

National Institute of Open Schooling
NOIDA

<u>GENERAL INSTRUCTIONS</u>	
1.	<p>Candidates are required to visit NIOS website www.nios.ac.in where complete details of the post advertised are available.</p> <p>Before applying, the candidates should ensure that they fulfill all the eligibility norms as per the advertisement.</p>
2.	<p>The candidates must apply online only through the NIOS website www.nios.ac.in under Vacancy. No other mode of application in whatsoever shall be accepted.</p>
3.	<p>Applicants are NOT required to submit a hard copy of their application forms.</p>
4.	<p>Online applications can be uploaded upto <u>10th October, 2021 till 11.59 p.m.</u></p>
5.	<p>Before applying for the post, the candidates must have a valid email id and mobile number through which he/she will get registered with the online application portal.</p> <p>All communications regarding examination, skill test, interview etc will be made only through the registered email with the NIOS. Therefore, the candidates are required to check their email and also NIOS website regularly for any update pertains to this advertisement.</p>

6.	<p>Application Fee is to be paid online. Details of which is as under:</p> <table border="1" data-bbox="331 230 1313 555"> <thead> <tr> <th data-bbox="331 230 464 297">Sr. No.</th> <th data-bbox="464 230 991 297">Classification of Post</th> <th data-bbox="991 230 1313 297">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 297 464 365">1.</td> <td data-bbox="464 297 991 365">Group 'A' (UR, OBC)</td> <td data-bbox="991 297 1313 365">Rs. 750.00</td> </tr> <tr> <td data-bbox="331 365 464 432">2.</td> <td data-bbox="464 365 991 432">Group 'B' & 'C' (UR, OBC)</td> <td data-bbox="991 365 1313 432">Rs. 500.00</td> </tr> <tr> <td data-bbox="331 432 464 499">3.</td> <td data-bbox="464 432 991 499">Group 'A' & 'B' (SC/ST, EWS)</td> <td data-bbox="991 432 1313 499">Rs. 250.00</td> </tr> <tr> <td data-bbox="331 499 464 555">4.</td> <td data-bbox="464 499 991 555">Group 'C' (SC/ST, EWS)</td> <td data-bbox="991 499 1313 555">Rs. 150.00</td> </tr> </tbody> </table> <p>NOTE: Rs 50/- will be charged as online processing fee (other than Application Fee) for each online transaction.</p> <p>However, PwD categories with a minimum of 40% disability are exempted from payment.</p> <p>Fees once paid will not be refunded under any circumstances.</p> <p>Application without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.</p>	Sr. No.	Classification of Post	Amount	1.	Group 'A' (UR, OBC)	Rs. 750.00	2.	Group 'B' & 'C' (UR, OBC)	Rs. 500.00	3.	Group 'A' & 'B' (SC/ST, EWS)	Rs. 250.00	4.	Group 'C' (SC/ST, EWS)	Rs. 150.00
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7.	Candidates should submit a single application only for a post. In case of multiple applications / registrations for any post, the last registered applications shall only be considered.															
8.	Candidates may apply for more than one post, but NIOS may hold the written test/skill test of two or more different posts on the same day and candidates shall have to opt to take the written test/skill test of any one post only.															
9.	All posts bear All India transfer liability. The selected candidates shall be posted Headquarters or its regional/sub-regional centres located in the various parts of the country.															
10.	<p>Crucial date for determining eligibility with regard to age limit, qualification, experience and other criteria etc. shall be the closing date of submitting the application.</p> <p>Candidates who have not acquired/will not acquire the educational qualification as on the closing date will not be eligible and need not apply. Candidates will not be allowed to add any documents to their applications after the final submission of the application.</p>															
11.	NIOS reserves the right to alter/insert any corrections/additions in the advertisement before the last date prescribed for the receipt of applications, for which the candidates are advised to visit the website (www.nios.ac.in) regularly for updated information from time to time.															

