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National Institute of Open Schooling
(An autonomous organization under the Deptt. of Edun. MHRD, Govt. of India)
A-24-25, Institutional Area, Sector 62, NOIDA, U.P.

No.NIOS/Pers/2009/ 2629

27th February, 2009

All Chief Secretaries
State Government/U.T.

कार्यालय (क-1) दिल्ली,
कक्षा नं. 1, टि. टि. टि. जयपुर
प्रति नं. 2455
दिनांक 5-3-09

Subject: Filling up of one post of Secretary, NIOS on deputation basis.

Sir/Madam,

National Institute of Open Schooling proposes to fill up one post of Secretary in the pay scale of Rs.14300-400-18300 (pre-revised) on deputation basis.

2. **Experience and eligibility required for the post of Secretary**

a. From All India Services and organized Group A Services 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 & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
- ii) Working knowledge of Hindi/English and Computers

Failing which

b. Officers of Govt./ Semi Govt./ Autonomous Bodies or Institutions holding analogous post on regular basis or 5 years of regular service in the grade of Rs. 12000-375-16500 (pre-revised) having knowledge of :

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

Desirable

- (i) Second class – Masters Degree with 55% marks
or
- (ii) PG Degree/Diploma in Management

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

4. Applications as per the enclosed proforma (Annexure – I) of interested candidates fulfilling requirement of experience and eligibility along with (i) Vigilance Clearance; (ii) ACRs for the last 5 years duly attested on each page by a Group 'A' Gazetted Officer and (iii) No Objection Certificate to the effect that they would be spared for joining NIOS in the event of their selection, may be sent to the undersigned by 10th March, 2009.

5. While forwarding the application, it may be certified that, no disciplinary or vigilance case is pending or being contemplated against the candidate. A statement of minor/major penalties if any, imposed on the applicant, may also be forwarded.

Yours faithfully,

Joint Director (Pers)

कार्यालय मुख्य सचिव
राजधानी, जयपुर
संख्यांक 123/2/2109
दिनांक 2-3-09

SKV
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Pr. Secy. D.O.P.
OSDAI
ASGAIJ
4/3



Application Format

Application for the post of _____

Photograph

1. (a) Name in block letters
- (b) Complete Address for correspondence
- (c) e-mail ID
- (d) Contact No.

Mobile	Residence	Office	Fax

2. Date of Birth (in Christian era) Age, as on date
3. Date of retirement under Central/State Government rules
4. Educational Qualifications

Examination passed	Year of Passing	University/Board	Total aggregate	Percentage of Marks

5. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Organization	Post held	From	To	Scale of pay and basic pay drawn	Nature of duties (in detail)

6. Please state whether belonging to:
 - (a) All India Services and organized Group A Services
 - (b) Central/State Govt./ Semi Govt./ Autonomous Body or Institution
7. Whether having knowledge of:
 - (i) Govt. of India Rules & Regulation regarding Administrative & Service Matters, Finance & Accounts and Legal Matters.
 - (ii) Working knowledge of Hindi/English and Computer
8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or deputation or permanent (with details)
9. Total emoluments drawn per month
10. Additional information, if any

I hereby declare that I have carefully gone through the circular/advertisement notifying the vacancy and I am well aware that the Curriculum Vitae 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, I will be liable for disciplinary action as per rules.

Date _____

Signature of the candidate

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Certificate to be furnished by the employer/Head of Office/forwarding authority.

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

Further certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete ACR Dossier/ACRs for the last five years duly attested (on each page) are enclosed.
- (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.

Signature _____
Name & Department

Office Seal