

National Institute of Open Schooling NOIDA

Advt. No. NIOS/RC/01/2021

RECRUITMENT RULES FOR THE ADVERTISED POSTS

RECRUITMENT RULES FOR THE POST OF DIRECTOR (EVALUATION)		
Scale of Pay	Level-13 of the pay matrix (Rs.123100-215900) as per 7th CPC	
Age	Preferably below 52 years	
Educational and other qualifications/	Essential	
experience	1) At least second- class Master's Degree with 55% marks or B+	
	2) 10 years regular service in the scale of Level-11 of the pay matrix (Rs. 67700-208700 revised under 7th CPC) (pre-revised Rs. 15600-39100 with G.P Rs. 6600 PB-3 as per 6th CPC) or (pre to pre-revised Rs. 10000-325-15200) or 5 years of regular service in the scale of Level-12 of the pay matrix (Rs.78800-209200 revised under 7th CPC) (pre-revised Rs. 15600-39100 with G.P 7600 PB-3 as per 6th CPC) or (pre to pre-revised Rs.12000-375-16500) in any of the following fields.	
	 Conduct of public examination at the Board or University level, work of confidential section (paper setting/confidential paper printing) examination reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement 	
	Or	
	 Planning, preparation and production of self- learning materials/ text books at pre-degree level especially for vocational/ professional courses, running of any reputed institute in Vocational Education/Training Approved by AICTE or any State Government 	
	Or	
	iii) Educational Administration including HRD, training of teachers, running of any reputed school/college level institution, management and finance of educational institutions, learner support system.	
	 Organization of Seminars/Conferences and Orientation Programmes. 	
	4) Working knowledge of Hindi/English.	
	Desirable	
	a. Either a Doctorate Degree of an Indian or Foreign University or equivalent published research work of high standard.	

b. Outstanding academic contribution in the field of distance education.
c. Post Graduate/Degree/Diploma in Management/Teaching/Education.
d. Experience in an Open Learning/Distance Education Institution.

RECRUITMENT RULES FOR THE POST OF JOINT DIRECTOR (MEDIA)	
Scale of Pay	Level-13 of the pay matrix (Rs.123100-215900) as per 7th CPC
Age	Below 47 years
Educational and other qualifications/ experience	 Essential Master's Degree preferably in Mass Communication. A Post Graduate Degree/Diploma from a recognized University/ Institute in production of Radio Programmes/Films. Five years experience in the scale of Level-12 of the Pay Matrix (78800- 209200 revised under 7th CPC) (pre revised 15600-39,100 with G.P 7,600 PB-3 as per 6th CPC), (Pre to Pre-revised 12000-375-16500) or 10 years experience in the scale of Level-11 of the Pay Matrix (67700- 208700 revised under 7th CPC) (pre revised 15,600-39,100 with G.P 6,600 PB-3 as per 6th CPC) or (Pre to Pre-revised 15,600-39,100 with G.P 6,600 PB-3 as per 6th CPC) or (Pre to Pre-revised 10,000-325-15,200) or equivalent in planning and executing Media Production. Desirable Experience in Open Learning/Distance Education.

RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (ACCOUNTS)	
Scale of Pay Classification of the Post	Level-12 of the pay matrix (₹ 78800-209200) as per 7 th CPC Group 'A'
Age	Not exceeding 56 years on the closing date
Educational and other qualifications/ experience	 a) On deputation from IA & AS or various central Government Accounts Services holding analogous posts or posts in the scale of Level-11 of the Pay Matrix (Rs.67700-208700 revised under 7th CPC) (pre revised Rs.15600-39100 with GP Rs.6600 PB-3 as per 6th CPC) (pre to pre-revised Rs. 10000-325-15200) with 5 years service in the grade on regular basis or 8 years in the scale of Level-10 of the Pay Matrix (Rs.56100-177500 revised under 7th CPC) (pre- revised Rs. 15600-39100 with GP Rs.5400 PB-3 as per 6th CPC) (Pre to pre-revised Rs.8000-13500).
	b) Working knowledge of Hindi/English and Computers

