



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ ६००१ : २००८ प्रमाणित/ISO 9001 : 2008 Certified

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

INDICATIVE CONTRACT ENGAGEMENT NOTIFICATION

National Institute of Open Schooling (NIOS) will hold walk-in-interview on **08.09.2018 (Saturday)** for engagement of Executive Assistant for its D.El.Ed. Project on contract basis at NIOS Regional Centre, **Allahabad**. The contract will be initially for a period of six months, which can be extended further:-

Sl. No.	Name of the Position	Emoluments (Consolidated) Monthly	No. of Position
1.	Executive Assistant	Rs. 21,100/-	02

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 the prescribed proforma on **08.09.2018 (Saturday)** at NIOS Regional Centre, Allahabad situated at 19/17, Kasturba Gandhi Marg, Kutchery Road, Allahabad, U.P.-211002. 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)

NIOS will hold Walk-in-Interview on **8th Sept., 2018 (Saturday)** to fill up the following position for project Diploma in Elementary Education (D.El.Ed. Project) initially for a period of six months on contract basis at NIOS Regional Centre, Allahabad situated at 19/17, K. G. Marg, Kutchery Road, Allahabad, U.P.-211002

Sr. No.	Name of the Position	Emoluments (Consolidated) (per month)	No. of Position
1.	Executive Assistant	21,100/-	02

EXECUTIVE ASSISTANT

Qualification & Experience

Essential

- (1) B.C.A./B.Sc. (Computer Science)/ B.E. or B.Tech. (Computer Science/IT).

(OR)

Any Degree with one year Diploma/Certificate Course in computer from a reputed institution.

- (2) Atleast one year relevant experience of working with any private/public or government organization.

Age: 40 years.

Other terms and conditions:-

1. 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.
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.

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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 **08.09.2018 (Saturday)** at 11.00 A.M. onwards with their complete applications giving details of i) Name ii) Date of Birth (age) iii) Address with contact 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 08.09.2018 (Saturday) . Walk-In-Interview shall be held at Regional Centre, Allahabad situated at 19/17, Kasturba Gandhi Marg, Kutchery Road, Allahabad, U.P.- 211002.**



For Office use only

APPLICATION FORMAT

1. Application for the post of _____
2. Name Mr./Ms./Mrs. _____
3. Father's/Husband's Name _____
4. Date of Birth, Age as on date _____
5. Contact no. _____
6. Email _____
7. Correspondence Address _____

Paste
Your
Passport Size
Photograph

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	
1.					
2.					

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)