



National Institute of Open Schooling  
(An autonomous organization under the Deptt. of Edu. MHRD, Govt. of India)  
Regional Centre, 10/1/H, Diamond Harbour Road, Kolkata – 700027

No. NIOS/RC Kol/2013

16<sup>th</sup> August 2013

The NIOS will hold Walk-in-Interviews to fill up following positions purely on Contract Basis for its various programmes:

S. No.	Name of the Position	Emoluments (Rs.)
1	Senior Executive Officer	25,000/- per month consolidated
2	Executive Assistant	16,000/- per month consolidated
3	Office Assistant	15,000/- per month consolidated

The following qualifications & experience are desirable for the above positions:-

- 1. Senior Executive Officer**- on consolidated salary of Rs. 25,000/- pm
  - a) Post Graduate in any discipline.
  - b) Minimum 05 years experience in Adult Education/School Education/Higher Education/Vocational Education/Open Distance Learning System
  - c) Experience in Organization of Seminars, Conference and liaison with various Government/Non Government Agencies.
  - d) Working knowledge of Computer Operation.
  - e) Working knowledge of Hindi/English.
  - f) Preference will be given to the candidates holding Degree in Education/Distance Education /Research Degree.

**Age Limit:** Below 65 years.
- 2. Executive Assistant** – on consolidated salary of Rs.16,000/- pm.
  - a) Graduate in any discipline.
  - b) Working knowledge of Computer and internet.
  - c) Knowledge of English/Hindi.
  - d) Ability to dealing and filing of papers, record keeping, office management.
  - e) At least two year relevant experience of working with any reputed Private/Public Sector Company or Government organization.

**Age Limit:** 20-35 years.
- 3. Office Assistant** - on consolidated salary of Rs. 15,000/- pm
  - a) Senior Secondary or equivalent having good interpersonal and communication skills,
  - b) Knowledge of English, Hindi and local language,
  - c) Ability to work on computer (with a speed not less than 6000 key depressions per hour) and Internet,
  - d) At least one year relevant experience of working with any reputed Private/ Public Sector Company or Government organization.

**Age Limit:** 18-35 years.

**Other terms and conditions**

1. The contract will be initially for six months. 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 cadres. No special preferential treatment would 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.

All desirous candidates may attend Walk-in-Interview to be held on 23 August 2013 (Friday) along with their complete applications giving details of i) name, ii) date of birth (age), iii) address with contact no., iv) qualifications, v) experience, vi) Recent passport size photograph to be affixed, etc. supported with attested copies of testimonials.

**The registration time for walk-in-interview is 9.00am to 10.00 am.** The interview will be held at NIOS Regional Centre, 10/1/H, Diamond Harbour Road, (Near SBI, Mominpur branch) Kolkata – 700027. No TA/DA is permissible for attending the above interview.

Sd/-

Regional Director