

**राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान**  
**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**आईएसओ 9001 : 2008 प्रमाणित / ISO 9001 : 2008 Certified**

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)

(An Autonomous Institution under Dept. of SE&L, Ministry of Education, Government of India)

**ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा-201309 (उ.प्र.) दूरभाष : 0120-4089800 फैक्स : 0120-2403172**

A-24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.) Phone : 0120-4089800 Fax : 0120-2403172

**VACANCY NOTIFICATION**

National Institute of Open Schooling (NIOS) will hold walk-in-interview on dates mentioned against the post(s) to fill up the following position/s purely on contractual basis extendable on mutual consent.

SI. No.	Name of the Position	(Consolidated Salary/pm in Rs.)	No. of Position/s	Date of Interview
1.	Consultant (Open Basic Education)	51,000/-	1 (one)	10.03.2021
2.	Consultant (Academic Administration and Audit)	51,000/-	1 (one)	10.03.2021
3.	Consultant (ICT)	51,000/-	2 (Two)	10.03.2021
4.	Consultant (NEPIA Project)	51,000/-	1 (one)	10.03.2021
5.	Consultant (Sindhi Language)	51,000/-	1 (one)	10.03.2021
6.	Consultant (Teacher Education)	51,000/-	2 (Two)	10.03.2021
7.	Consultant (Special Education)	51,000/-	1 (one)	10.03.2021
8.	Senior Executive Officer (Sign Language)	33,000/-	3 (Three)	10.03.2021
9.	Senior Executive Officer (Bharatiya Jnana Parampara)	33,000/-	1 (one)	10.03.2021
10.	Senior Executive Officer (Physics)	33,000/-	1 (one)	10.03.2021
11.	Senior Executive Officer (Chemistry)	33,000/-	1 (one)	11.03.2021
12.	Senior Executive Officer (Political Science)	33,000/-	1 (one)	11.03.2021
13.	Senior Executive Officer (Economics)	33,000/-	1 (one)	11.03.2021
14.	Senior Executive Officer (Psychology)	33,000/-	1 (one)	11.03.2021
15.	Senior Executive Officer (Home Science)	33,000/-	1 (one)	11.03.2021
16.	Senior Executive Officer (Mass Communication)	33,000/-	1 (one)	11.03.2021
17.	Senior Executive Officer (Linguistics & English Language)	33,000/-	1 (one)	11.03.2021
18.	Senior Executive Officer (Open Basic Education)	33,000/-	1 (one)	11.03.2021
19.	Senior Executive Officer (Sangeet)	33,000/-	1 (one)	11.03.2021
20.	Senior Executive Officer (Graphic Artist)	33,000/-	1 (one)	11.03.2021

Essential qualification, experience, application format and other details can be viewed at [www.nios.ac.in](http://www.nios.ac.in). Interested candidates are required to report the venue at 9.00 am sharp for walk-in-interview, along with original documents and completed application form on dates mentioned against the post(s) at NIOS HQs, A-24-25, Sector-62, NOIDA-201309 (U.P.)

Director (SSS)

## Eligibility Criteria

### **1. Consultant (Open Basic Education)**

#### **Educational Qualification & Experience**

##### **Essential:**

1. Master's Degree in any subject from a recognized University in India/abroad with at least 55% marks or its equivalent grade.
2. Working knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

##### **Experience:**

1. 2 years experience in development of Self Learning Material, audio-video programme, multimedia etc from an organisation of repute at primary education level.
2. Experience of organizing workshops, seminars conferences etc.
3. Experience in coordination of translation work in Regional languages.

##### **Role and responsibilities:**

1. Development and translation of Self Learning Material.
2. Coordination of the development of MOOCs courses under OBE Programme.
3. Communication with RCs and other stakeholders regarding OBE Programme

### **2. Consultant (Academic Administration and Audit)**

#### **Essential Qualification and Experience**

##### **Essential:**

1. M.Com from a recognized University in India/abroad with at least 55% marks or its equivalent grade..
2. Working knowledge of Computer Operations –MS Word/Excel/Access/Tally.
3. Working knowledge of English and Hindi.

##### **Experience:**

1. 05 years experience in development of Auditing, Academic Administration, Budget Preparation.
2. Experience of Organizing workshops, Seminars conferences etc

##### **Role and responsibilities:**

1. Maintenance of all records, reports and documents of the Academic Department.
2. Processing of payments for various resource persons involved in the academic programmes.
3. Auditing of all bills of resources persons, DTP Vendors, Graphic artists etc for payment.
4. Maintenance of budget and other expenses occurred for academic activities.
5. Manage the archive of SLM in all format i.e. Multimedia, audio-video and any other format.

