



National Institute of Open Schooling

(An Autonomous Organisation under MHRD, Govt. of India)
Regional Centre-Guwahati, Building of Assam Publication Board, 1st Floor,
Bamunimaidam, Guwahati-781021 (Assam) Tel.: 0361-2651201, Fax: 0361-2650541

Indicative Vacancy Notification

The National Institute of Open Schooling (NIOS) an autonomous organisation, under the Deptt. of School Education and Literacy, MHRD, Government of India is committed to school education through open and distance learning mode. The NIOS proposes to fill up the following Group 'C' posts as per details given below (for Regional Office of NIOS located in north eastern region):-

Name of the Post	Pay Band & Grade Pay Rs.	No. of Post(s)	Mode of recruitment	Reservation Categories
Junior Assistant	5200-20200+GP 1900 (PB-1)	02	Direct	ST-1, UR-1 recruitment (out of which 1 post is reserved for physically Handicapped i.e. visually Handicapped/ Hearing impaired)

For detailed information regarding, eligibility conditions and prescribed application form, please visit NIOS website www.nios.ac.in The last date for submission of the filled in application with required attested certificates/ documents is 07.06.2013.

NIOS/RCG/01/2013

Secretary



National Institute of Open Schooling

(An autonomous organization under the Deptt. of School Education & Literacy, MHRD Govt. of India)

Building of Assam Publication Board 1st Floor, Bamunimaidan NIOS RC GUWAHATI

National Institute of Open Schooling invites application for Two (02) post(s) of **Junior Assistant** on Direct recruitment basis (for regional office of NIOS located in north eastern region) as given below:-

Sl.	Name of the Post	Pay Band & Grade Pay	No. of Post(s)	Category
1	Junior Assistant	₹ 5200-20200 + G.P ₹ 1900 (PB – I)	02 *	ST-1, UR-1

* Out of which 1 post is reserved for Physically Handicapped i.e visually Handicapped/Hearing Impaired

Essential Qualification and Experience

- 1 Name of Post : Junior Assistant
- 2 Scale of Pay : ₹ 5200-20200 + G.P ₹ 1900– (PB-I)
- 3 Method of Recruitment : Direct recruitment
- 4 Age : 27 years on the closing date
- 5 Educational and other Qualifications :-

Essential

1. Senior Secondary from a recognized Board
2. Working on computers with a speed of not less than 6000 key depressions per hour
3. Working knowledge of Hindi and English

Desirable

1. A Bachelor's degree
2. A certificate course in Computer Application from recognized Institute
3. About 2 years experience of similar work in Government/Autonomous Bodies Educational Institution

General Instructions

1. All posts bear All India transfer liability.
2. Crucial date for determining age limit will be the last date of receipt of applications.
3. Age relaxation as admissible as per Government of India rules shall be applicable.
4. NIOS reserves the right :
 - a) to fix criteria for screening the applications so as to reduce the number of candidates to be called for Written Test/Skill Test/Interview
 - b) to increase/decrease the number of vacancies on its own discretion;
 - c) to frame a panel for filling up future vacancies arising during tenability of panel which shall be normally operative for one year ;
 - d) not to fill up any of the advertised positions.
5. Written test conducted for short-listing of candidates should not be construed as a merit test; the selection will be made on the basis of performance in the interview/skill test on the recommendation of selection committee.
6. Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for interview/test.
7. Candidates already working in Government Department and fulfilling requirement of experience and eligibility are required to submit application **through proper channel in the prescribed format along with (i) Vigilance Clearance (ii) Cadre clearance (iii) ACRs for the last 5 years duly attested on each page by a Group 'A' Gazetted Officer and (iv) No Objection Certificate to the effect that they would be spared for immediate joining in the event of their selection.**
8. **NIOS reserves the right to fill or not to fill the post mentioned above without assigning any reason(s).**
9. Incomplete application and not on the prescribed proforma will be summarily rejected and the fee will be forfeited.
10. No TA/DA or local conveyance shall be paid to the candidates called for written test/Skill Test/Interview.

11. Application Form should be submitted along with a Demand Draft of ₹ 200/- (Rupees two hundred only) for Unreserved category and ₹ 100/- (Rupees One Hundred only) for SC/ST and OBC categories in favour of **Secretary, National Institute of Open Schooling, Payable at Guwahati**. However, Physically Handicapped category with a minimum of 40% disability is exempted from payment. The amount shall be accepted in the form of Bank Draft only and once paid shall NOT be refunded under any circumstances. **On the back side of the Demand Draft, the candidates are advised to write their name, address and post applied for in capital letters.**

Application form can be obtained from the NIOS website www.nios.ac.in giving complete details. The form duly filled, signed, attached with demand draft and **attested copies of certificates** may be sent by superscribing the post applied for on the envelope, to **the Regional Head, Regional Centre National Institute of Open Schooling, Building of Assam Publication Board,(Near Assam Board of secondary Education) Ist Floor Bamunimaidan,Guwahati, Assam– 781021.**The last date for receiving applications is **07.06.2013**.

