



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2015 प्रमाणित/ISO 9001 : 2015 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F.No.41-15/2023/NIOS/Pers/

Date : 01st September, 2023

NOTIFICATION - 22 / 2023

National Institute of Open Schooling (NIOS) appoints persons on contract basis for specific duration on consolidated salary, taking into consideration the nature of assignment, workload involved and terms and conditions as may be agreed to between the Appointing Authority of NIOS and the person appointed on contract. In this regard, a detailed Standard Operating Procedure (SoP) has been framed and attached herewith at Annexure-I for information and compliance with immediate effect and till further orders.

This issues with the approval of Competent Authority.


(K L Gupta)
Joint Director (Admn.)

Encl : as above

Copy to SA/P with the request to upload on NIOS's website.

**National Institute of Open Schooling
NOIDA**

STANDARD OPERATING PROCEDURE ON CONTRACTUAL ENGAGEMENTS

Appointment on contractual basis is to be done only in functional justification/specific assignment and with the due approval of Competent Authority.

As the NIOS has identified manpower agencies, efforts must be made to hire manpower from these agencies only and in no case manpower shall be hired directly.

Persons engaged through agencies shall only be engaged for six months and requirement for extending their tenure has to be reviewed appropriately keeping in view their performance and conduct and in no case a contractual employee shall be given extension beyond three years.

"Functional justification" and "specific assignment" should be the sole criteria for contract hiring. Such appointments should also be reviewed at periodical intervals.

As envisaged under relevant Recruitment Rules (RRs) of NIOS, appointment on contract shall be made by the Chairman / Secretary on consolidated salary, taking into consideration the nature of assignment, work load involved and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract. Duration of such contracts normally shall not exceed one year at a time. It can, however, be extended for a maximum of three years with the approval of the Chairman

Employee attrition formula may also be prescribed i.e., "first hired, first fired" or "last hired, first fired" or "functional justification" etc.

Provisions of relevant GFRs about "hiring of services" must be followed Shortlisting of vendors should be done by inviting bids through GeM Portal (GFR 149)

Remuneration of contract workers should not be less than the minimum wages fixed under in Minimum Wages Act, 1948. Orders issued in this regard by the appropriate Governments from time to time should also be followed.

The agency hired must ensure timely payment of remuneration to the employees and timely remission of EPF and ESI amounts in respect of the employees.

In view of increasing automation of office work, staffing pattern prescribed vide Office Order - 347/10 dated 20.12.2010 may also be reviewed on periodical basis.

The Regional Centre shall make request for manpower with justification to Director (SSS) only after proper assessment has been made at their level. The time period for which manpower is required must be mentioned specifically in the justification.

On receipt of approval from NIOS (HQ) Regional Centre shall ask Bio Data of the candidates from the agencies and as per the experience and qualification of the candidates Regional Centre shall hire the manpower and details of the candidate have to be provided to the NIOS (HQ) for record.

Process for Engagement: (at Regional Level)

- Request for manpower alongwith full justification be submitted to Director (SSS).
- On receipt of approval from the NIOS (HQ), request be sent to Empanelled Agencies by the concerned Regional Centre for providing Bio Data of candidates as per the requirement of RCs.
- On receipt of Bio Data, Preliminary Screening is to be done and only shortlisted candidates are to be called for Personal Interaction.
- No TA/DA is to be paid to any candidates for attending interview.
- Intimation about selected candidate is to be given to the agency for completing the necessary formalities before joining the Regional Centre on specified terms and conditions.
- Details of selected candidates be forwarded to NIOS (HQ) for record after formal joining of the selected candidate.

Process for engagement: (at HQ level)

- HoDs shall approve the request received from their Department upto the Executive Assistants level posts and forward it to the Administration Department for further processing.
- Engagement at EO and above level posts shall be approved by the Chairperson, NIOS.
- For the EA level and below posts HoD shall send the requirement to the Administration Department.
- Administration Department (after obtaining approval from the Competent Authority) shall ask the agency to issue a small advertisement in leading local newspapers.
- On receipt of application from the candidates, the Administration Department shall hold preliminary screening as per requirements of the Department level.
- List of shortlisted candidates shall be provided to the Administration Department along with Date and time of Interview/Personal Interaction. No TA/DA shall be paid to any candidate for attending interview.
- Interview shall be conducted under the Chairmanship of concerned HoD and HoD at their discretion may co-opt one member from any department.