



# राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

## National Institute of Open Schooling

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

(An autonomous organization under Ministry of Education, Govt. of India)

A-24-25, Institutional Area, Sector-62, NOIDA, U.P.

National Institute of Open Schooling (NIOS) will hold Walk-in-Interview on **6<sup>th</sup> & 7<sup>th</sup> September, 2021** to fill up the following positions of **Senior Consultant /Consultant/ Executive Officer/ Executive Assistant** for a period of one year purely on contract basis with consolidated remuneration at NIOS, A-24-25, Institutional Area, Sector-62, NOIDA, U.P.

Sr. No.	Name of the Position	Emolument (Consolidated) (per month)	No. of Position	Date of Interview
1.	Senior Consultant (Audit & Accounts)	71,000/-	1 (One)	06/09/2021
2.	Consultant (Vigilance)	51,000/-	1 (One)	06/09/2021
3.	Consultant (Yoga & Wellness)	51,000/-	1 (One)	06/09/2021
4.	Consultant (Media Engineer)	51,000/-	2 (Two)	07/09/2021
5.	Consultant (Civil Engineer)	51,000/-	1 (One)	07/09/2021
6.	Executive Officer (Vocational)	31,900/-	1 (One)	07/09/2021
7.	Executive Assistant (Technical Assistant)	23,210/-	2 (Two)	07/09/2021

### 1. Senior Consultant (Audit & Accounts)

#### Educational Qualification & Experience:

1. Graduate in Economics/Accounts/Commerce/CA
2. At least 10 years experience in the field of Audit and Accounts in Govt. organization
3. Working Knowledge of Computer.

Age Below 65 years

### 2. Consultant (Vigilance)

#### Educational Qualification & Experience:

1. Graduate
2. At least 10 years experience in the field of Administration and Vigilance matters in Govt. organization
3. Working knowledge of Computer

Age Below 65 years

### 3. Consultant (Yoga & Wellness)

#### Educational Qualification & Experience:

1. Masters degree from a recognized university.
2. Diploma in Yoga / Naturopathy.
3. At least 5 years of experience / developing course in the area of Yoga including ODL mode using digital platform.

Age Below 65 years

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#### 4. Consultant (Media Engineer)

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##### **Educational Qualification & Experience:**

##### **Essential**

1. Bachelor Degree (B.Tech) in Electronics and Communication Engineering from a recognised University in India with at least 55% marks or its equivalent grade. Minimum Ten (10) years of relevant experience in reputed organization/industry and active engagement with operations and maintenance of relevant hardware and software/TV & Radio broadcast equipments.

**(Note : Preference will be given to Retired Class-I officer (Assistant Engineer and above from All India Radio/Doordarshan and other Govt. media organization)**

2. Working knowledge of Computer Operations.
3. Working knowledge of Hindi/English

##### **Desirable**

1. Experience of leading teams in design, establishment, operations and maintenance of Media/Information and Communication Technology (ICT) Hardware and Software System/TV and Radio broadcast equipments.
2. Experience of working with wide range of operating system, relevant software applications and troubleshooting.

**Age Upto 65 years**

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#### 5. Consultant (Civil Engineer)

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##### **Educational Qualification & Experience:**

1. Degree in Civil Engineering from a recognized institute/ University.
2. At least 10 years experience in Civil Engineering in Govt. organization.
3. Working Knowledge of Computer

**Age Below 65 years**

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#### 6. Executive Officer (Vocational)

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##### **Educational Qualification & Experience:**

1. Graduate with B.Ed.
2. At least 10 years of experience in Open & Distance Learning System in Capacity Building / Learner Support
3. Organizing Workshop/Training

**Age Below 65 years**

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#### 7. Executive Assistant (Technical Assistant)

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##### **Educational Qualification & Experience:**

##### **Essential**

1. Diploma in Electronics and Communications with 2 years work experience in Broadcast technology, maintenance and repair of electronic equipment cabling etc of any media studio.  
Or  
ITI in Electronics with 5 years work experience in Broadcast technology maintenance and repair of electronic equipment, cables and accessories of any media studio.

**Age Below 65 years**

**Other terms and conditions:**

1. The positions are 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 these positions shall not be part of the regular 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.

**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** with their complete applications giving details of i) Name, ii) Date of Birth (age), iii) Address with contact no., iv) Experience, v) 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. on the date of interview.** Walk-in-Interview shall be held at **NIOS, A-24-25, Institutional Area, Sector-62, NOIDA, UP-201 309.**



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(An autonomous organization under Ministry of Education, Govt. of India)  
A-24-25, Institutional Area, Sector-62, NOIDA, U.P.

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**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./Email .....
  6. Correspondence Address .....
- .....  
.....

Paste your Passport  
size Photograph

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)

S. No.	Name of Organisation	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					
3.					

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)