ 750/- (Rupees Seven Hundred and Fifty only) for EWS/SC/ST categories in favour of **Secretary, National Institute of Open Schooling, Payable at Noida**. However, Physically Handicapped category with a minimum of 40% disability are exempted from payment. The amount shall be accepted in the form of Bank Draft only and fees once paid shall NOT be refunded under any circumstances. **On the back side of the Demand Draft, the candidates are advised to write their name, address and post applied for in capital letters.**
15. NIOS will not be responsible for any postal delay.
16. Candidates may indicate a valid e-mail address (**in capital letters**) in the application form. They are advised to check their e-mail/Website regularly for any information regarding test /interview. NIOS reserves the right to communicate with the applicant by e-mail and not by post. **Important information will be placed on NIOS website only**
17. Applications without signature will not be accepted. **No applications will be accepted through e- mail/Fax.**
18. **No correspondence whatsoever will be entertained from candidates regarding conduct and result of test /or interview and reasons for not being called for test/or interview.**



**DOWNLOAD APPLICATION FORMAT GIVEN BELOW FOR THE POST**

**National Institute of Open Schooling**

(An autonomous institution under the Dept.. of School Education & Literacy, MoE Govt. of India)  
A-24-25, Institutional Area, Sector 62, NOIDA

Advertisement No. NIOS/RC/03/2023

**APPLICATION FORMAT FOR DEPUTATION BASIS**

**Fee details:-**

- (a) Demand Draft No.: \_\_\_\_\_
  - (b) Demand Draft Date: \_\_\_\_\_
  - (c) Amount ₹ (1500/750): \_\_\_\_\_
  - (d) Bank Name: \_\_\_\_\_
- (Please write name & post applied for on backside of Demand Draft.)

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

**Application for the Post of Secretary on Deputation basis**

1. (a) Name in block letters \_\_\_\_\_  
(As per the High School certificate)
- (b) Father's / Husband's Name \_\_\_\_\_  
(Please (√) tick whichever is applicable)
- (c) Complete Address for correspondence communication in block letters

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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

(e) Contact No.                      Residence                      Office                      Mobile                      Fax

2. Date of Birth (in Christian era)                      Age, as on closing date. 29.08.2023

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
|    |    |      |

|       |        |      |
|-------|--------|------|
| Years | Months | Days |
|       |        |      |

3. (a) Gender:-                      Male                       Female
  - (b) Marital status: -                      Married                       Unmarried
- (Please (√) tick whichever is applicable)**

4. (i) Date of entry into service                      \_\_\_\_\_
- (ii) Date of retirement under Central/State Government Rules                      \_\_\_\_\_

5. (a) **Category:** General  SC  ST  OBC  EWS
- (b) Whether PH , If physically disabled, State whether (VI/OH/HH):  
Percentage of Disability (in %)

**(Please (√) tick whichever is applicable)**                      **(Signature of candidate)**

6. (a) Educational Qualifications (from matriculation/10<sup>th</sup> Class onwards)

| S.No. | Examination passed | Year of Passing | University/Board | Total aggregate | Percentage of Marks | Class/Division Awarded |
|-------|--------------------|-----------------|------------------|-----------------|---------------------|------------------------|
|       |                    |                 |                  |                 |                     |                        |
|       |                    |                 |                  |                 |                     |                        |
|       |                    |                 |                  |                 |                     |                        |
|       |                    |                 |                  |                 |                     |                        |
|       |                    |                 |                  |                 |                     |                        |
|       |                    |                 |                  |                 |                     |                        |

6. (b) Professional/ Additional Qualification

| S.No. | Exam/Diploma passed | Year of Passing | University/Board/ Institution | Total aggregate | Percentage of Marks | Class/Division Awarded |
|-------|---------------------|-----------------|-------------------------------|-----------------|---------------------|------------------------|
|       |                     |                 |                               |                 |                     |                        |
|       |                     |                 |                               |                 |                     |                        |
|       |                     |                 |                               |                 |                     |                        |
|       |                     |                 |                               |                 |                     |                        |
|       |                     |                 |                               |                 |                     |                        |

(Signature of Candidate)