–11 of the pay matrix (Rs. 67700-208700) as per 7th CPC v 37 years ntial
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t least second class Bachelor's Degree (least 5 years of regular and continuous service in the scale of level 10 f the pay matrix (Rs. 56100-177500 revised under 7th CPC) (pre- avised Rs. 15600-39,100 with G.P 5,400 PB 3 as per 6th CPC) (Pre to re-revised Rs. 8000-13500) or 8 years continuous regular service in the cale of level 7 of the pay matrix (Rs. 44900-142400 revised under 7th PC) (Pre-revised Rs. 9300-34,800 with G.P Rs. 4,600 PB-2 as per 6th PC) (pre to Pre-revised Rs. 6500-10500) with experience in any one of the following fields. Description: Descri
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Scale of PayLevel–11 of the pay matrix (Rs. 67700-208700AgeNot exceeding 56 years on the closing date) as per 7th CPC
Age Not exceeding 56 years on the closing date	
 Educational and other qualifications/ex perience i) Person from various Central Accounts/Au working on analogous posts in regular se Level-10 of the pay matrix (Rs. 56100-17 CPC) (pre revised Rs.15600-39100 + GP 6th CPC) (pre to pre revised Rs.8000-13 experience of 3 years in the grade or hav service in the scale of Level-8 of the pay 151100 revised under 7th CPC) (pre revise GP Rs.4800 PB-2) (pre to prevised Rs.74 years regular service in the pay scale of L (Rs. 35400-112400 revised under 7th CP 9300-34800 + GP Rs.4600 PB-2) (pre to 10500) ii) Working knowledge of Hindi and English iii) Working knowledge of computer operation 	rvice or in the scale of 7500 revised under 7th Rs.5400 PB-3 as per 500) with a minimum ing 6 years regular matrix (Rs. 47600- sed Rs.9300-34800 + 50-11500) or having 8 .evel-6 of the pay matrix C) (pre revised Rs. pre revised Rs.6500-

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (DEFENCE STUDIES)

Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC	
Number of Post	One (01)	
Mode of Recruitment	Direct Recruitment	
Classification of the Post	Group 'A'	
Category	UR	
Age	Below 37 Years	
Educational and other qualifications/ experience	 Essential (i) Master's Degree in Defence Studies from a recognized University in India/Abroad with at least 55% marks or its equivalent grade (ii) Working knowledge of Computer Operations. (iii) Working knowledge of English and Hindi. Desirable (i) Graduate/ Post Graduate in Education/Distance Education 	

Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	UR
Age	Below 37 Years
Educational and other qualifications/ experience	 Essential Master's Degree or equivalent in relevant subject from recognized University with at least 55% marks (B+) or its equivalent grade and good academic records. Working knowledge of computer operations. Working knowledge of English and Hindi Desirable M.Phil. and or Ph. D. in relevant subject A Post Graduate Degree/Diploma in Distance Education/Education. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.

RECRUITMENT RULES	S FOR THE POST OF ACADEMIC OFFICER (FINE ARTS)
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	OBC
Age	Below 37 Years
Educational and other qualifications/ experience	Essential
	 (i) Master's Degree in Fine Arts from a recognized University in India/abroad with at least 55% marks or its equivalent grade, (ii) Working knowledge of Computer Operations (iii) Working knowledge of English and Hindi. Desirable
	(i) Graduate/ Post Graduate in Education/Distance Education

RECKULTWIENT RULES	FOR THE POST OF ACADEMIC OFFICER (LINGUISTICS)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC	
Number of Post	One (01)	
Mode of Recruitment	Direct Recruitment	
Classification of the Post	Group 'A'	
Category	UR	
Age	Below 37 Years	
Educational and other	Essential	
qualifications/ experience	 (i) Master's Degree in Linguistics from a recognized University in India/Abroad with at least 55% marks or its equivalent grade, Or Master's Degree in Applied Linguistics from a recognized University in India/Abroad with at least 55% marks or its equivalent grade, 	
	 (ii) Working knowledge of Computer Operations. (iii) Working knowledge of English and Hindi. Desirable 	
	(i) Graduate/ Post Graduate in Education/Distance Education.	
	(ii) Specialization in Translation.	