### **3. Consultant (ICT)**

#### **Educational Qualification & Experience**

##### **Essential:**

1. B.E/B.Tech in Computer Science & Engineering or Computer Engineering or Computer Technology or Information Technology or Computer Science & Information Technology or Computer Applications or BCA or B. Sc (Computer Science or equivalent degree from an AICTE/UGC institute or equivalent qualification as per Govt. of India rules.
2. Working knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

##### **Experience:**

1. Work experience of at least 2 years.
2. Experience of independently working on html, java Scripts, .net, php, CSS, JQuery
3. Windows and Linux Operating systems – Skills in web design & maintenance of website, database management and e-content/Learning Management System.
4. Mobile app development etc Proven Skill in handling softwares i.e Drupal, wordpress, Moodle, Joomla, H5P etc

##### **Role and responsibilities:**

1. Preparing the QR codes
2. Maintaining database of e-recourses and uploading of e-resources and filling of URL of the particular e-resources
3. Testing of QR code with mapped e-resources.
4. Software development
5. Management of e-library
6. ICT Academic support

7. Management of MOOCs
8. Maintenance and updation of database.
9. Maintenance and updation of e-pub and mobile app.

#### **4. Consultant (NEPIA Project)**

##### **Educational Qualification & Experience:-**

##### **Essential:**

1. Master's Degree in Defence Studies from a recognized University in India/abroad with at least 55% marks or its equivalent grade.
2. Working knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

##### **Experience:**

1. 2 years experience in development of Self Learning Material, audio-video programme, multimedia etc in an organisation of repute.
2. Experience of organizing workshops, seminars conferences etc.

##### **Role and responsibilities:**

1. Development and translation of Self Learning Material under NEPIA\* Project and CPMF\*\*.
2. Expansion and consolidation of NEPIA.
3. Coordination of the development of MOOCs.
4. Communication with RCs and other stakeholders regarding NEPIA Project.
5. Coordination with Army Education Corp and other stakeholders.

*\*NEPIA- NIOS Educational Project for Indian Army*

*\*\*CPMF- Central Para-Military Forces*

#### **5. Consultant (Sindhi Language)**

##### **Educational Qualification & Experience**

##### **Essential:**

1. Master's Degree in Sindhi Language from a recognized University in India/abroad with at least 55% marks or its equivalent grade.
2. Working knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

##### **Experience:**

1. 2 years experience in development of Self Learning Material, audio-video programme, multimedia etc in an organisation of repute.
2. Experience of organizing workshops, seminars conferences etc.

##### **Role and responsibilities:**

1. Development of Self Learning Material of Sindhi Language.
2. Coordination of the development of MOOCs courses.
3. Communication with RCs and other stakeholders for promotion of Sindhi Language.

#### **6. Consultant (Teacher Education)**

##### **Educational Qualification & Experience**

##### **Essential:**

1. Master's Degree in Education from a recognized University in India/abroad with at least 55% marks or its equivalent grade.
2. Proficiency in Computer Operations.
3. Proficiency in Hindi and English.

##### **Experience:**

1. 10 years experience in development of Self Learning Material, audio-video programmes, multimedia etc from an organisation of repute.
2. Experience of organizing workshops, seminars conferences etc.

##### **Role and responsibilities:**

1. Development and translation of Self Learning Material.
2. Coordination for development of MOOCs.
3. Communication with RCs and other stakeholders for promotion of Teacher Training Programme.

#### **7. Consultant (Special Education)**

##### **Educational Qualification & Experience**

##### **Essential:**

1. Master's Degree in Education /Special Education from a recognized University in India/abroad with at least 55% marks or its equivalent grade.

2. Working knowledge of Computer Operations.
3. Working knowledge of Hindi and English.

**Experience:**

1. 2 years experience in development of Self Learning Material, audio-video programme, multimedia etc from an organisation of repute.
2. Experience of organizing workshops, seminars conferences etc.
3. Experience of organizing workshops, seminars conferences etc.

**Role and responsibilities:**

1. Development/Revision of Self Learning Material.
2. Coordination of the development of MOOCs course.
3. Communication with RCs and other stakeholders for promotion and expansion of Special Education Programme.

**8. Senior Executive Officer (Sign Language)**

(Preferably Deaf Persons)

**Qualification & Experience**

**Essential:**

1. Bachelors Degree in any Discipline.
2. C Level in Indian Sign Language Teacher Training Course certified by AYJNISHD, Mumbai or equivalent course.  
Or  
Diploma in Teaching Indian Sign Language  
Or  
Diploma in Indian Sign Language Interpreting (DISLI) Course.
3. Proficiency in Sign Language.
4. Knowledge of working in MS word and MS Power Point.

