

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान



National Institute of Open Schooling (NIOS)

आईएसओ 9001: 2008 प्रमाणित ISO 9001:2008 Certificated

(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-201309, UP

### **Walk-in-Interview**

NIOS will hold walk-in-interview on **25<sup>th</sup> & 26<sup>th</sup> March, 2021** at 9.30 a.m. at NIOS Headquarters, A-24-25, Sector-62, NOIDA-201309 (U.P.) to fill up the posts of **Senior Executive Officer** (OBE), **Consultant** (Personnel, Vigilance, Building & Maintenance, Audit & Accounts, NIOS Educational Project for Indian Army (NEPIA)); **Senior Consultant** (Legal) and **Senior Consultant** (Media and Publication) purely on contractual basis.

Interested candidates may appear in the interview with full bio-data on prescribed application format and original documents by 9.00 a.m. on the date of interview. For eligibility, qualification, application format and other details visit [www.nios.ac.in](http://www.nios.ac.in). No TA/DA shall be admissible for attending the interview.



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### तत्काल साक्षात्कार

एनआईओएस वरिष्ठ कार्यकारी अधिकारी (ओबीई); परामर्शदाता (कार्मिक, सतर्कता, लेखा परीक्षा एवं लेखा, निर्माण एवं रखरखाव, भारतीय सेना के लिए एनआईओएस शिक्षा परियोजना (नेपिया); वरिष्ठ परामर्शदाता (विधि) तथा वरिष्ठ परामर्शदाता (मीडिया एवं प्रकाशन) के पदों को विशुद्ध रूप से संविदा के आधार पर भरने के लिए **25 और 26 मार्च, 2021 को 9.30 बजे** एनआईओएस मुख्यालय, ए-24-25, सेक्टर-62, नोएडा-201309 (उ.प्र.) में तत्काल साक्षात्कार आयोजित करेगा।

इच्छुक उम्मीदवार निर्धारित आवेदन प्रारूप में पूर्ण बायोडाटा और मूल प्रमाणपत्रों के साथ साक्षात्कार की तिथि पर सुबह 9.00 बजे साक्षात्कार में उपस्थित हो सकते हैं। इन पदों के लिए पात्रता, योग्यताओं, आवेदन प्रारूप और अन्य विवरण के लिए [www.nios.ac.in](http://www.nios.ac.in) पर जाएं। साक्षात्कार में उपस्थित होने के लिए कोई टीए/डीए नहीं दिया जाएगा।

निदेशक (विद्यार्थी सहायता सेवाएं), एनआईओएस



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)

National Institute of Open Schooling (NIOS) will hold Walk-in-Interview on **25<sup>th</sup> & 26<sup>th</sup> March, 2021** to fill up the following position of **Consultant/Senior Consultant** for a period of one year on contract basis with consolidated remuneration at NIOS, A-24-25, Institutional Area, Sector-62, NOIDA, UP.

Sr. No.	Name of the Position	Emolument (Consolidated) (per month)	No. of Position	Date of interview
1.	Consultant (Personnel)	51,000/-	1 (one)	25.03.2021
2.	Consultant (Vigilance)	51,000/-	1 (one)	25.03.2021
3.	Consultant (Building & Maintenance)	51,000/-	1 (one)	25.03.2021
4.	Consultant (Audit & Accounts)	51,000/-	1 (one)	26.03.2021
5.	Consultant (NEPIA Project)	51,000/-	1 (one)	26.03.2021
6.	Senior Consultant (Legal)	71,000/-	1 (one)	26.03.2021
7.	Senior Consultant (Media and Publication)	71,000/-	1 (one)	26.03.2021
8.	Senior Executive Officer (OBE)	33,000/-	1 (one)	26.03.2021

**1. Consultant (Personnel)**

**Educational Qualification & Experience:**

1. Graduate
2. At least 10 year experience in the field of personnel /Service/ Establishment matters in Govt. organization.
3. Working Knowledge of Computer

**Age Below 65 years**

**2. Consultant (Vigilance)**

**Educational Qualification & Experience:**

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

**Age Below 65 years**

**3. Consultant (Building & Maintenance)**

**Educational Qualification & Experience:**

1. Graduate
2. At least 10 year experience in the field of Civil/Electrical works in a Govt. organization
3. Preferably Ex-service person from engineering service.
4. Working Knowledge of Computer

**Age Below 65 years**

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#### **4. Consultant (Audit & Accounts)**

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**Educational Qualification & Experience:**

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

**Age Below 65 years**

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#### **5. Consultant (NEPIA Project)**

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**Educational Qualification & Experience:**

**Essential:**

1. Master's Degree in Defence Studies from a recognized University in India/abroad with at least 55% marks or its equivalent grade.
2. Working knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

**Experience:**

1. 2 years experience in development of Self Learning Material, audio-video programme, multimedia etc in an organisation of repute.
2. Experience of organizing workshops, seminars conferences etc.

**Role and responsibilities:**

1. Development and translation of Self Learning Material under NEPIA\* Project and CPMF\*\*.
2. Expansion and consolidation of NEPIA.
3. Coordination of the development of MOOCs.
4. Communication with RCs and other stakeholders regarding NEPIA Project.
5. Coordination with Army Education Corp and other stakeholders.

*\*NEPIA- NIOS Educational Project for Indian Army*

*\*\*CPMF- Central Para-Military Forces*

**Age Below 65 years**

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#### **6. Senior Consultant (Legal)**

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**Educational Qualification & Experience:**

1. Graduate Preferably in Law
2. At least 10 year experience in the field of Legal matters in Govt. organization
3. Working Knowledge of Computer

**Age Below 65 years**

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#### **7. Senior Consultant (Media/Publication)**

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**Educational Qualification & Experience:**

1. Degree/Diploma from recognized institution in the area of Electronic communication/IT/PG Diploma in Media.
2. At least 10 year 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 and publication 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 and publication related activities.
7. Screen and Edit inputs in accordance to Media option such as Press, Radio, Television and Social Media.

**Age Below 65 years**

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## **8. Senior Executive Officer (Open Basic Education - OBE)**

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

#### **Essential:**

1. Master's degree in any subject from a recognized university in India/Abroad with at least 55% marks or its equivalent grade.
2. Working Knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

#### **Roles and Responsibilities:**

1. Development and translation of Self Learning Material.
2. Development of Question Bank for ODES.
3. Live telecast of Audio/Video Programmes.

### **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 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 9.30 A.M. on the date of interview.** Walk-in-Interview shall be held at NIOS, A-24-25, Institutional Area, Sector-62, NOIDA, UP.



**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)