



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

National Institute of Open Schooling (NIOS)

आईएसओ 9001: 2015 प्रमाणित ISO 9001:2015 Certified

(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Organization under Ministry of Education, Govt. of India)

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

DATE: 10 JANUARY, 2023

INDICATIVE VACANCY NOTIFICATION

National Institute of Open Schooling invites online applications for engaging **Senior Executive Officer (Accounts) (01) and Senior Executive Officer (Audit) (01)** on contractual basis.

Eligible and interested candidates may visit the official website of NIOS nios.ac.in or recruitment.nios.ac.in for details regarding educational qualification, age, experience, emolument and terms & conditions for the above positions and submit the online application. Last date of submission of application through online mode is 15 days from the date of publishing the notification in NIOS Website.

Secretary



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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)

ए-24-25, इंस्टीट्यूशनल एरिया, सैक्टर- 62, नोएडा, उत्तर प्रदेश - 201309. /A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh -201309

Applications are invited from eligible and interested candidates for engagement of one post of **Senior Executive Officer (Accounts)** and one post of **Senior Executive Officer (Audit)** on contract basis for a period of six months in NIOS from the date of engagement, which can be extended as per requirement of NIOS and satisfactory performance of the candidate.

The details of position, emolument etc. are as under:

Sr. No.	Name of the Position	Emolument (Consolidated) (per month)	No. of Position
1.	Senior Executive Officer (Accounts)	₹36,300/-	01 (One)
2.	Senior Executive Officer (Audit)	₹36,300/-	01 (One)

1. Senior Executive Officer (Accounts)

Educational Qualification & Experience:

1. Post Graduate / Graduate in commerce from a recognized University.
2. Minimum three (03) years experience with Post Graduation or five (05) years experience with graduation in the field of Finance & Accounts/Audit/Taxation (preferably working experience in closing of Book of Accounts with income Tax, GST and TDS).
3. Working knowledge of Computer Operation (MS Word, MS Excel, MS Power Point, Tally and other ERP Software).
4. Working knowledge of Hindi & English.

Age: Below 65 years

2. Senior Executive Officer (Audit)

Educational Qualification & Experience:

1. Graduation from a recognized university.
2. Retired officer of the rank of Section Officer & above from Central Government Ministries/Attached/Subordinate offices, having experience in functioning of Central Government Ministries/Departments and must fulfill the following requirements:
 - (a) Should possess a strong flair for in-depth handling of work relating to Audit/Audit Report including submission of Action Taken Note on Audit paras included in the C&AG Report and submission of explanatory saving note for uploading on Audit Para Monitoring System.
 - (b) Minimum 10 years experience of handling budget and accounts.
 - (c) Must have considerable knowledge of GFR-2017
 - (d) Should be having good knowledge of GFR/FR-SR & Service Rules (i.e CCS Leave Rules, LTC Rules, CPF Rules etc.) Conduct Rules/ Service Rules and administrative/establishment/Accounts/Store/Purchase and other general administration work.

Age: Below 65 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.
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.
5. The NIOS reserves the right to fill or not to fill any position without assigning any reason.

How to apply:

1. Candidates to visit nios.ac.in or recruitment.nios.ac.in and follow the instructions given on the website.
2. **Last date for submitting application through online mode is 15 days from the date of issue of this notification.**
3. The candidates are required to pay an application fee of ₹ 250/- (+ ₹50/- online transaction fee) through the prescribed link at online application. No fee is required to be paid by candidates belonging to 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. Incomplete application or applications without the supporting documents will be summarily rejected and no communication will be made/entertained in this regard.
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 skill test and or interview.
8. The candidates shortlisted for 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