



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान National Institute of Open Schooling

(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

National Institute of Open Schooling invites online applications from eligible candidates for the following Group 'A' post :

S. No.	Name of the Post	Level in the Pay Matrix	No. of Post	Mode of Recruitment	Reservation Category
1.	Secretary	Level-13 (₹123100-215900)	One (01)	Deputation	NA

1. Secretary – On Deputation

Educational and other qualifications/experience:

- (a) From All India Services and organized Group A Services holding analogous posts on regular basis or 5 years regular service in the scale of Level-12 of the pay matrix (₹78800-209200 revised under 7th CPC) (pre-revised ₹15600-39100 with G.P ₹7600 PB-3 as per 6th CPC) or (pre to pre-revised ₹12000-375-16500) having knowledge of :
- Govt. of India Rules & Regulation regarding Administrative & Services Matters, Finance & Accounts and Legal Matters.
 - Working knowledge of Hindi/English and Computers.

Failing which

- b. Officers of Govt/Semi Govt/Autonomous Bodies or Institutions holding analogous post on regular basis or 5 years of regular service in the grade of Level-12 of the pay matrix (₹78800- 209200 revised under 7th CPC) (pre-revised ₹15600-39100 with G.P ₹7600 PB-3 as per 6th CPC) or (pre to pre-revised ₹12000-375-16500) having knowledge of :
- Govt. of India Rules & Regulation regarding Administrative & Services Matters, Finance & Accounts and Legal Matters.
 - Working knowledge of Hindi/English and Computers.

Desirable :

- Second Class Masters degree with 55% Marks
Or
- PG Degree/Diploma in Management

Age: Not exceeding 56 years on the closing date

General Conditions

1. Applications should be submitted online through www.nios.ac.in. No other mode of application whatsoever shall be accepted.
 2. Applicants are **NOT** required to submit a hard copy of their application forms.
 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. The candidates have to pay application fee online through the prescribed link at online application. Details of Which are as under:
 - (a) UR and OBC Category – ₹1500/- for Group A Post
 - (b) UR and OBC Category – ₹ 1200/- for Group B Post
 - (c) SC/ST – ₹750/- for Group A & B Post
 - (d) EWS – ₹750/- for Group A Post
 - (e) EWS – ₹600/- for Group B Post
- NOTE: ₹50/- will be charged as online processing fee (other than Application Fee) for each online transaction. However, **PwD categories with a minimum of 40% disability are exempted from payment**. Fees once paid will not be refunded under any circumstances. Application without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.
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 on-line 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 assume 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 the control of NIOS.
 9. The name of the candidate and his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found 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 document verification/interview, otherwise 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 document verification/interview/Selection.
 11. Candidates who have not acquired/will not acquire the educational qualification as on the closing date will not be eligible and 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 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 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 applications. 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 is 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 attested translation should be uploaded.
19. The OBC candidates who belong to 'Creamy Layer' are not entitled for concession admissible to OBC Category. Only those OBC Categories which are applicable for appointment under Central Government will be considered. A candidate who claims to belong to OBC (NCL) category should submit in support of his/her claim, a copy of a certificate from the appropriate issuing authority as provided under rules.
20. The prescribed essential qualifications are minimum requirements and the 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.

21. Candidates will be shortlisted for interview based on information provided by him/her. It will be the sole responsibility of the candidate to prove his/her eligibility with respect to qualification criteria advertised by NIOS.
22. The candidates presently working in Central Govt./State Govt./Autonomous Bodies/Universities etc. are required to provide No Objection/Cadre Clearance from current employer at the time of interview. The current employer will also certify their Vigilance Clearance and Integrity.
23. NIOS reserves the right to conduct or not to conduct written/trade/skill tests 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 application received keeping in view the qualifications and experience prescribed.
24. 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 written test/or interviews. The decision of NIOS in this regard will be final.
25. NIOS reserves the right to fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment/deputation/contract.
26. In case of difficulty in the submission of online application form (not for other queries), please email to recruitmentcell@nios.ac.in
27. Applicants are advised to retain the acknowledgement and print out of the submitted online application for future reference.
28. The NIOS may take up the verification of eligibility of the candidate 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.
29. 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 applicant by e-mail and not by post.
30. No correspondence or personal enquiries whatsoever will be entertained from candidates regarding result of interview and reasons for not being called for interview.
31. The NIOS will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or due to any other reason. Candidates e-mail ID and mobile number should be kept valid till the completion of recruitment process.
32. NIOS reserves the right to amend/change/delete/cancel any of the conditions/guidelines at any stage of the process.
33. Important information regarding this recruitment will be available on NIOS website and as such, candidates are advised to visit the same frequently.
34. Any modifications/amendments/instructions in the advertisement will be given on NIOS website only. Candidates are advised to visit the website (www.nios.ac.in) regularly for updated information from time to time.

35. Selected candidates are liable to be posted anywhere in India.
36. Canvassing in any manner and bringing outside influence shall make the candidates liable for rejection.
37. All disputes relating to this recruitment shall be dealt with in the jurisdiction of NCT of Delhi Court.

Secretary