



National Institute of Open Schooling

(An autonomous institution under Deptt. of SE&L. Ministry of Education, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA

National Institute of Open Schooling (NIOS) invites online applications for filling up the following position for its **Tejaswini Project purely on contractual basis**. The contract will be initially for a period of one year which can be extended further on mutual consent.

Sr. No.	Name of the Position	Consolidated Salary (per month)	No. of Position	Likely to be engaged at
1.	Tejaswini Project Coordinator	50,000/-	One(1)	NIOS HQ NOIDA
2.	Model Center Coordinator	40,000/-	One(1)	RC Ranchi
3.	Academic Coordinator	33,000/-	One (1)	RC Ranchi/HQs Noida
4.	Operations Officer	33,000/-	One (1)	RC Ranchi
5.	Supervision Officer	33,000/-	One (1)	RC Ranchi
6.	MIS Officer	33,000/-	One (1)	RC Ranchi
7.	Computer Operators	25,000/-	One (1)	RC Ranchi

1. TEJASWINI PROJECT COORDINATOR

Essential Qualification & Experience

- Full time Post Graduate degree in Education, Social Science or equivalent discipline from a recognized university
- Good knowledge of Hindi/English
- At least 10 years of experience in managing education service programme in India
- Fluent in English and Hindi, with good Communication skills, experience in teaching-learning methods, experience in encouraging, motivating and teaching out of school adolescents and youth.

Desirable:

- Working experience with NIOS.

Age: Below 62 years

2. MODEL CENTER COORDINATOR

Essential Qualification & Experience

- Full time Post Graduate degree in education, Social Science or equivalent discipline from a recognized university
- Good knowledge of Hindi/English
- At least 08 years of experience in managing education service program preferably with open schooling system.
- Fluent in English and Hindi, with good Communication skills, experience in teaching-learning methods, experience in encouraging, motivating and teaching out of school adolescents and youth.

Age: Below 62 years

3. ACADEMIC COORDINATOR

Essential Qualification & Experience

- Full time Post Graduate degree in education/B.Ed. degree from a recognized university
- Good knowledge of Hindi/English
- At least 03 years of experience in education service program with development of course material training material for teachers etc.
- Fluent in English and Hindi, with good Communication skills, experience in teaching-learning methods, experience in encouraging, motivating and teaching out of school adolescents and youth.

Age: Below 62 years

4. OPERATIONS OFFICER

Essential Qualification & Experience

- Full time Post Graduate degree in education, Social Science or equivalent discipline from a recognized university
- Good knowledge of Hindi/English
- At least 03 years of experience in managing education service programs preferably with open schooling system.
- Fluent in English and Hindi, with good Communication skills, experience in teaching-learning methods, experience in encouraging, motivating and teaching out of school adolescents and youth.

Age: Below 62 years

5. SUPERVISION OFFICER

Essential Qualification & Experience

- Full time Post Graduate degree in education, Social Science or equivalent discipline from a recognized university
- Good knowledge of Hindi/English
- At least 03 years of experience in monitoring education service programs.
- Fluent in English and Hindi, with good Communication skills, experience in teaching-learning methods, experience in encouraging, motivating and teaching out of school adolescents and youth.

Age: Below 62 years

6. MIS OFFICER

Essential Qualification & Experience

- Full time Graduate degree in Computer Application or IT or M.C.A. from a recognized university.
- Good knowledge of Hindi/English
- At least 03 years of working experience in MIS project.
- Fluent in English and Hindi, with good Communication skills, experience in teaching-learning methods, experience in encouraging, motivating and teaching out of school adolescents and youth.

Age: Below 62 years

7. COMPUTR OPERATORS

Essential Qualification & Experience

- Graduate in any discipline from a recognized university
- Working experience in Hindi/English both
- Ability to work on computers with a speed not less than 6000 key depressions per hrs.
- Knowledge of Computer operation MS Office, Excel, Word, Internet application etc. with any of reputed private/public sector company or Government organization.

Age: Below 62 years

Other terms and conditions: -

1. The contract will be initially for One years which can be extended further or may be terminated before one year.
2. The candidate engaged will have to execute an agreement with NIOS, renewable on the basis of satisfactory performance.
3. The candidate engaged to this position shall not be part of the regular cadres nor any special preferential treatment would be given to such contractual staff in the matter of recruitment to regular posts.
4. The candidate engaged shall have no vested right prior to and after the completion of the contract period to ask for regularization/absorption in NIOS.
5. 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.
6. The term is only for one year and can be extended by mutual consent.
7. Any dispute arising with regard to terms of contract and other conditions of engagement will be in the territorial jurisdiction of Delhi.

Note:

1. The selected candidates may be required to join immediately.

All desirous candidates may apply online as per the schedule given in the Advertisement. No applications will be accepted offline under any circumstances. Selection will be done on the basis of Academic Records and interactions with the candidate.