



# National Institute of Open Schooling

(An autonomous institution under the Dept. of School Education & Literacy, MHRD Govt. of India)

A-24-25, Institutional Area, Sector - 62, NOIDA - 201309, U.P

National Institute of Open Schooling invites application for One (01) post of **Stenographer on Direct Recruitment basis** as given below:-

Sl.	Name of the Post	Pay Scale	No. of Post(s)	Category
1	Stenographer	Level-4 of the pay matrix ( ₹ 25500-81100 as per 7 <sup>th</sup> CPC)	01	ST

## Essential Qualification and Experience

1. Name of Post : Stenographer
2. Scale of Pay : Level-4 of the pay matrix  
( ₹ 25500-81100 as per 7<sup>th</sup> CPC)
3. Method of Recruitment : Direct recruitment
4. Age : 27 years on the closing date
5. Classification of Post : Group 'C'

## Essential

1. Senior Secondary from a recognized Board
2. Certificate/Diploma in Secretarial Practice from a recognized institution.
3. Speed in shorthand in English/Hindi @ 80 w.p.m. with computer speed of 8000 key depression per hour.

## Desirable

1. 3 years experience of working as Stenographer in an established Organization/ Deptt.

## General Instructions

1. All posts bear All India transfer liability.
2. Crucial date for determining eligibility with regard to age limit, qualification and experience will be the last date for receipt of applications.
3. Age relaxation is admissible as per Government of India rules.
4. Those who are drawing Grade Pay under MACP/ Non Functional Grade are not treated as higher Scale i.e. the Scale / Grade Pay of Substantive post would only be taken into account for deciding the eligibility for appointment / selection on deputation
5. 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.
6. Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for written test/Interview.
  7. 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.
  8. Candidates desirous of applying for more than one post must apply separately.
  9. 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) Details and nature of experience, and (iii) No Objection Certificate, to the effect that the candidate will be spared for joining NIOS in the event of selection.
  10. NIOS shall verify the antecedents and 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 false at any stage, even after the appointment or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated without notice or any compensation in lieu thereof.
  11. Incomplete applications/ without relevant supporting enclosures/without prescribed fee/ application not on prescribed form will be outrightly rejected.
  12. The prescribed application form can be downloaded from NIOS website [www.nios.ac.in](http://www.nios.ac.in).
  13. 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 Assistant Director (Recruitment), National Institute of Open Schooling, A-24-25, Institutional Area, Sector-62, Noida - 201309, U.P. The last date for receiving applications is **12.06.2018** (In case of candidates from North Eastern States/Sikkim, Jammu & Kashmir, Lahaul and Spiti Districts of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep, the last date for receipt of applications will be **19.06.2018**). The application received after due date shall not be considered . NIOS will not be responsible for any postal delay.
  14. Application Form should be submitted along with a **Demand Draft of ₹ 500/-** (Rupees Five Hundred only) for Unreserved/OBC category and **₹ 150/- (Rupees One Hundred and Fifty only) for 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. **Candidates are advised to write their name, address and post applied for in capital letters on the back side of the Demand Draft.**
  15. Candidates may indicate a valid e-mail id in the application form. They are advised to check their mail regularly for any information regarding test /interview. NIOS reserves the right to communicate with the applicant by e-mail and not by post.
  16. Applications without signature will not be accepted. No applications will be accepted through e- mail/Fax.
  17. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test /or interview and reasons for not being called for test/or interview.

**DOWN LOAD APPLICATION FORMAT GIVEN BELOW FOR THE POST**



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A-24-25, Institutional Area, Sector - 62, NOIDA - 201309, U.P

Advertisement No. NIOS/RC/02/2018

## APPLICATION FORMAT

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



### Fee details:-

(a) Demand Draft No.& Date: \_\_\_\_\_

(b) Amount ₹ (500/150): \_\_\_\_\_

(c) Bank Name: \_\_\_\_\_

(Please write name & post applied for on back side of Demand Draft.)