RECRUITMENT RULES FOR THE POST OF COMMUNICATIONS)	ACADEMIC OFFICER (MASS

Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC	
Number of Post	One (01)	
Mode of Recruitment	Direct Recruitment	
Classification of the Post	Group 'A'	
Category	EWS	
Age	Below 37 Years	
Educational and other qualifications/ experience	Essential	
	 (i) Master's Degree in Mass Communication/Journalism and Mass Communication from a recognized University in India/Abroad with at least 55% marks or its equivalent grade, Or Master's Degree in Journalism and Mass communication from a recognized University in India/Abroad with at least 55% marks or its equivalent grade 	
	 (ii) Working knowledge of Computer Operations. (iii) Working knowledge of English and Hindi. Desirable 	
	(i) Graduate/ Post Graduate in Education/Distance Education	

Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	UR
Age	Below 37 Years
Educational and other qualifications/ experience	 Essential (i) Master's Degree in Psychology from a recognized University in India/abroad with at least 55% marks or its equivalent grade (ii) Working knowledge of Computer Operations. (iii) Working knowledge of English and Hindi. Desirable (i) Graduate/ Post Graduate in Education/Distance Education. (ii) Specialization in Clinical Psychology.

Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	OBC
Age	Below 37 Years
Educational and other qualifications/ experience	Essential
	 Master's Degree in Sanskrit from a recognized University in India/Abroad with at least 55% marks or its equivalent grade.
	(ii) Working knowledge of Computer Operations.
	(iii) Working knowledge of English and Hindi.
	Desirable
	 (i) Graduate/ Post Graduate in Education/Distance Education (ii) Specialization in Vedic Studies.

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (SCIENCE)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	UR
Age	Below 37 Years
Educational and other qualifications/ experience	 Essential (i) Master's Degree in Physics/ Chemistry/ Botany/ Zoology from a recognized University in India/ Abroad with at least 55% marks or its equivalent grade (ii) Working knowledge of Computer Operations. (iii) Working knowledge of English and Hindi. Desirable (i) Graduate/ Post Graduate in Education/ Distance Education

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (SOCIAL SCIENCE)	,
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Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	ST
Age	Below 37 Years
Educational and other qualifications/ experience	 Essential Master's Degree in History/Geography/Political Science/ Economics from a recognized University in India/Abroad with at least 55% marks or its equivalent grade Working knowledge of Computer Operations. Working knowledge of English and Hindi. Desirable
	(i) Graduate/ Post Graduate in Education/Distance Education

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (SPECIAL EDUCATION)

Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	SC
Age	Below 37 Years
Educational and other	Essential
qualifications/ experience	 (i) Master's Degree in Special Education from a recognized University in India/abroad with at least 55% marks or its equivalent grade Or Master's Degree in any discipline with M.Ed (Special Education) from a recognized University in India/ abroad with at least 55% marks or its equivalent grade (ii) Working knowledge of Computer Operations. (iii) Working knowledge of English and Hindi. Desirable (i) Graduate/ Post Graduate in Education/ Distance Education

Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7 th CPC
Number of Post	One (01)
Mode of Recruitment	Direct Recruitment
Classification of the Post	Group 'A'
Category	OBC
Age	Below 37 Years
Educational and other qualifications/ experience	Essential
	 (i) Master's Degree in Yoga from a recognized University in India/abroad with at least 55% marks or its equivalent grade, (ii) Working knowledge of Computer Operations. (iii) Working knowledge of English and Hindi. Desirable (i) Graduate/ Post Graduate in Education/Distance Education