**Experience:**

1. Two years of ISL teaching/Interpreting experience in academic institute preferably in Schools/educational institute/NGOs working in education sector.
2. Experience of working in a school for the deaf or an NGO with focus on deafness related areas.
3. Should have Interpreted in National and International Conferences. (with certificate of references)

**Role and responsibilities:**

1. Creation of Sign language videos for Deaf and hard of Hearing learners.
2. Development of ISL resources/ISL language subject.
3. Live Telecast of Sign Language Programmes.

**9. Senior Executive Officer (Bharatiya Jnana Parampara)**

**Qualification & Experience**

**Essential:**

1. Master's degree in Sanskrit/Acharya from a recognized university in India/Abroad with at least 55% marks or its equivalent grade.
2. Working Knowledge of Computer Operations.
3. Working knowledge of Sanskrit, English and Hindi.

**Experience:**

1. Two Years of teaching experience in academic institute preferably in schools/educational institute.
2. One year experience in translation of courses to different languages.

**Roles and Responsibilities:**

1. Development and translation of Self Learning Material.
2. Development of Question Bank for ODES.
3. Development of MOOCs
4. Live telecast of Audio/Video Programmes.
5. Promotion of IKT courses.

**10. Senior Executive Officer (Physics, Chemistry, Political Science, Economics, Psychology, Home Science, Mass Communication, English)**

**Qualification & Experience**

**Essential:**

1. Master's degree in relevant subject from a recognized university in India/Abroad with at least 55% marks or its equivalent grade.
2. Working Knowledge of Computer Operations.

3. Working knowledge of English and Hindi.

**Experience:**

1. Two Years of teaching experience in academic institute preferably in schools/educational institute.

**Roles and Responsibilities:**

1. Development and translation of Self Learning Material.
2. Development of Question Bank for ODES.
3. Live telecast of Audio/Video Programmes.

**11. Senior Executive Officer (Open Basic Education)**

**Qualification & Experience**

**Essential:**

1. Master's degree in any subject from a recognized university in India/Abroad with at least 55% marks or its equivalent grade.
2. Working Knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

**Roles and Responsibilities:**

1. Development and translation of Self Learning Material.
2. Development of Question Bank for ODES.
3. Live telecast of Audio/Video Programmes.

**12. Senior Executive Officer (Sangeet)**

**Qualification & Experience**

**Essential:**

1. Master's degree in performing arts subject from a recognized university in India/Abroad with at least 55% marks or its equivalent grade.
2. Working Knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

**Roles and Responsibilities:**

1. Development and translation of Self Learning Material.
2. Development of MOOCs.
3. Development of Question Bank for ODES.
4. Development of Audio/Video programmes.

**13. Senior Executive Officer (Graphic Artist)**

**Qualification & Experience**

**Essential:**

1. Master's degree in fine arts subject from a recognized university in India/Abroad with at least 55% marks or its equivalent grade.
2. Working Knowledge of Computer Operations.
3. Working knowledge of English and Hindi.

**Roles and Responsibilities:**

1. Designing illustrations/graphics for all SLM.
2. Designing banners/powerpoint presentations/advertisements etc

**Other terms and conditions:**

1. The positions are purely on contractual basis and can be extended on mutual consent. The candidate engaged will have to execute an agreement with NIOS, renewable on the basis of satisfactory performance.
2. The candidate engaged to these positions 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 posts.
3. 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.
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.

**Note:**

1. Candidates should come for the interview with a copy of bio data, original certificates and testimonials.
2. The selected candidates may be required to join immediately.
3. No TA/DA will be paid for attending the interview.

Interested candidates are required to report at the venue at 9.00 am sharp for walk-in-interview, along with original documents and completed application form on dates mentioned against the post(s) at NIOS HQs, A-24-25, Sector-62, NOIDA-201 309 (U.P.)



**For Office use only**

**APPLICATION FORMAT**

1. Application for the post of \_\_\_\_\_
2. Name Mr./Ms./Mrs. \_\_\_\_\_
3. Father's/Husband's Name \_\_\_\_\_
4. Date of Birth, \_\_\_\_\_ **Age, as on date** \_\_\_\_\_
5. Contact no. \_\_\_\_\_
6. Email ID \_\_\_\_\_
7. Correspondence Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Paste  
Your  
Passport Size  
Photograph

S. No.	Exam Passed	Board/University	Year of Passing	% of marks
1.				
2.				
3.				
4.				

8. Working Knowledge of Computer Operations \_\_\_\_\_

9. Working Knowledge of Hindi/English \_\_\_\_\_

10. Experience (in details)

S. No.	Name of Organisation	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					
3.					
4.					
5.					

11. Any other information \_\_\_\_\_

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me.

Place:

Date:

(Signature of candidate)