



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling (NIOS)

आईएसओ 9001: 2015 प्रमाणित ISO 9001:2015 Certified
(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Organization under Ministry of Education, Govt. of India)
A-24-25, Institutional Area, Sector 62, NOIDA, Uttar Pradesh - 201309

DATE: 08 JULY, 2024

INDICATIVE VACANCY NOTIFICATION

National Institute of Open Schooling invites online applications for engaging **Executive Officer (Technical Assistant Printing) (01) and Executive Assistant (DTP Operator) (01)** on contractual basis.

Eligible and interested candidates may visit the official website of NIOS <https://nios.ac.in> or <https://recruitment.nios.ac.in> for details regarding educational qualification, age, experience, emolument and terms & conditions for the above positions and submit the online application. Last date of submission of application through online mode is 21 days from the date of publishing of the notification in NIOS Website.

Secretary



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001: 2015 प्रमाणित/ISO 9001 : 2015 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, Ministry of Education, Govt. of India)

ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर - 62, नोएडा, उत्तर प्रदेश - 201309. /A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh -201309

Applications are invited from eligible and interested candidates for engagement of one post each of **Executive Officer (Technical Assistant Printing) & Executive Assistant (DTP Operator)** on contract basis for a period of Six months in NIOS from the date of engagement, which can be extended as per requirement of NIOS and satisfactory performance of the candidate.

The details of position, consolidated emolument, etc. shall be as under:

| Sr. No. | Name of the Position | Emolument (Consolidated) (per month) | No. of Position |
|---------|--|--------------------------------------|-----------------|
| 1. | Executive Officer (Technical Assistant Printing) | ₹31,900/- | 01 (One) |
| 2. | Executive Assistant (DTP Operator) | ₹23,210/- | 01 (One) |

1. Executive Officer (Technical Assistant Printing)

Essential Qualification : Educational & Desirable

1. Bachelor's degree from a recognized University
2. Diploma in Printing Technology/Book Publishing.
3. Minimum Three years experience in reputed publishing house/Printing Press/Academic Institution.
4. Proficiency in Microsoft Word, Excel, Power Point.
5. Working Knowledge of Hindi/English

Age: Below 35 years

2. Executive Assistant (DTP Operator)

Essential Qualification : Educational & Desirable

1. Bachelor's degree from a recognized University
2. One Year Diploma/Certificate course in Desktop Publishing from a recognized institute.
3. Minimum Three years experience in a publishing house of reputed institution preferably in textbook making.
4. Proficiency in coreldraw, pagemaker, photoshop, in-design, illustrator, Equation editor Microsoft office (Word, Excel, Power Point Access).
5. Proficiency in typing in both in Hindi and English.

Age: Below 35 years

Other Terms and Conditions:

1. The position is purely on contractual basis and can be extended on mutual consent. The candidate engaged will have to execute an agreement with NIOS.
2. The candidate engaged to this position shall not be part of the regular cadre nor would any special preferential treatment be given to such contractual 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 for regularization/absorption of his/her services 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.
5. The NIOS reserves the right to fill or not to fill any position without assigning any reason.

How to apply:

1. Candidates to visit **www.nios.ac.in** and follow the instructions given on the website.
2. **Last date for submitting application through online mode is 21 days from the date of issue of this Notification.**
3. The candidates are required to pay an application fee of ₹ 50/- (+ ₹50/- online transaction fee) through the prescribed link at online application. No fee is required to be paid by candidates belonging to PwD categories. Once the fee is deposited, the same shall not be refunded under any circumstances.
4. The online application can be filled up using NIOS website before the last date of submission, after which the link will be disabled. The candidates are strictly advised to apply online well in time, without waiting for the last date of submission of online application. **No offline application form will be accepted by NIOS.**
5. Candidates need to fill the form online carefully and upload his/her photograph, signature and other self attested certificates of educational qualifications and work experience, etc. Incomplete application or applications without the supporting documents will be summarily rejected and no communication will be made and entertained in this regard.
6. Upon successful filling up of form and uploading the documents, candidates should note the Reference Number displayed on the screen for future reference.
7. **Candidates are requested to take print out of the application which has been successfully submitted and send it to the Deputy Director (Admn.) National Institute of Open Schooling, A-24-25, Institutional Area, Sector-62, NOIDA, UTTAR PRADESH-201309 (along with all documents which have been uploaded on recruitment Portal and list of documents) by speed post within three days of submission of application. Candidature of only those candidates will be considered who submit hard copy of the application within prescribed time. Envelope containing application should be super scribed with Application for the post of _____.**
8. The applications would be screened and shortlisted candidates will be called for the Interview.
9. The candidates shortlisted for interview will be informed through **email only**. No other communication will be sent to the candidate.
10. For any query, please contact Recruitment Branch through e-mail at recruitmentcell@nios.ac.in.
11. The selected candidates may be required to join immediately.
12. Candidates are advised to visit NIOS website regularly for Notices/Information. Corrigendum/Extension/Updates, etc., if any, which shall be published on NIOS website only.

Secretary