



## National Institute of Open Schooling

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

A-24/25, Institutional Area, Sector-62, NOIDA-201309, U.P.

Website: [www.nios.ac.in](http://www.nios.ac.in)

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The National Institute of Open Schooling (NIOS) is an autonomous organisation, functions under Deptt. of School Education and Literacy, MHRD, Govt of India, committed for school education through open and distance learning mode. NIOS proposes to fill up **one post** of Secretary in Pay Band IV (Rs. 37400 - 67000 + Grade Pay Rs. 8700 and allowances applicable as per NIOS norms) on **deputation basis** initially for a period of three years and likely to be extended as per Govt. of India rules. Educational qualifications and experiences required for the position are:

**Essential:**

From All India Services and organized Group A Services/officers of Govt./Semi Govt./Autonomous Bodies holding analogous posts on regular basis or 5 years regular service in the scale of Rs. 12000-375-16500 (pre-revised), having knowledge of:

- (i) Govt. of India Rules and Regulations regarding Administrative and Service Matters, Finance and Accounts and Legal Matters.
- (ii) Working knowledge of Hindi/English and Computers.

**Desirable:**

- (i) Second Class-Master Degree with 55% Marks or
- (ii) PG Degree/Diploma in Management

The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date for the receipt of application.

Candidates fulfilling requirement of experience and eligibility are required to submit application through proper channel in the prescribed format along with (i) **Vigilance Clearance**; (ii) **ACRs for the last five years duly attested on each page by a Group 'A' Gazetted Officer**; (iii) **Details and nature of administrative experience**, and (iv) **No Objection Certificate** to the effect that the candidate will be spared for joining NIOS in the event of selection. Applicants may send their applications on the prescribed proforma available on NIOS website ([www.nios.ac.in](http://www.nios.ac.in)) to the **Joint Director (Administration), National Institute of Open Schooling A-24/25, Institutional Area, Sector-62, Noida-201309, U.P.** The last date for submission of application is **26th October, 2009**.