



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING
आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified
(NIOS Headquarters)
A-24-25, Institutional Area, Sector-62, Noida (U.P.)
Contact No.: 0120-4089800 Fax: 0120-2403172

INDICATIVE VACANCY NOTIFICATION

National Institute of Open Schooling (NIOS) will hold walk-in-interview on 07.09.2017 for the following position on contractual basis at NIOS Headquarters. The contract will be initially for a period of six month, which can be extended further.

SI No.	Name of the Position	Emoluments (Consolidated) (per month)	No. of Position
1.	Office Assistant (LSC)	18,000/-	5 (five)

Essential qualification, experience, etc. for the position can be viewed at NIOS website www.nios.ac.in. Desirous candidates may attend walk-in-interview, along with Original Certificates and complete application on **07.09.2017** at NIOS Head Quarter, Institutional Area, A-24-25, Sector-62, Noida, U.P. 201 309. Registration of the candidates shall commence from **9.30 AM to 11.30 AM** on the same day.

Secretary



National Institute of Open Schooling

(An autonomous Institution under the Deptt. of Edun. MHRD, Govt. of India)

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

NIOS will hold Walk-in-Interview on **07.09.2017** to fill up the following posts initially for a period of six month on contract basis at NIOS Hq., A-24-25, Sector-62, Noida, U.P.

Sr. No.	Name of the Position	Emoluments (Consolidated)	No. of Post (s)
1.	Office Assistant (L.S.C.)	18,000/- p.m.	05

OFFICE ASSISTANT (LEARNER SUPPORT CENTRE)

Essential Qualification & Experience

- Senior Secondary or equivalent.
 - Having good interpersonal and communication skills.
 - Knowledge of English and Hindi.
 - Working knowledge of Computer Operation.
- Preference will be given to those experienced in working in Call Centres, in the field of Customer Care Services, BPO.

Age: 18-35 years.

Other terms and conditions:-

- The contract will be initially for six months. The candidate engaged will have to execute an agreement with NIOS, renewable on the basis of satisfactory performance.
- The candidate engaged to this position shall not be part of the regular cadres nor any special preferential treatment would be given to such contractual staff in the matter of recruitment to regular posts.
- 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.
- 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.

Note:

- Candidates should come for the interview with a copy of bio data, original certificates and testimonials.
- The selected candidates may be required to join immediately.
- No TA/DA will be paid for attending the interview.

Contd...2/p

-:2:-

All desirous candidates may attend Walk-In-Interview to be held on **07.09.2017 at 11.30 A.M.** onwards with their complete applications giving details of i) Name ii) Date of Birth (age) iii) Address with contract No. iv) Experience vi) Recent Passport Size photograph to be affixed, etc. supported with attested copies of testimonials etc. in the prescribed Proforma. Candidate should bring the original testimonial also for verification. The registration of the candidates shall be from **9.30 A.M. TO 11.30 A.M. on 07.09.2017.** Walk-In-Interview shall be held at National Institute of Open Schooling, Head Quarters, A-24-25, Sector-62, NOIDA.



For Office use only

APPLICATION FORMAT

1. Application for the post of	_____	Paste Your Passport Size Photograph
2. Name Mr./Ms./Mrs.	_____	
3. Father's/Husband's Name	_____	
4. Date of Birth, Age as on date (07.09.2017)	_____	
5. Contact no./Email	_____	
6. Correspondence Address	_____ _____ _____	

S. No.	Exam Passed	Board/University	Year of Passing	% of marks
1.				
2.				
3.				
4.				

7. Working Knowledge of Computer Operations _____
8. Working Knowledge of Hindi/English _____
9. Experience (in details)

Sr. No.	Name of Organisation	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					

- Additional sheet may be used if the given space is insufficient.

10. Any other information

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me.

Place:

Date:

(Signature of candidate)