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (SECRETARIAL PRACTICE)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7th CPC
Age	Below 37 years
Educational and other qualifications/ex perience	 Essential 1. Masteros Degree or equivalent in relevant subject from recognised University with at least 55% marks (B+) or its equivalent grade and good academic records. 2. Working knowledge of computer operations 3. Working knowledge of English and Hindi Desirtable 1. M.Phil and or Ph.D in relevant subject 2. A Post Graduate Degree/Diploma in Distance Education/Education 3. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (TECHNOLOGY)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7th CPC
Age	Below 37 years
Educational and other qualifications/ex perience	 Essential 1. Masteros Degree or equivalent in relevant subject from recognised University with at least 55% marks (B+) or its equivalent grade and good academic records. 2. Working knowledge of computer operations 3. Working knowledge of English and Hindi Desirtable 1. M.Phil and or Ph.D in relevant subject 2. A Post Graduate Degree/Diploma in Distance Education/Education 3. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (AGRICULTURE)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7th CPC
Age	Below 37 years
Educational and other qualifications/ex perience	 Essential 1. Masteros Degree or equivalent in relevant subject from recognised University with at least 55% marks (B+) or its equivalent grade and good academic records. 2. Working knowledge of computer operations 3. Working knowledge of English and Hindi Desirtable 1. M.Phil and or Ph.D in relevant subject 2. A Post Graduate Degree/Diploma in Distance Education/Education 3. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (PARA MEDICAL COURSES)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7th CPC
Age	Below 37 years
Educational and other qualifications/ex perience	 Essential 1. Masteros Degree or equivalent in relevant subject from recognised University with at least 55% marks (B+) or its equivalent grade and good academic records. 2. Working knowledge of computer operations 3. Working knowledge of English and Hindi Desirtable 1. M.Phil and or Ph.D in relevant subject 2. A Post Graduate Degree/Diploma in Distance Education/Education 3. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (HOME SCIENCE)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7th CPC
Age	Below 37 years
Educational and other qualifications/ex perience	 Essential 1. Masteros Degree or equivalent in relevant subject from recognised University with at least 55% marks (B+) or its equivalent grade and good academic records. 2. Working knowledge of computer operations 3. Working knowledge of English and Hindi Desirtable 1. M.Phil and or Ph.D in relevant subject 2. A Post Graduate Degree/Diploma in Distance Education/Education 3. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (ICT)	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7th CPC
Age	Below 37 years
Educational and other qualifications/ex perience	 Essential 1. Masteros Degree or equivalent in relevant subject from recognised University with at least 55% marks (B+) or its equivalent grade and good academic records. 2. Working knowledge of computer operations 3. Working knowledge of English and Hindi Desirtable 1. M.Phil and or Ph.D in relevant subject 2. A Post Graduate Degree/Diploma in Distance Education/Education 3. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.

RECRUITMENT RULES FOR THE POST OF RESEARCH & EVALUATION OFFICER	
Scale of Pay	Level-10 of the pay matrix (Rs.56100-177500) as per 7th CPC
Age	37 years
Educational and other qualifications/ex perience	 Essential 1. Masters Degree from recognised University with at latest 55% marks or its equivalent grade in Education/Sociology/Psychology/Measurement/Psychometry/Educatio nal Statistics and good academic records. 2. Knowledge of Computer Application 3. Knowledge of English and HIndi Desirable 1. M.Phil and or Ph.D 2. Experience in Operational/Statistical Research 3. Experience of organizing Seminars, Workshops and in-service education programmes in education.

Scale of Pay Level-7 of the pay matrix (Rs. 44900-142400) as per 7th	CPC	
Age 37 years		
Classification of Group 'B' Post	Group 'B'	
Education and other qualifications/ex perience Essential i) Second Class Graduate from a recognized Universit perience ii) Atleast 5 years of regular continuous service in the s the pay matrix (Rs.35400-112400 revised under 7th revised Rs.9,300- 34,800 with G.P. Rs.4,200 PB-2 a or (Pre to pre-revised Rs. 5,500-9,000) or 10 years of continuous service in the scale of Level-4 of the pay 25500-81100 revised under 7th CPC) (pre revised R with G.P Rs.2,400 PB-1 as per 6th CPC) or (Pre to p 4,000-100-6,000) in any of the following fields (but e Library, Printing & Computer) a) Administration (including Finance, HRD) b) Conduct of Examination c) Organisation of Seminars, Conferences etc for personnel d) d) Experience in handling Student Support S School Administration/Management/Admission iii) Knowledge of Central Government Office Procedure, S Financial Rules iv) Knowledge of computer operations Desirable (i)	cale of Level-6 of CPC) (pre as per 6th CPC) of regular matrix (Rs. s. 5,200-20,200 ore-revised Rs. xcluding Media,	

