

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

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

INDICATIVE CONTRACT APPOINTMENT NOTIFICATION

National Institute of Open Schooling (NIOS) will hold walk-in-interview on **19th September, 2017 (Tuesday)** for engagement of Deputy Project Coordinator and Executive Assistant for **Project Management Unit (PMU) for its D.El.Ed. Project** on contract basis at NIOS Headquarters. The contract will be initially for a period of six months, which can be extended further:-

SI. No.	Name of the Position	Emoluments (Consolidated) Monthly	No. of Position
1.	Deputy Project Coordinator (PMU-ICT) & (PMU-Evaluation)	Rs. 50,000/-	2 (Two)
2.	Executive Assistant (PMU-ICT) & (PMU-Evaluation)	Rs. 19,200/-	4 (Four)

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 in prescribed proforma on **19th September, 2017 (Tuesday)** 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 11.00 AM on the same day.

Secretary



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

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(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा-201309 (उ.प्र.) दूरभाष : 0120-4089800 फैक्स : 0120-2403172

A-24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.) Phone : 0120-4089800 Fax : 0120-2403172

NIOS will hold Walk-in-Interview on **19th September, 2017 (Tuesday)** to fill up the following position for **Project Management Unit (PMU) for its D.El.Ed. Project** initially for a period of six months on contract basis at NIOS Headquarters. A-24-25, Institutional Area, Sector-62, Noida, U.P.-201309.

Sr. No.	Name of the Position	Emoluments (Consolidated) (per month)	No. of Position
1.	Deputy Project Coordinator (PMU-ICT)	50,000/-	1 (one)
2.	Deputy Project Coordinator (PMU-Evaluation)	50,000/-	1 (one)
3.	Executive Assistant (PMU-ICT)	19,200/-	2 (Two)
4.	Executive Assistant (PMU-Evaluation)	19,200/-	2 (Two)

DEPUTY PROJECT COORDINATOR

Qualification & Experience

Essential (PMU-ICT)

1. Masters in Computer Application (MCA) or B.Tech or B.E. in Computer Science/ Information Technology.
2. 5 years experience in online application development in dot Net (. Net), System analysis/ programming.
3. Experience in Development of MIS report.

Essential (PMU-Evaluation)

1. Masters in Computer Application (MCA) or B.Tech or B.E. in Computer Science/Information Technology.
2. 5 years experience in System analysis/programming with Evaluation data processing.

Age: Below 60 years

EXECUTIVE ASSISTANT

Qualification & Experience

Essential

1. B.C.A./B.Sc. (Computer Science)/ B.E. or B.Tech. (Computer Science/IT).
2. Atleast one year relevant experience of working with any private/public or government organization.

Age: 18-35 years.

Other terms and conditions:-

1. The contract will be initially for six months. The candidates 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.

Note:

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

All desirous candidates may attend Walk-In-Interview to be held on **19th September, 2017 (Tuesday)** 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 11.00 A.M. on 19th September, 2017 (Tuesday). 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	<hr/>	Paste Your Passport Size Photograph
2. Name Mr./Ms./Mrs.	<hr/>	
3. Father's/Husband's Name	<hr/>	
4. Date of Birth	<hr/>	
5. Age, as on date (19.09.2017)	<hr/>	
6. Contact no./Email	<hr/>	
7. Correspondence Address	<hr/> <hr/> <hr/> <hr/>	

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

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

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

11. 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)