.. **DOWN LOAD APPLICATION FORMAT GIVEN BELOW FOR THE POST**



National Institute of Open Schooling

(An autonomous organization under the Deptt. of School Education & Literacy, MHRD Govt. of India)

Building of Assam Publication Board 1st Floor, Bamunimaidan NIOS RC GUWAHATI

Advertisement No. NIOS/RCG/01/2013

APPLICATION FORMAT FOR DIRECT RECRUITMENT



Fee details:-

(a) Demand Draft No.: _____

(b) Demand Draft Date: _____

(c) Amount ₹ (100/200): _____

(d) Bank Name: _____

(Please write name & post applied for on back side of Demand Draft.)

**Affix latest
passport size
Photograph
duly pasted and
self attested.**

Application for the Post of Junior Assistant on direct recruitment basis

1. (a) Name in block letters _____
(As per the High School certificate)

(b) Father's / Husband's Name _____
(Please (✓) tick whichever is applicable)

(c) Complete Address for correspondence communication in block letters

House No. : _____

Street Name : _____

City : _____

District : _____

State : _____

Pin Code : _____

--	--	--	--	--	--

(d) E-mail ID : _____

(e) Contact No. Residence Office Mobile Fax

2. Date of Birth (in Christian era) Age, as on closing date.

DD	MM	YYYY

YY	MM	DD

3. (a) Gender:- Male Female

(b) Marital status: - Married Unmarried

(Please (✓) tick whichever is applicable)

4. (a) **Category:** General SC ST OBC PH Ex-Serviceman

(b) If belonging to SC/ST/OBC/PH/Ex-serviceman enclose attested copy of certificate in support.

(c) Whether seeking age relaxation Yes No

(d) If physically disabled, State whether (VI/OH/HH):

Percentage of Disability (in %)

(Please (✓) tick whichever is applicable)

(Signature of candidate)

5. (a) Educational Qualifications (From 10th onwards in chronological order)

S.No	Qualifications	Months & Year of Passing	School/ College/ University /Board	Marks obtained/ Total aggregate	Percentage of Marks	Class/ Grade/ Division	Type of course. Full time/ Part time/ Distance Learning

(b) Professional/ Additional Qualification (In chronological order only)

S.No	Exam/Diploma passed	Year of Passing	University/ Board/ Institution	Marks obtained/ Total aggregate	Percentage of Marks	Class/ Grade/ Division	Computer speed K.D.P.H	
							English	Hindi

6. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

S.No	Qualifications/Experience required	Qualifications/experience possessed by the applicant (if required, please specify the details)
Essential		
(1)	Senior Secondary from a recognized Board	
(2)	Working on computers with a speed of not less than 6000 key depressions per hour	
(3)	Working knowledge of Hindi and English	
Desirable		
(1)	A Bachelor's degree	
(2)	A certificate course in Computer Application from recognized Institute	
(3)	About 2 years experience of similar work in Government/Autonomous Bodies Educational Institution	

7. State clearly whether in the light of entries made above, do you meet the requirements for the post.
Yes No

(Signature of candidate)

8. Details of Post, Qualification, Regular Employment, **in chronological order**. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

S.No	Office/ Institution/ Organization	Nature of Organisation Central/State/ Autonomous/ Govt. Undertaking/ University/ Private/ NGO/ others	Post held/ Designation	Period			Basic Pay scale as per 6 th CPC preferred 1) Basic Pay Scale 2) Grade Pay 3) Last basic pay drawn 4) Total Salary	Nature of duties (in detail)
				From	To	Length of service (Years/ Months)		

(Note: Post, Qualification, work experience details should start from present employment and in chronological order).

9. Additional information, if any, which you would like to mention in Support of your suitability for the post (this among other things may provide information w.r.t. (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in vacancy circular/advertisement (Note: Enclose a separate sheet, if the space is insufficient)
10. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ Societies and (iv) any other information. (Note: Enclose a Separate Sheet if the space is insufficient)

Declaration

I hereby declare that I have carefully gone through the advertisement notifying the vacancy and certify that to the best of my knowledge, the particulars given by me are correct. I am well aware that the application proforma duly signed by me will be assessed by the Selection Committee at the time of selection for the post. In case, any information is found to be false at any stage, even after the appointment, my candidature/services may be terminated without notice or any compensation in lieu thereof.

Place:

Date:

(Signature of the Candidate)
(Name of the candidate in Capital letters)

Decision of the NIOS in all matters pertaining to selection process shall be final and binding

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc.)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

Certificate to be furnished by the employer/Head of Office/forwarding authority, if in Govt. service and applying through Proper Channel

Employer's Certificate/ Recommendation

Shri/Smt./Dr. _____ is a **Permanent/Temporary/Contractual** employee of the organization holding the post _____ which carries the pay scale of ₹ _____ (Grade Pay) _____ and his/her application is forwarded for consideration and necessary action.

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the advertisement.

Further certified that:

- (i) No objection certificate, from present employer.
- (ii) There is no vigilance case pending/contemplated against him/her.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/minor penalties have been imposed on him/her during the last 10 years.
Please enclose list of major/minor penalties imposed during the last 10 years, if any.
- (v) A cadre clearance certificate is appended herewith.

Please mark (√) for which certificates are enclosed

Signature: _____
Name of the Officer: _____
Designation: _____
Department: _____
Office Seal: _____

Place: _____

Date: _____

(Signature of candidate)