



## **NATIONAL INSTITUTE OF OPEN SCHOOLING**

(An autonomous organization under the Deptt. of Edun. MHRD, Govt. of India)

### **REGIONAL CENTRE-DHARAMSHALA**

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#### **INDICATIVE CONTRACT ENGAGEMENT NOTIFICATION**

National Institute of Open Schooling (NIOS) will hold walk-in-interview on 14-11-2017 (Tuesday) for engagement of State Co-ordinator and Executive Assistant for its D.El.Ed. Project on contract basis at NIOS Regional Centre, Dharamshala. The contract will be initially for a period of six months, which can be extended further:-

<b>Sr. No.</b>	<b>Name of the Position</b>	<b>Emoluments (Consolidated)</b>	<b>No. of Post (s)</b>
1.	State Coordinator	Rs.50,000/- p.m.	1
2.	Executive Assistant	Rs.19,200/- p.m.	2

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 in the prescribed proforma on **14-11-2017 (Tuesday)** at **NIOS, Regional Centre, Dharamshala situated at 2<sup>nd</sup> Floor, Chamunda Complex (Near Income Tax Office), Dari Road, Dharamshala, Distt.-Kangra, H.P.-176057**. Registration of the candidates shall commence from **9.30 AM to 11.00 AM** on the same day.

**Secretary**

**MODEL FOR UPLOADING EDUCATION QUALIFICATION AND  
TERMS AND CONDITIONS ON NIOS WEBSITE**



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NIOS will hold Walk-in-Interview on 14-11-2017 (Tuesday) to fill up the following position for project Diploma in Elementary Education (D.El.Ed. Project) initially for a period of six month on contract basis at NIOS, Regional Centre, Dharamshala situated at 2<sup>nd</sup> Floor, Chamunda Complex (Near Income Tax Office), Dari Road, Dharamshala, Distt.-Kangra, H.P.-176057.

Sr. No.	Name of the Position	Emoluments (Consolidated)	No. of Post (s)
1.	State Coordinator	Rs.50,000/- p.m.	1
2.	Executive Assistant	Rs.19,200/- p.m.	2

#### **STATE COORDINATOR**

##### **Qualification & Experience**

1. Master Degree with B.Ed. from recognized university/institution.
2. 3 years experience in teaching/Educational Administrative

**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 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: 40 years.**

#### **Other terms and conditions:-**

1. The contract will be initially for six months. The candidate engaged will have to executive 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 any special preferential treatment would given to such contractual staff in the matter of recruitment to regular posts.

Contd.../2

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 14-11-2017 (Tuesday) at 11.00 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 9.30 A.M. to 11.00 A.M. on 14-11-2017 (Tuesday). Walk-In-Interview shall be held at Regional Centre Dharamshala situated at 2<sup>nd</sup> Floor, Chamunda Complex (Near Income Tax Office), Dari Road, Dharamshala, Distt.-Kangra, H.P.-176057.**



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For Office use only

### 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. \_\_\_\_\_
6. Email \_\_\_\_\_
7. Correspondence Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Paste your  
passport size  
Photograph**

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

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

S. No	Name of Organisation	Position Held	Total Period		Nature of duties
1					
2					

11. 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)