



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

National Institute of Open Schooling (NIOS)

(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An autonomous Institution under Ministry of Education, Govt. of India)

A-24-25, Institutional Area, Sector 62, NOIDA, Uttar Pradesh – 201309

ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा, उत्तर प्रदेश - 201309

**INDICATIVE VACANCY NOTIFICATION**

04 February, 2025

National Institute of Open Schooling invites online applications for engaging **Senior Executive Officer (Maintenance) – (01)** on contractual basis for a period of six months.

Eligible and interested candidates may visit the official website of NIOS [recruitment.nios.ac.in](http://recruitment.nios.ac.in) for details regarding educational qualification, age, experience, emolument and terms & conditions for the above position and submit the online application. Last date for submitting application through online mode is 21 days from the date of issue of this Notification.

**Secretary**



**National Institute of Open Schooling**  
(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution under Deptt. of School Education and Literacy, Ministry of Education, Govt. of India)

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NIOS invites online applications from eligible and interested candidates for filling up the position of **Senior Executive Officer (Maintenance) – (01)** on contractual basis for a period of six months.

The qualification, experience, emolument, age and other details of the positions are provided below :

Sl. No.	Name of the Position	Emolument (Consolidated) (per month)	No. of Position
1.	Senior Executive Officer (Maintenance)	₹36,300	01 (One)

### 1. Senior Executive Officer (Maintenance)

#### **Educational Qualification :**

- Graduate in any stream from recognized University
- Working knowledge of Hindi and English.
- Working Knowledge of the Computer Operation.

#### **Experience:**

- 10 year working experience on Clerical post

#### **Age: Below 42 years**

#### **Other Terms and Conditions:**

- The positions are purely on contractual basis and can be extended on mutual consent and on the basis of satisfactory performance. The candidate engaged will have to execute an agreement with NIOS.
- The candidate engaged to this position shall not be part of the regular cadre nor would any special preferential treatment be given to such contractual staff in the matter of recruitment to regular post.
- The candidate engaged shall have no vested right prior to and after the completion of the contract period for regularization/absorption of his/her services in NIOS.
- During the contract, if required, the contractual staff will have to proceed to any part of India and will perform such duties as may be assigned to him/her in connection with the work of NIOS.
- The NIOS reserves the right to fill or not to fill the position without assigning any reason.

#### **How to apply:**

- Candidates may visit the official website of NIOS [recruitment.nios.ac.in](http://recruitment.nios.ac.in) and follow the instructions given on the website.
- Last date for submitting application through online mode is 21 days from the date of issue of this Notification.**
- The candidates are required to pay an application fee of ₹ 50/- (Plus+ ₹50/- online transaction fee) through the prescribed link at online application. No fee is required to be paid by candidates belonging to PwD categories. Once the fee is deposited, the same shall not be refunded under any circumstances.
- The online application can be filled up using NIOS website before the last date of submission, after which the link will be disabled. The candidates are strictly advised to apply online well

in time, without waiting for the last date of submission of online application. **No offline application form which has not been done online will be accepted by NIOS.**

5. Candidates need to fill the form online carefully and upload his/her photograph, signature and self attested copy of certificates of educational qualifications and work experience, etc. Incomplete applications or applications without the supporting documents will be summarily rejected and no communication will be made and entertained in this regard.
6. Upon successful filling up of form and uploading the documents, candidates should note the Reference Number displayed on the screen for future reference.
7. **Candidates are requested to take print out of the application from which has been successfully submitted online and send it to the Deputy Director (Admn.), National Institute of Open Schooling, A-24-25, Institutional Area, Sector-62, NOIDA, UTTAR PRADESH-201309 (along with all documents which have been uploaded on the Recruitment Portal) by Speed Post within seven days of submission of application. Candidature of only those candidates will be considered who submit hard copy of the application along with all documents within prescribed time. Envelope containing application should be super scribed with Application for the post of Senior Executive Officer (Maintenance).**
8. The applications would be screened by the duly constituted Screening Committee and shortlisted candidates will be called for the Interview. No TA/DA will be given to the candidates for attending the Interview by NIOS.
9. The candidates shortlisted for interview will be informed through **email only**. No other communication will be sent to the candidate.
10. For any query, please contact Recruitment Branch through e-mail at [recruitmentcell@nios.ac.in](mailto:recruitmentcell@nios.ac.in).
11. The selected candidates may be required to join immediately.
12. Candidates are advised to visit NIOS website regularly for Notices/Information. Corrigendum/Extension/Updates, etc., if any, which shall be published on NIOS website only.

**Secretary**