



National Institute of Open Schooling

(An autonomous institution under the Dept. of Edn. MHRD, Govt. of India)

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

National Institute of Open Schooling (NIOS) invites application for the post of Project Director for its project on Certification of ASHA workers supported by Ministry of Health and Family Welfare, Government of India on contractual basis. The contract will be initially for a period of one year and with the provision of extension on yearly basis based on the performance appraisal.

S. No.	Name of the Position	Emoluments (Consolidated)	No. of Post (s)
1.	Project Director	Rs.75,000/- p.m	1

A. Project Director – ASHA Certification (Based in NOIDA, Uttar Pradesh)

I. **Number of Post:** One post at NIOS Headquarters, NOIDA (UP)

II. **Roles & Responsibilities:**

1. Overall in-charge for implementation of ASHA Certification under the supervision of Chairman, NIOS.
2. Co-ordination with Ministry of Health and Family Welfare, NHSRC, Regional Centers of NIOS and other stake holders at National, State and District level.
3. Overall management of project staff
4. Planning, Monitoring and Periodic Review of Project
5. Responsible for regular reporting and update on project implementation
6. Assist Chairman, NIOS and Director (Vocational Education), NIOS in project activities

III. **Educational Qualification:**

1. Post Graduate in Medical or Public Health or MBA from a reputed institution with specialization in Health Management / Public Health Management / General Management or Masters in Social Work or Social Sciences
2. Excellent communication, writing & presentation skills and fluency in English and Hindi
3. Minimum 07 years of experience in project management with Central / State Government or management of Community Health services.

IV. **Remuneration:** Rs. 75,000/- month Consolidated

V. **Age limit:** Below 65 Years

VI. **Other terms and conditions:**

1. The contract will be initially for a period of one year. Renewal thereafter would be subject to satisfactory annual performance appraisal by NIOS
2. This position involves extensive and frequent travel within the country.
3. The position is purely on contract basis and should not be treated as regular cadre of NIOS.
4. In addition to the above given roles and responsibilities, candidates will have to undertake additional work, as and when assigned by Chairman and Director NIOS.

All desirous candidates may apply on the prescribed form supported with attested copies of testimonials etc. to

**The Secretary
NIOS A 24/25, Institutional Area,
Sector 62, NOIDA, UP**

The last date for submission of application is 19.06.2015.

Other terms and conditions:-

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



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, Uttar Pradesh

APPLICATION FORMAT

Affix latest
passport size
Photograph
duly pasted
and

Application for the Post of Project Director for the project on Certification of ASHA workers on Contractual 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
House No. : _____
Street Name : _____
City : _____
District : _____
State : _____
Pin Code :

--	--	--	--	--	--
- (d) E-mail ID :
-
- (e) Contact No.

	<u>Residence</u>	<u>Office</u>	<u>Mobile</u>	<u>Fax</u>
--	------------------	---------------	---------------	------------
2. Date of Birth (in Christian era)

DD	MM	YYYY

 Age, as on closing date.

Years	Months	Days
3. (a) Gender:- Male Female
(b) Marital status: - Married Unmarried
(Please (√) tick whichever is applicable)
4. **Category:** General SC ST OBC PH Ex-Serviceman

(Signature of candidate)

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

S.No	Qualifications	Month & 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

1. 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)
Essential		
(1)	1. Post Graduate in Medical or Public Health or MBA from a reputed institution with specialization in Health Management / Public Health Management / General Management or Masters in Social Work or Social Sciences 2. Minimum 07 years of experience in project management with Central / State Government or management of Community Health services.	

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

Yes No

(Signature of candidate)

7. Details of experience, **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 as per 6 th CPC 1) PB 2) Pay in pay band 3) Grade Pay 4) Basic pay drawn	Nature of duties (in detail)
				From	To	Length of service (Years/ Months)		

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

(Signature of candidate)

8. Additional information, if any, which you would like to mention in support of your suitability for the post (this among other things may provide information w.r.t.

- (i) Additional academic qualifications
- (ii) Professional training and
- (iii) work experience over and above prescribed in vacancy circular/advertisement)

(Note Enclose a separate sheet, if the space is insufficient)

(Note : 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.

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)