



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 School Education and Literacy, Ministry of Education, Govt. of India)

A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh - 201309

National Institute of Open Schooling (NIOS) invites online application for filling the post of **Executive Assistant** on contractual basis for its NIOS Cell at Port Blair, Andaman & Nicobar Islands. The contract will be initially for a period of Six months and extendable for another Six months subject to satisfactory performance and discretion of NIOS.

Sr. No.	Name of the Position	Consolidated Salary (per month)	No. of Position
1.	Executive Assistant	₹23,210/-	1 (one)

Executive Assistant

Educational Qualification & Experience:

1. A Bachelor's Degree from a recognized University.
2. Working knowledge of Computer Operations.
3. Knowledge of Hindi/English.
4. Minimum of one year experience of working in Private/Public Sector Company or Government Organization.

Age: Not exceeding 35 years

Other Terms and Conditions:

1. The position is purely on contractual basis and can be extended on mutual consent. The candidate engaged will have to execute an agreement with NIOS, renewable on the basis of satisfactory performance.
2. The candidate engaged to this position shall not be part of the regular cadre nor would any special preferential treatment be given to such contractual staff in the matter of recruitment to regular post.
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.

How to apply:

1. Candidates to visit **www.nios.ac.in/vacancy** and follow the instructions given on the website. Candidates should have valid e-mail ID and Mobile Number.
2. Last date of filling online application is 21 days from the date of publication in newspaper.
3. The candidates are required to pay an application fee of Rs. 250/- (including online transaction fee) through the prescribed link at online application. No fee is required to be paid by candidates belonging to SC, ST and PwD categories. Once the fee is deposited, the same shall not be refunded under any circumstances.
4. The online application can be filled up using NIOS website before the last date of submission, after which the link will be disabled. The candidates are strictly advised to apply online well in time, without waiting for the last date of submission of online application. **No offline application form will be accepted by NIOS.**

5. Candidates need to fill the form online carefully and upload his/her photograph, signature and other self attested certificates of educational qualifications and work experience, etc.
6. Upon successful filling up of form and uploading the documents, candidates should note the reference number displayed on the screen for future reference.
7. The applications would be screened and shortlisted candidates will be called for the virtual interview/personal interview.
8. The candidates shortlisted for virtual interview/personal interview will be informed through **email only**. No other communication will be sent to the candidate.
9. For any query, please contact recruitmentcell@nios.ac.in.
10. The selected candidates may be required to join immediately.
11. Candidates are advised to visit NIOS website regularly for notices/information. Corrigendum/Extension/Updates, etc., if any, shall be published in NIOS website only.

Secretary