12.	The registration/admission will be provisional as the eligibility of the candidates will be verified at the time of skill test/interview from the original documents. Mere issue of call letter will not imply acceptance of candidature of the applicants.
13.	Age relaxation is admissible as per Government of India rules in vogue.
14.	<p>Criteria for shortlisting and selection of the candidates:</p> <ul style="list-style-type: none"> ● For the post of Director (Evaluation), Joint Director (Media), Deputy Director(Accounts), Assistant Director (Admn.), Accounts Officer, Academic Officer, Research & Evaluation Officer, Assistant Engineer (Civil) and Assistant Audit Officer, NIOS reserves the rights to fix a criteria for shortlisting the applications taking into account the number of posts and the number of applications received keeping in view the qualifications and experience prescribed. ● For the post of Section Officer and Hindi Officer candidate required to appear in Written Test and Interview. ● For the post of EDP Supervisor, Assistant, Stenographer and Junior Assistant candidates are required to appear in the Written Test and Skill Test. Skill Test will be qualifying in nature. ● For the post of Junior Engineer (Electrical), NIOS may hold Skill Test confined to the electrical and maintenance work of a real time scenario. ● <i>Scheme of Examinations and Detailed syllabus available on website.</i>
15.	Candidates called for a written test/skill test/interview are required to make their own arrangements for their travel and stay and they are not entitled for any reimbursement. However, candidates belonging to SC/ST will be paid travelling allowance while attending interview/skill test as per Govt of India Rules.
16.	The examination questions will be bilingual (Hindi & English) except for the language papers which would be in the language only.
17.	There is no provision of re-evaluation / re-checking of Answer Sheets/ Answer Scripts.

18.	<p>NIOS reserves the rights:</p> <p>a) to prepare a panel of candidates for filling up future vacancies arising during the validity of the panel which shall be normally for one year.</p> <p>b) to relax any eligibility conditions in deserving cases.</p> <p>c) to fill up the posts, not to fill up the posts or cancel the advertisement in whole or part without assigning any reason thereof. NIOS also reserves the right to place a reasonable limit on the total number of candidates to be called for written test/skill test/interviews. The decision of NIOS in this regard will be final and binding on the candidates..</p> <p>d) to fill consequential vacancies including additional posts arising at the time of selection process from available candidates by direct recruitment/deputation/contract.</p>
19.	Age limit will not be applicable for NIOS employees.
20.	Merely fulfilling minimum essential qualifications shall not entail the candidate for calling for written test/skill test/Interview.
21.	Number of vacancies may increase or decrease. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.
22.	Candidates already working in Government/Autonomous Institutions/PSU/Universities and fulfilling requirement of experience & eligibility are required to submit their applications through proper channel and apply by uploading the Vigilance Clearance Certificate, Details and nature of experience and No Objection Certificate alongwith their applications. In case any candidate fails to obtain/upload these documents, the same is mandatory to be produced at the time of written test/skill test/Interview.
23.	ACRs for the last five years duly attested on each page by a Group 'A' Gazetted Officer in case applying for deputation.
24.	NIOS shall verify the antecedents or documents uploaded/submitted by the candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are false at any stage, even after the appointment or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated without notice or any compensation in lieu thereof.
25.	Applications which do not meet all criteria given in this advertisement/incomplete application/without relevant supporting enclosures/without prescribed fee will be out rightly rejected.
26.	Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies/ testimonials.

27.	Decision of NIOS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.
28.	After submitting applications through ONLINE, candidates should take a print out of registration cum application form and produce along with self-attested copies of certificates / documents, at the time of document verification to be conducted prior to skill test/interview. Original documents will also be required to be produced for verification.
29.	Canvassing in any manner and bringing outside influence shall make the candidates liable for rejection.
30.	In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
31.	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 posts, 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.
32.	NIOS reserves the right to amend/ change/ delete/ cancel any of the conditions/ guidelines at any stage of the process.
33.	No correspondence or personal enquiries whatsoever will be entertained from candidates regarding conduct and result of test /or interview and reasons for not being called for test/or interview.
34.	Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be published on NIOS website only. Therefore, the candidates are advised to check NIOS website regularly.
35.	All disputes relating to this recruitment shall be dealt in the jurisdiction of NCT of Delhi Court
36.	The candidate's answer sheet and other related papers/documents of examination in respect of this recruitment shall be kept as record only for one year from the date of publication of final result.

SPECIAL INSTRUCTIONS FOR APPLICANTS	
1.	<p>The following documents should be uploaded while filling online applications.</p> <ol style="list-style-type: none"> a) Attested copies of Educational qualifications. b) Caste certificate in respect of SC, ST, OBC candidate. c) EWS certificate in respect of EWS candidate. d) PwD certificate in case of PwD candidates having disability of more than 40%. e) Ex-serviceman certificate (in case of ex-serviceman). f) Experience Certificate in respect of each experience claimed. g) Forwarding letter of HOD concerned, ACRs of last 5 years, Vigilance clearance, Integrity certificate, list of Major and Minor penalties imposed during last 10 years along with "No Objection Certificate" to the effect that in event of the selection the official will be relieved. (applicable to only those candidates already working in Government/Autonomous Institutions/PSU/Universities)
2.	Applications once submitted will not be withdrawn in any case.
3.	Applications received without proper channel and/or not accompanying the documents mentioned in the application form will not be considered and will be rejected. No communications will be entertained in this regard.

For any technical query about online registration, drop a mail to recruitmentcell@nios.ac.in