



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING  
आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified  
(NIOS Headquarters)

A-24-25, Institutional Area, Sector-62, Noida  
Contact No.: 0120-4089800 Fax: 0120-2403172

**INDICATIVE VACANCY NOTIFICATION**

National Institute of Open Schooling (NIOS) will hold walk-in-interview on **29<sup>th</sup> August, 2017** for the following positions on contractual basis at NIOS Headquarters. The contract will be initially for a period of six month, which can be extended further.

SI No.	Name of the Position	Emoluments (Consolidated) (per month)	No. of Position
1.	Consultant (Technical Media)	50,000/-	1 (one)
2.	Consultant (Media Production)	50,000/-	1 (one)
3.	Senior Executive Officer (Media)	30,000/-	1 (one)

Essential qualification, experience, etc. for the position can be viewed at NIOS website [www.nios.ac.in](http://www.nios.ac.in). Desirous candidates may attend walk-in-interview, along with Original Certificates and complete application on 29<sup>th</sup> August, 2017 at NIOS Head Quarter, Institutional Area, A-24-25, Sector-62, Noida, U.P. 201 309. Registration of the candidates shall commence from 9.00 AM to 11.00 AM on the same day.

**Secretary**



# राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(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 to fill up the following position initially for a period of six months on contract basis on **29th August, 2017** 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.	Consultant (Technical Media)	50,000/-	1 (one)
2.	Consultant (Media Production)	50,000/-	1 (one)
3.	Senior Executive Officer (Media)	30,000/-	1 (one)

## Consultant (Technical Media)

### Educational Qualification & Experience:-

1. Degree/Diploma from recognized institution in the area of Electronic communication/ IT/PG Diploma in Media.
2. 05 years experience in the field of Television/Radio/Broadcasting. Preference will be given to person having worked in educational set up related to Open Distance Learning/On-line educational system.
3. Ability to Supervise the Media related work.
4. Excellent oral and written communication skills in English and Hindi.
5. Assist Media/Team in creation of suitable content for various media platforms.
6. Streamline the rollout of media related activities.
7. Screen and Edit inputs in accordance to Media option such as Press, Radio, Television and Social Media.

**Age: Below 65 years.**

## Consultant (Media Production)

### Educational Qualification & Experience:

1. Masters in Mass Communication with 05 years experience in Media Production  
Or  
Graduation/PG Diploma in Mass Communication with 05 years experience in Media Production.
2. Preference will be given to person having worked in educational set up related to Open Distance Learning/On-line educational system.
3. Ability to Supervise the Media related work.
4. Excellent oral and written communication skills in English and Hindi.

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5. Assist Media/Team in creation of suitable content for various media platforms.
6. Streamline the rollout of media related activities.
7. Screen and Edit inputs in accordance to Media option such as Press, Radio, Television and Social Media.

**Age: Below 65 years.**

**Senior Executive Officer (Media)**

**Educational Qualification & Experience:**

1. Graduate from recognized University.
2. Minimum 05 years experience in Audio/Video/Production with various Government/Non Government Agencies.
3. Working knowledge of Computer Operations.
4. Working knowledge of Hindi & English.
5. Ability to Supervise the Media related work.
6. Assist Media/Team in creation of suitable content for various media platforms.
7. Streamline the rollout of media related activities.
8. Screen and Edit inputs in accordance to Media option such as Press, Radio, Television and Social Media.

**Age: Below 65 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 cadre 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 **29<sup>th</sup> August, 2017** at 09.00 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 9.00 A.M. TO 11.00 A.M. on 29<sup>th</sup> August, 2017. 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 _____	Paste Your Passport Size Photograph
2. Name Mr./Ms./Mrs. _____	
3. Father's/Husband's Name _____	
4. Date of Birth, Age as on date _____	
5. Contact no./Email _____	
6. Correspondence Address _____ _____ _____	

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

7. Working Knowledge of Computer Operations. \_\_\_\_\_
8. Working Knowledge of Hindi/English \_\_\_\_\_
9. Experience (in details)

Sr. No.	Name of Organisation	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					

10. 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)