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

| S.No             | Qualifications/Experience required as mentioned in the advertisement/ vacancy circular  | Qualifications/experience possessed by the applicant (if required, please specify the details) |
|------------------|---|--|
| <b>Essential</b> |   |  |
| (i)              | <p>a. From All India Services and organized Group A Services holding analogous posts on regular basis or 5 years regular service in the scale of Level-12 of the pay matrix (₹78800-209200 revised under 7th CPC) (pre-revised ₹15600-39100 with G.P ₹7600 PB-3 as per 6th CPC) or (pre to pre-revised ₹12000-375-16500) having knowledge of :</p> <p>i) Govt. of India Rules &amp; Regulation regarding Administrative &amp; Service Matters, Finance &amp; Accounts and Legal Matters.</p> <p>ii) Working knowledge of Hindi/English and computers.</p> <p><b>Failing which</b></p> <p>b. Officers of Govt/Semi Govt/Autonomous Bodies or Institutions holding analogous post on regular basis or 5 years of regular service in the grade of Level-12 of the pay matrix (₹78800- 209200 revised under 7th CPC) (pre-revised ₹15600-39100 with G.P ₹7600 PB-3 as per 6th CPC) or (pre to pre-revised ₹12000-375-16500) having knowledge of :</p> <p>i) Govt. of India Rules &amp; Regulation regarding Administrative &amp; Service Matters, Finance &amp; Accounts and Legal Matters.</p> <p>ii) Working knowledge of Hindi/English and computers</p> |  |
| <b>Desirable</b> |   |  |
| (i)              | <p>(i) Second Class Masters degree with 55% marks</p> <p><b>OR</b></p> <p>(ii) PG Degree/Diploma in Management</p>  |  |

8. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

Yes  No

(Signature of Candidate)

9. Details of Employment, in chronological order. **Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.**

| S.No | Office/<br>Institution/<br>Organization | Post held on<br>regular basis /<br>Designation<br>basis | Period |    |   | *Pay Band and<br>Grade Pay/Pay<br>Scale of the<br>post held on<br>regular basis | Nature of duties<br>(in detail)<br>highlighting<br>experience required<br>for the post applied<br>for |
|------|---|---|--------|----|---|---|---|
|      |   |   | From   | To | Length<br>of<br>service<br>(Years/<br>Months) |   |   |
|      |   |   |        |    |   |   |   |
|      |   |   |        |    |   |   |   |

**\* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay band and Grade Pay where such benefits have been drawn by the Candidate, any be indicated as below;**

| Office/Institution | Pay, Pay Band and Grade Pay drawn<br>under ACP/MACP scheme | From | To |
|--------------------|--|------|----|
|                    |  |      |    |

|  |   |   |  |
|--|---|---|--|
| 10. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.   |   |   |  |
| 11. In case the present employment is held on deputation/contract basis, please state-   |   |   |  |
| a) The date of initial appointment   | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation. |
|  |   |   |  |
| <b>11.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. |   |   |  |

(Signature of candidate)



|  |  |                  |
|--|--|------------------|
| 12. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.  |  |                  |
| 13. Additional details about present employment:<br><br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>f) Others   |  |                  |
| 14. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.   |  |                  |
| 15. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.   |  |                  |
| 16. Total emoluments per months now drawn  |  |                  |
| Basic pay in the Pay Scale   | Pay Level as per 7 <sup>th</sup> CPC   | Total Emoluments |
|  |  |                  |
| 17. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.  |  |                  |
| Basic Pay with Scale of Pay and rate of increment  | Dearness Pay/ interim relief/ other Allowances etc., (with break-up details) | Total emoluments |
|  |  |                  |
| 18.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things any provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)<br><br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b> |  |                  |

(Signature of candidate)

|   |  |
|---|--|
| <p><b>18.B Achievements:</b><br/> The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/official Appreciation</li> <li>(iii)Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv)Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) Any other information.</li> </ul> <p><b>(Note Enclose a separate sheet if the space is insufficient)</b></p> |  |
| <p>19. Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basic. # (Officers under Central/State Governments are only eligible for “Absorption”. Candidates of non-Government Organization are eligible only for Short Term Contract)</p>  |  |
| <p># (The option of ‘STC’/ ‘Absorption’/‘re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC’ or “Absorption” or “Re-employment”).</p>  |  |

## Declaration

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provide by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Place:

Date:

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

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

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

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

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/Cadre Controlling Authority with seal)**

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

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

**(Signature of candidate)**