



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आई एस ओ 9001 : 2008 प्रमाणित / ISO 9001 : 2008 Certified

क्षेत्रीय केन्द्र, भुवनेश्वर / Regional Centre, Bhubaneswar

(स्कूल शिक्षा और साक्षरता विभाग, मा. सं. वि. मं., भारत सरकार के अंतरगत एक स्वायत्त संस्था)

(An Autonomous Institution under Deptt. of School Education and Literacy, M.H.R.D. Govt. of India)

The National Institute of Open Schooling (NIOS) will hold Walk-in-Interview on 3rd December 2017 (Sunday) to fill up the following position for the project Diploma in Elementary Education (D.EL.Ed. Project) initially for a period of six months on contract basis. The walk-in-interview will be held at KIIT Science College, Campus No.8, KIIT, Patia, Bhubaneswar.

Sr.No.	Name of the Position	Emoluments (consolidated per month)	No. of Position
1.	State Coordinator	Rs. 50,000/-	One
2.	Executive Assistant	Rs. 19,200/-	Two

STATE COORDINATOR

Qualification & Experience:

1. Master's Degree with B.Ed. from recognized university/institution.
2. Three years experience in teaching/Educational Administration.

Age: Below 65 years

EXECUTIVE ASSISTANT

Qualification & Experience:

1. B.C.A./B.Sc. (Computer Science)/ B.E or B.Tech. (Computer Science/IT), **OR** Any Bachelor's degree with one year Diploma/Certificate Course in computer from a reputed institution.
2. Atleast one year relevant experience of working with any private/public or government organization.

Age: Below 40 years.

Other terms and condition:-

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 cadres 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) Candidate 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.
4. All desirous candidates may attend Walk-In- Interview with their complete application (proforma enclosed) 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 also for verification. **The registration of the candidates shall be done from 10.00 A.M. to 11.00A.M. on 3rd December 2017 (Sunday).** Walk -In -Interview shall be held at KIIT Science College, Campus No.8, KIIT, Patia, Bhubaneswar.

-Regional Director



APPLICATION FORMAT

For Office Use Only

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. _____
6. Email _____
7. Correspondence Address _____

Paste your
recent
Passport Size
Photograph

8. Educational Qualification

Sl No	Exam Passed	Board/University	Year of Passing	Division/ Grade	% of marks

9. Knowledge of Computer Operation

Working Knowledge (word, excel, powerpoint)	
Computer Language Known (C, C++ etc)	
Knowledge of database operation (MS Access, Foxpro, Mysql, etc)	

10. Working knowledge of Hindi/English/ Odia _____

11. Experience (in details)

Sl No	Name of the Organization	Position Held	Total Period		Nature of Duty
			from	To	

12. 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

(Full Signature of the Candidate)