### Application for the Post of Stenographer on direct recruitment 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

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

(e) Contact No. Residence Office Mobile Fax

2. Date of Birth (in Christian era)

Age, as on closing date.

DD	MM	YYYY

YY	MM	DD

3. (a) Gender:- Male  Female

(b) Marital status: - Married  Unmarried

(Please (√) tick whichever is applicable)

4. (a) **Category:** General

SC

ST

OBC

PH

Ex-Serviceman

(b) If belonging to SC/ST/OBC/PH/Ex-serviceman enclose attested copy of certificate in support.

(c) Whether seeking age relaxation Yes  No

(d) If physically disabled, State whether (VI/OH/HH): Percentage of Disability (in %)

(Please (√) tick whichever is applicable)

(Signature of candidate)

5. (a) Educational Qualifications (From 10th onwards in chronological order)

S.No	Qualifications	Months & Year of Passing	School/ College/ University/ Board	Marks obtained/ Total aggregate	Percentage of Marks	Class/ Grade/ Division	Type of course. Full time/ Part time/ Distance Learning

(b) Professional/ Additional Qualification (In chronological order only)

S.No	Exam/Diploma passed	Year of Passing	University/ Board/ Institution	Marks obtained/ Total aggregate	Percentage of Marks	Class/ Grade/ Division	Computer speed K.D.P.H	
							English	Hindi

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

S.No	Qualifications/Experience required	Qualifications/experience possessed by the applicant (if required, please specify the details)
<b>Essential</b>		
(1)	Senior Secondary from a recognized Board	
(2)	Certificate/Diploma in Secretarial Practice from a recognized institution.	
(3)	Speed in shorthand in English/Hindi @ 80 w.p.m. with computer speed of 8000 key depressions per hour	
<b>Desirable</b>		
(1)	3 years experience of working as Stenographer in an established Organization/ Deptt.	

7. State clearly whether in the light of entries made above, do you meet the requirements for the post.

Yes  No

(Signature of candidate)

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

S.No	Office/ Institution/ Organization	Nature of Organisation Central/State/ Autonomous/ Govt. Undertaking/ University/ Private/ NGO/ others	Post held/ Designation	Period			Basic Pay scale as per 6 <sup>th</sup> CPC preferred 1) Basic Pay Scale 2) Grade Pay 3) Last basic pay drawn 4) Total Salary	Nature of duties (in detail)
				From	To	Length of service (Years/ Months)		

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

9. Additional information, if any, which you would like to mention in Support of your suitability for the post.
10. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ Societies and (iv) any other information. (Note: Enclose a Separate Sheet if the space is insufficient)

## **Declaration**

I hereby declare that I have carefully gone through the advertisement notifying the vacancy and certify that to the best of my knowledge, the particulars given by me are correct. I am well aware that the application proforma duly signed by me will be assessed by the Selection Committee at the time of selection for the post. In case, any information is found to be false at any stage, even after the appointment, my candidature/services may be terminated without notice or any compensation in lieu thereof.

Place:

Date:

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

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

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

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

**Certificate to be furnished by the employer/Head of Office/forwarding authority, if in Govt. service and applying through Proper Channel**

### **Employer's Certificate/ Recommendation**

Shri/Smt./Dr. \_\_\_\_\_ is a **Permanent/Temporary/Contractual** employee of the organization holding the post \_\_\_\_\_ which carries the pay scale of ₹ \_\_\_\_\_ (Grade Pay) \_\_\_\_\_ and his/her application is forwarded for consideration and necessary action.

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the advertisement.

Further certified that:

- (i) No objection certificate, from present employer.
- (ii) There is no vigilance case pending/contemplated against him/her.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years.  
Please enclose list of major/minor penalties imposed during the last 10 years, if any.
- (v) A cadre clearance certificate is appended herewith.

**Please mark (✓) for which certificates are enclosed**

Signature: \_\_\_\_\_  
Name of the Officer: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Office Seal: \_\_\_\_\_

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

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

**(Signature of candidate)**