



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 Institution under Ministry of Education, Govt. of India)
A-24-25, Institutional Area, Sector 62, NOIDA, Uttar Pradesh - 201309

DATE : 23, AUGUST, 2024

INDICATIVE VACANCY NOTIFICATION

National Institute of Open Schooling invites online applications for engaging **Executive Officer (Cameraman), Executive Assistant (Technical Assistant), Executive Assistant (Production Assistant) and Executive Assistant (Makeup Artist)** (one post each) 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 the Notification at 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, इंस्टिट्यूशनल 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 (Cameraman), Executive Assistant (Technical Assistant), Executive Assistant (Production Assistant) and Executive Assistant (Makeup Artist)** on contractual 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 candidates.

The details of position, emoluments, etc. are as under:

Sr. No.	Name of the Position	Emolument (Consolidated) (per month)	No. of Position
1.	Executive Officer (Cameraman)	₹31,900/-	01 (One)
2.	Executive Assistant (Technical Assistant)	₹23,210/-	01 (One)
3.	Executive Assistant (Production Assistant)	₹23,210/-	01 (One)
4.	Executive Assistant (Makeup Artist)	₹23,210/-	01 (One)

1. Executive Officer (Cameraman)

Educational Qualification & Experience :

Essential :

- 1 Year Diploma in Videography from a reputed institute.

OR

Graduate from a recognized university with at least 3 years experience in shooting of educational Video/T.V. programmes on H.D. CAM.

Desirable :

- Experience of handling the latest Camera equipments.
- Experience in indoor and outdoor shooting and studio recording.

Roles and Responsibilities :

- Handling and operation of 3 video cameras in the H.D. & S.D. Studios.
- ENG Outdoor shootings, as per requirements.
- To manipulate and adjust the Studio Lights for recordings and electronic fittings in the 2 video Studios.

Age: Below 65 years

2. Executive Assistant (Technical Assistant)

Educational Qualification & Experience :

Essential :

- Diploma in Electronics and communications with 2 years experience in Broadcast technology.

OR

ITI in Electronics with 3 years in Broadcast technology.

Roles and Responsibilities :

- To operate and do maintenance of the CRS transmitter and the electronic equipment installed in the Audio and Video Studio.
- To operate and do maintenance of the electronic equipment including Video Server in the 2 Video studios i.e. 1 HD Studio and 1 SD Studio.

Age: Below 65 years

3. Executive Assistant (Production Assistant)

Educational Qualification & Experience :

Essential :

- i. Diploma in direction in Video/T.V./Film from a recognized University/Institute.
OR
Graduate degree from a recognized university with 3 years work experience, preferably in an educational institution and working knowledge of Hindi & English.

Desirable :

- i. Knowledge of non-linear audio & video editing.
- ii. Knowledge of Computer Graphics.
- iii. Knowledge of Indian Culture and Literature.

Roles and Responsibilities :

- Co-ordination with Academic Officers, SEOs etc. So that the schedule of video recordings and their post-production is adhered to for smooth flow of video programmes.
- To brief the technical/engineering personnel about the PPTs and other documents as pictures, graphics etc. To be used by the subject experts during the recordings, so that the same are properly displayed and recorded.
- To sit and issue commands on video switcher during the video recordings.

Age: Below 65 years

4. Executive Assistant (Makeup Artist)

Educational Qualification & Experience :

Essential :

- i. A certificate course in professional make-up and one year professional experience including experience of applying make-up to participants in video programmes.
OR
Two years professional experience including experience of apply make-up to participants in video programmes.

Roles and Responsibilities :

To do professional make-up of participants in the video productions.

Age: Below 65 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. No TA/DA will be given by NIOS to the candidates for attending 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