



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

National Institute of Open Schooling (NIOS)

(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

**INDICATIVE VACANCY NOTIFICATION**

10, July, 2025

National Institute of Open Schooling invites online applications for engaging **01 Consultant (Business & Commerce)**, **01 Consultant (Projects & Collaboration)** and **01 Consultant (Teacher Training)** on contractual basis for a period of six months.

Eligible and interested candidates may visit the official website of NIOS [recruitment.nios.ac.in](http://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 for submitting application through online mode is 21 days from the date of issue of this notification.



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
National Institute of Open Schooling  
(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)  
A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh - 201309

Online applications are invited from eligible and interested candidates for filling up the position of **01 Consultant (Business & Commerce)** , **01 Consultant (Projects & Collaboration)** and **01 Consultant (Teacher Training)** on contractual basis for a period of six months at NIOS.

The qualification, experience, emolument, age, roles and other details of the position are provided below:

| Sr. No. | Name of the Position                  | Emolument (Consolidated) (per month) | No. of Position |
|---------|---------------------------------------|--------------------------------------|-----------------|
| 1.      | Consultant (Business & Commerce)      | ₹51,000                              | 1 (One)         |
| 2.      | Consultant (Projects & Collaboration) | ₹51,000                              | 1 (One)         |
| 3.      | Consultant (Teacher Training)         | ₹51,000                              | 1 (One)         |

### 1. Consultant (Business & Commerce)

#### Educational Qualification:

- Master's Degree in Commerce, Business Administration, Management, or related disciplines from a recognized University/Institution.
- Desirable: M.Phil/Ph.D. in relevant area.

#### Experience:

- Minimum 2 years of experience in teaching, curriculum development, or vocational training related to Business, Commerce, Marketing, Entrepreneurship, Retail Management or allied fields.
- Experience in development of learning materials, e-content and assessment tools in vocational education.
- Knowledge of open and distance learning (ODL) system will be an added advantage.

#### Skills:

- Strong academic writing and content development skills.
- Proficiency in MS Office, Learning Management Systems (LMS), and digital platforms.
- Good communication and coordination abilities.

#### Roles and Responsibilities

- Development, review and revision of curriculum, course materials, practical manuals and assessment frameworks in Business and Commerce sector.
- Identify emerging job roles and vocational courses in consultation with industry partners.
- Coordinate with subject experts, industry representatives, and regulatory bodies for curriculum alignment.
- Support in organizing capacity-building workshops for vocational trainers.

- Assist in development of multimedia content and online resources.
- Undertake academic research and documentation as assigned.
- Any other work assigned by the Vocational Education Department.

**Age: Below 65 years.**

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## **2. Consultant (Projects & Collaboration)**

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### **Educational Qualification:**

- Master's Degree in Education, Management, Public Administration, Social Sciences or allied fields from a recognized University/Institution.
- Desirable: MBA/PGDM in Project Management or related areas.

### **Experience:**

- Minimum 2 years of experience in managing educational projects, partnerships, and collaborations.
- Proven track record of working with government, private sector, NGOs, or international organizations in the education or vocational training domain.
- Experience in drafting MoUs, proposals, and project reports.

### **Skills:**

- Excellent project management, coordination, and negotiation skills.
- Proficiency in data analysis, report writing, and documentation.
- Familiarity with government norms, funding mechanisms, and CSR initiatives.

### **Roles and Responsibilities**

- Identify and explore potential collaborations with industry, corporates, sector skill councils, NGOs, and international bodies.
- Draft proposals, concept notes, project reports and MoUs for partnership activities.
- Coordinate and monitor ongoing collaborative projects and ensure timely deliverables.
- Facilitate capacity-building initiatives under collaborative arrangements.
- Maintain database of partners and regularly interact for programme strengthening.
- Prepare periodic progress reports for internal and external stakeholders.
- Any other duties assigned by the Vocational Education Department.

**Age: Below 65 years.**

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## **3. Consultant (Teacher Training)**

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### **Educational Qualification:**

- Master's Degree in Education (preferably in Vocational Education, Teacher Education) from a recognized University/Institution.
- Desirable: Ph.D. in relevant field.

### **Experience:**

- Minimum 2 years of experience in teacher training, capacity building, and instructional design.

- Experience in designing and conducting training programs for vocational teachers/trainers.
- Knowledge of competency-based curriculum and pedagogy.

**Skills:**

- Expertise in instructional design, training delivery (both face-to-face and online), and use of modern educational technologies.
- Excellent communication and presentation skills.

**Roles and Responsibilities**

- Development, review and revision of curriculum, course materials, practical manuals and assessment frameworks in the Teacher Training sector.
- Identify emerging job roles and vocational courses in consultation with industry partners.
- Coordinate with subject experts, industry representatives, and regulatory bodies for curriculum alignment.
- Support in organizing capacity-building workshops for vocational trainers.
- Assist in development of multimedia content and online resources.
- Undertake academic research and documentation as assigned.
- Any other work assigned by the Vocational Education Department.

**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 may please visit NIOS website i.e [www.nios.ac.in](http://www.nios.ac.in) and follow the instructions.
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 of Candidates who have not applied online for the said posts 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 online 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 the Recruitment Portal) by Speed Post within seven 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 candidates.
10. For any query, please contact Recruitment Branch through e-mail at [recruitmentcell@nios.ac.in](mailto: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**