1.	Name of Post	Assistant Engineer (Civil)
2	Scale of Pay	Level-7 of the pay matrix (Rs. 44900-142400) as per 7 th CPC
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Direct Recruitment failing which by Deputation #
6.	Whether Selection or Non Selection post	N.A
7.1	Age for Direct Recruitment	30 years (Relaxation as per Govt. of India Rules)
7.2	Age for Deputation	As per Govt. of India rules
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
9.	Qualification for Direct Recruitment.	 Essential Degree in Civil Engineering from a recognized institute/university. Three years professional experience in civil engineering in offices under Central/State Govt./University/Statutory or Autonomous Organization/reorganized institution. Working knowledge of English and Hindi. Working knowledge of Computer Operations.
10.	Qualification for Deputation	 Holding analogous post or Five years of regular service in the PB-2 with GP of Rs.4200/- and having professional experience in offices under Central/ State Govt. or Central/State Govt. Autonomous Organization/Govt. Universities/Boards. Possessing educational and other qualification as prescribed for Direct Recruit in Col. 9 Above.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	Two Years
14.	Composition of DPC	N.A

(5) Recruitment Rules for the post of Assistant Engineer (Civil)

RECRUITMENT RULES FOR THE POST OF HINDI OFFICER		
Scale of Pay	Level-7 of the pay matrix (Rs.44900-142400) as per 7th CPC	
Age	37 years	
Classification of Post	Group 'B'	
Educational and other qualifications/ex perience	 Essential At least 2nd class Master's Degree in Hindi/English, with English/Hindi as a main subject at Graduation level from a recognized University. Diploma /Certificate in translation from Hindi to English and vice versa from a recognized institution. 5 years experience in translation work from Hindi to English and vice versa in translation of Scientific and Technical documents from English to Hindi and vice versa in a recognized Institutions. Knowledge of Computer operations. 	

RECRUITMENT RULES FOR THE POST OF ASSISTANT AUDIT OFFICER	
Scale of Pay	Level-7 of the pay matrix (₹ 44900-142400) as per 7 th CPC
Classification of the Post	Group 'B'
Age	Not exceeding 56 years on the closing date
Educational and other qualifications/ experience	 i) 5 years experience in Accounts/Audit in a Government/Autonomous Organization in the scale of Level-6 of the pay matrix (Rs.35400-112400 revised under 7th CPC) (pre revised Rs.9300-34800 with GP Rs.4200 PB-2 as per 6th CPC) (Pre to pre-revised Rs.5500-9000) or 6 years in pre to pre-revised Rs.5000-8000 or 8 years in the scale of Level-5 of the pay matrix (Rs.29200-92300 revised under 7th CPC) (pre revised Rs.5200-20200 with GP Rs.2800 PB- 1 as per 6th CPC) (pre to pre revised Rs.4500-7000). ii) Working knowledge of computer operations iii) Working knowledge of Hindi/English.

RECRUITMENT RULES FOR THE POST OF EDP SUPERVISOR	
Scale of Pay	Level-6 of the pay matrix (Rs. 35400-112400) as per 7th CPC
Age	37 years
Classification of Post	Group 'B'
Educational and other qualifications/ex perience	 Essential Bachelor's degree from a recognized University with Post Graduate Diploma in Computer Application/Hardware Engineering or its equivalent from a recognized institution. 3 Years experience in programming and system Development in reputed big firms. Or Officer of the Central Govt./Autonomous bodies/Research Institutes/Govt. Presses holding analogous posts on a regular basis or with 10 years experience in the scale of Level-4 of the pay matrix (Rs. 25500-81100 as per 7th CPC), (pre- revised Rs.5200-20,200 with G.P Rs.2,400 PB-1 as per 6th CPC) (pre to pre revised Rs.4000-100-6000) on a regular basis or 6 years experience in the scale of Level-5 (Rs. 29200-92300 as per 7th CPC), (pre revised Rs. 5200-20200 with G.P Rs. 2,800/- PB-1 as per 6th CPC) (Pre to pre revised Rs.4500-7000).

