



# 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

National Institute of Open Schooling invites application for Nine (09) post of **Section Officer on Deputation basis** as given below:-

Sl.	Name of the Post	Pay Band & Grade Pay	No. of Post	Category
1	Section Officer	₹ 9,300-34,800 + G.P ₹ 4,600 (PB – II)	09	Not applicable

## **Essential Qualification and Experience**

1. Name of Post : **Section Officer**
2. Scale of Pay : ₹ 9300-34800+ G.P ₹ 4600 – (PB-II)
3. Method of Recruitment : Deputation
4. Age : **Not exceeding 56 years on the closing date**
5. Classification of post : Group 'B'
6. Educational and other Qualifications :-

## **Essential**

1. Employees of Central / State Govt. Deptt / Autonomous Educational Institutions holding analogous post on regular basis or with 5 years continuous service in the pay scale of Rs. ₹ 9,300-34,800 with G.P ₹ 4,200 (Pre-revised ₹ 5,500-9,000) or equivalent or with 10 years of continuous service in the pay scale of ₹ 5,200-20,200 with G.P ₹ 2,400 (Pre-revised ₹ 4,000-6,000) would be eligible for consideration.
2. At least 3 years experience in Administration/Accounts with knowledge of rules and procedures as applicable to Govt./Autonomous Organization.
3. Working knowledge of computer operations.
4. Preferably Second Class Graduate from a recognized University.

## **Desirable**

1. Working knowledge of Hindi and English.

## **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 is admissible as per Government 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 24.01.2017 (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 31.01.2017).**
13. The application received after due date shall not be considered.
14. Application Form should be submitted along with a Demand Draft of ₹ 500/- (Rupees Five Hundred only) for Unreserved/OBC category and ₹ 250/- (Rupees Two 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. **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 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.
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.**

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



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

Advertisement No. NIOS/RC/05/2016

## APPLICATION FORMAT FOR DEPUTATION BASIS

### Fee details:-

- (a) Demand Draft No.: \_\_\_\_\_  
 (b) Demand Draft Date: \_\_\_\_\_  
 (c) Amount ₹ (500/250): \_\_\_\_\_  
 (d) Bank Name: \_\_\_\_\_  
 (Please write name & post applied for on back side of Demand Draft.)

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

### Application for the Post of Section Officer 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)
- © 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 |
|----|----|------|
|    |    |      |
- | 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  PH  Ex-Serviceman   
 (b) If physically disabled, State whether (VI/OH/HH) and 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>		
1	Employees of Central / State Govt. Deptt / Autonomous Educational Institutions holding analogous post on regular basis or with 5 years continuous service in the pay scale of Rs. ₹ 9,300-34,800 with G.P ₹ 4,200 (Pre-revised ₹ 5,500-9,000) or equivalent or with 10 years of continuous service in the pay scale of ₹ 5,200-20,200 with G.P ₹ 2,400 (Pre-revised ₹ 4,000-6,000) would be eligible for consideration.	
2	At least 3 years experience in Administration/Accounts with knowledge of rules and procedures as applicable to Govt./Autonomous Organization.	
3	Working knowledge of computer operations.	
4	Preferably Second Class Graduate from a recognized University.	
<b>Desirable</b>		
(i)	Working knowledge of Hindi and English	

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/ Institution/ Organization	Post held on regular basis / Designation basis	Period			*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
			From	To	Length of service (Years/ 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 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.
<p><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.</p> <p><b>11.2 Note:</b> Information under Column 11(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.</p>			

(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:  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities 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 PB	Grade Pay	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)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

**(Signature of candidate)**

<p><b>18.B Achievements:</b>  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 self attested copies of certificates).

- 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)**