



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान National Institute of Open Schooling

(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution under 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

National Institute of Open Schooling invites online applications from eligible candidates for the following Group 'A' post **on Deputation basis.**

S. No.	Name of the Post	Level in the Pay Matrix	No. of Post	Group	Mode of Recruitment
1.	Accounts Officer	Level-11 (Rs.67,700-2,08,700)	One (01)	Group A	On Deputation Basis

Accounts Officer – on deputation

- (i) Person from various Central Accounts/Audit organizations working on analogous posts in regular service or in the scale of Level-10 of the pay matrix (Rs.56100-177500 revised under 7th CPC) (pre revised Rs.15600-39100 + GP Rs.5400 PB-3 as per 6th CPC) (pre to pre revised Rs.8000-13500) with a minimum experience of 3 years in the grade

OR

having 6 years regular service in the scale of Level-8 of the pay matrix (Rs. 47600-151100 revised under 7th CPC) (pre revised Rs.9300-34800 + GP Rs.4800 PB-2) (pre to pre-revised Rs.7450-11500)

OR

having 8 years regular service in the pay scale of Level-7 of the pay matrix (Rs.44,900-1,42,400 revised under 7th CPC) (pre revised Rs. 9300-34800 + GP Rs.4600 PB-2) (pre to pre-revised Rs.6500-10500).

- (ii) Working knowledge of Hindi and English.
(iii) Working knowledge of computer operations.

Age: Not exceeding 56 years on the closing date

General Conditions:

- Applications should be submitted online through www.nios.ac.in. No other mode of application whatsoever shall be accepted.
- Candidates are requested to take print out of the application which has been successfully submitted online and send it to the Deputy Director (Admn.), Recruitment Section, 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 those candidates will be considered who**

submit hard copy of the application within prescribed time. Envelope containing application should be superscribed with Application for the post of _____.

3. Last date for submission of application online is **30 days** from the date of publication of the advertisement in **Employment News**.
4. Before submitting the online application, the applicants are requested to carefully go through the full-text of the advertisement and the procedure to apply.
5. Candidates are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online.
- 6. No fees are required to be paid, while applying for the above post.**
7. The Cut-Off date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be the closing date for submission of online application by candidates. Before applying, applicants must satisfy about their eligibility as on the closing date of application.
8. Candidates in their own interest are advised to register online and submit their applications well in time before the last date as mentioned for the post, 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 take 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 its control.
9. The name of the candidate and his/her father/mother name, etc. should be spelt correctly in the application as it appears in the Secondary (10th) Pass Certificates. Any change in name found in the pass certificates may disqualify the candidature.
10. Qualifications acquired by the candidates should be strictly in accordance with the notified/prescribed qualifications. Any candidate seeking claim of equivalence of the qualifications with that of the notified/prescribed one should furnish documentary evidence in support of his/her claim at the time of submission of online application, failing which such cases will be summarily rejected. Similarly, where grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be produced at the time of submission of online application as well as during documents verification at the time of interview.
11. Candidates who have not acquired/will not acquire the educational qualification as on the closing date need not apply.
12. In case the applicant is presently working in State Govt./PSU/Autonomous Organization/Universities, etc., where the pay scales are not identical to the pay scales of Central Government, the candidate will have to submit Gazette Notification/Government Order(s) wherein such pay scales of State Govt./PSU/Autonomous Organization/Universities, etc. have been equated to corresponding pay scale/level as per the 7th Central Pay Commission in Central Government. In this connection, the onus of providing such equivalence document shall be on the applicant and in such cases, the decision of the NIOS shall be final & binding.
13. Candidates applying for the post are required to submit (i) Vigilance Clearance; (ii) ACRs for the last five years duly attested on each page by a Group 'A' Gazetted Officer; (iii) Non imposition of Minor/Major Penalty Certificate in last 10 years (list of penalties, if imposed) (iv) No Objection Certificate, to the effect that the candidate will be spared for joining NIOS in the event of his/her selection.

14. The entire application procedure is made online. Copies of certificates in support of educational qualifications, date of birth, experience, no objection certificates (from present employer, if working), scanned signatures, passport size photograph, etc, should be uploaded during the online application process. Applications submitted without the scanned copies of the relevant certificates, signature and passport size photograph will be rejected in the screening process itself. The certificate uploaded should be clearly visible and readable.
15. Any discrepancies found in the certificate or uploading of a wrong certificate will attract the disqualification of candidates. Experience Certificate should clearly show the date of joining. Date of resignation and pay scale, etc. In the case the Screening Committee is unable to get the documentary evidence for the number of years of experience claimed by the candidate, such period of experience will be considered as NIL.
16. No modifications are allowed once the online application form is submitted. If any discrepancies are found in the data/information filled by the candidate in online application and the original testimonials, his/her candidature shall be liable to be rejected.
17. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete applications in any respect are liable to be rejected summarily. No representation against such rejection will be entertained.
18. Submit online application well in advance along-with legible and scanned copies of certificates and other mandatory requirements as mentioned above in the application procedure. If the certificates are in a language other than English or Hindi then its attested translation should be uploaded in English only.
19. The prescribed essential qualifications are minimum requirements and mere possession of the same does not entitle candidates to be called for interview. If the numbers of applications received in response to advertisement are large, it will not be convenient or possible to call all candidates for interview. Hence, NIOS may restrict the number of candidates to be called for interview before the Selection Committee to the reasonable limit though shortlisting process based on some well-defined criteria as per the specific requirement of the institution.
20. Candidates will be shortlisted for interview based on information provided in their applications. It will be the sole responsibility of the candidates to prove their eligibility with respect to qualification criteria advertised by NIOS.
21. The candidates presently working in Central Govt./State Govt./Autonomous Bodies/Universities, etc. are required to provide No Objection Certificate from current Employer at the time of interview. The current Employer will also certify their Vigilance Clearance and Integrity.
22. NIOS reserves the right to conduct or not to conduct Interview 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 applications received keeping in view the qualifications and experience prescribed.
23. NIOS reserves the right 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 interviews. The decision of NIOS in this regard will be final.

24. NIOS reserves the right to fill consequential vacancies including additional posts arising at the time of interview from available candidates by deputation.
25. In case of difficulty in the submission of online application form (not for other queries), please email to recruitmentcell@nios.ac.in
26. Applicants are advised to retain the acknowledgement and print out of the submitted online application for future reference.
27. The NIOS may take up the verification of eligibility of the candidates at any point of time prior to or after the completion of the selection process. Even if call letter is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/her candidature shall be summarily rejected.
28. All correspondences with respect to this recruitment process shall be done through e-mail. Candidates are, therefore, advised to check their mail regularly for any information regarding interview. NIOS reserves the right to communicate with the applicants by e-mail and not by post.
29. No correspondence or personal enquiries whatsoever will be entertained from candidates regarding result of interview and reasons for not being called for interview.
30. The NIOS will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidates or due to any other reason. Candidates e-mail ID and mobile number should be kept valid till the completion of recruitment process.
31. NIOS reserves the right to amend/change/delete/cancel any of the conditions/guidelines at any stage of the recruitment process.
32. Important information regarding this recruitment will be available on NIOS website and as such, candidates are advised to visit the website (www.nios.ac.in) regularly for updated information from time to time.
33. Any modifications/amendments/instructions in the advertisement will be given on NIOS website only.
34. **Selected candidates are liable to be posted anywhere in India.**
35. Canvassing in any manner and bringing outside influence shall make the candidates liable for rejection.
36. All disputes relating to this recruitment shall be dealt with in the jurisdiction of NCT of Delhi Court only.

Secretary