

## GENERAL INSTRUCTIONS

1. Online applications can be uploaded till **12.01.2021** Upto 11:59 PM
2. Application Fee is to be paid online. Details of which is as under:

| Sl. No | Classification of Post | Amount |
|--------|------------------------|--------|
| 01     | Group 'A' (UR & OBC)   | 750.00 |
| 02     | Group 'A' (SC& ST)     | 250.00 |

NOTE: Rs 50/- will be charged as online processing fee (other than Application Fee) for each online transaction.

However, Physically Handicapped categories with a minimum of 40% disability are exempted from payment.

**Fee once paid will not be refunded under any circumstances.**

3. All posts bear All India transfer liability.
4. Crucial date for determining eligibility with regard to age limit, qualification and experience will be the closing date.
5. Age relaxation is admissible as per Government of India rules.
6. NIOS reserves the rights:
  - a) to conduct or not to conduct written/trade/Skill tests for such posts wherever the circumstances so warrant or may constitute a screening committee to fix a criteria even at higher level for short listing the applications taking into account the number of posts and the number of application received keeping in view the qualifications and experience prescribed.
  - b) to prepare a panel of candidates for filling up future vacancies arising during the validity of the panel which shall be normally for one year.
  - c) to relax any of eligibility conditions in deserving cases.
  - d) to fill up the posts, not to fill up the posts or cancel the advertisement in whole or part without assigning any reason. NIOS also reserves the right to place a reasonable limit on the total number of candidates to be called for written test/ or interviews. The decision of NIOS in this regard will be final.
  - e) to fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment/deputation/contract.
  - f) to relax the age in case of NIOS staff.
7. Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for written test/Interview.

8. The number of positions may increase/decrease. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence
9. Candidates already working in Government service and fulfilling requirement of experience & eligibility are required to submit their applications through proper channel in the prescribed format along with (i) Vigilance Clearance; (ii) Details and nature of experience, and (iii) No Objection Certificate, to the effect that the candidate will be spared for joining NIOS in the event of selection.
10. ACRs for the last five years duly attested on each page by a Group 'A' Gazetted Officer in case applying for deputation.
11. NIOS shall verify the antecedents or documents uploaded/submitted by the candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are false at any stage, even after the appointment or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated without notice or any compensation in lieu thereof.
12. Incomplete applications/ without relevant supporting enclosures/ without prescribed fee/ application not on prescribed form will be out rightly rejected.
13. Applications which do not meet all criteria given in this advertisement/ incomplete application will be rejected.
14. Candidate should have fulfilled all the educational qualifications and experience as on the closing date of application.
15. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies/ testimonials.
16. Decision of NIOS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, NIOS reserves right to stall/ cancel the recruitment partially/ fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
17. No correspondence or personal enquiries shall be entertained by NIOS.

18. The shortlisted candidates are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc. at the time of interview. These documents will be verified at the time of test/ interview. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview.
19. Canvassing in any form will be treated as disqualification.
20. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
21. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of disconnection/ inability/ failure to log on NIOS website on account of heavy load on internet/ website jam. NIOS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of NIOS.
22. NIOS reserves the right to amend/ change/ delete/ cancel any of the condition/ guidelines at any stage of the process.
23. NIOS also reserves the right to cancel the recruitment process as a whole or in part at any stage, for any of the posts without any prior notice or without assigning any reason thereof.
24. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test /or interview and reasons for not being called for test/or interview.

#### **SPECIAL INSTRUCTIONS FOR APPLICANTS**

1. The following documents should be attached while filling online application.
  - a) Attested copies of Educational qualifications/ Experiences.
  - b) Caste certificate in respect of SC, ST, OBC candidate.
  - c) EWS certificate in respect of EWS candidate.
  - d) PWD certificate in case of PWD candidates having disability of more than 40%.
  - e) Ex-serviceman certificate (in case of ex-serviceman).
  - f) Experience Certificate in respect of each experience claimed.

- g) Forwarding letter of HOD concerned, ACRs of last 5 years, Vigilance clearance, Integrity certificate, list of Major and Minor penalties imposed during last 10 years along with “No Objection Certificate” to the effect that in event of the selection the official will be relieved.
2. Applications once submitted will not be withdrawn in any case.
  3. Applications received without proper channel and/or not accompanying the documents mentioned in the application form will not be considered and will be rejected. No communications will be entertained in this regard.
  4. NIOS reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview.
  5. A separate application is to be submitted for each post. Incomplete applications shall liable to be rejected.

***For any technical query about online registration, drop a mail to [recruitment2020@nios.ac.in](mailto:recruitment2020@nios.ac.in)***