Recruitment Rules for the post of Junior Engineer (Electrical)

1.	Name of Post	Junior Engineer (Electrical)
2.	Scale of Pay	Level-6 of the pay matrix (Rs. 35400-112400) as per 7 th CPC
3.	No. of Post	1 (One)
4.	Classification	Group B
5.	Method of Recruitment	Direct Recruitment failing which by Deputation #
6.	Whether Selection or Non Selection post	N.A
7.1	Age for Direct Recruitment	30 years (Relaxation as per Govt. of India Rules)
7.2	Age for Deputation	As per Govt. of India rules
8.	Whether age prescribed for direct recruitment will apply in case of promotion	N.A.
	Recruitment.	 Essential: Three year diploma in Electrical Engineering/Degree in Electrical Engineering from a recognized institute/university. Three years professional experience in Electrical Engineering and maintenance work in offices under Central/ State Govt./University/Statutory or Autonomous Organization/recognized institution. Working knowledge of English and Hindi. Working knowledge of Computer Operations.
10.	Qualification for Deputation	 Essential: Holding analogous post or Six years of regular service in the PB-2 with GP of Rs.2800/- having professional experience in offices under Central/ State Govt./Universities/Statutory or Autonomous Organization. Possessing educational and other qualification as prescribed for Direct Recruit in Col. 9 Above.
11.	Qualification for Promotion	N.A.
12.	Qualification for Limited Departmental Competitive Examination	N.A.
13.	Period of Probation, if any	Two Years
14.	Composition of DPC	N.A

RECRUITMENT RULES FOR THE POST OF ASSISTANT		
Scale of Pay	Level – 4 of the pay matrix (Rs. 25500-81100) as per 7th CPC	
Age	27 years	
Classification of Post	Group 'C'	
Educational and other qualifications/ex perience	 Essential Senior Secondary from a recognized Board Proficiency in office Procedure, Noting, Drafting, Knowledge of Government Rules and Regulations. Working on computers with a speed of not less than 8000 key depressions per hour Working knowledge of Hindi and English 	

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER	
Scale of Pay	Level-4 of the pay matrix (₹25500-81100) as per 7 th CPC
Age	27 years
Classification of Post	Group 'C'
Educational and other qualifications/ex perience	 Essential i). Senior Secondary from a recognized Board ii) Certificate/Diploma in Secretarial Practice from a recognized institution. iii) Speed in shorthand in English/Hindi @ 80 w.p.m. with computer speed of 8000 key depressions per hour. Desirable i) 3 years experience of working as Stenographer in an established Organization/ Deptt.

RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT	
Scale of Pay	Level – 2 of the pay matrix (Rs 19900 – 63200) as per 7th CPC
Age	27 years
Classification of Post	Group 'C'
Educational and other qualifications/ex perience	 Essential Senior Secondary from a recognized Board Working on computers with a speed of not less than 6000 key depressions per hour Working knowledge of Hindi and English Desirable A Bachelor's degree A certificate course in Computer Application from recognized Institute About 2 years experience of similar work in Government/Autonomous Bodies Educational Institution

National Institute of Open Schooling NOIDA

Relevant extracts from the General Rules of Recruitment and Promotion of Academic and Non-Academic Staff of NIOS (Part-I & II) (as amended upto March 2007) is reproduced below;

4.1 **Direct Recruitment by Open Selection**

4.1.2 Direct Recruitment means Open Recruitment and Selection on the basis of an interview. However, the selection may be on the basis of a written test/skill test and/or interview as may be decided by the Appointing Authority.

4.1.6 Written/Skill Test

The details of written examination and Skill Test for the purpose of open recruitment or promotion to various posts in the NIOS will be as specified by the Appointing Authority.