



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

Indicative Vacancy Notification

National Institute of Open Schooling (NIOS) invites application for the following positions for its project on Certification of ASHA workers supported by the Ministry of Health and Family Welfare, Government of India on contractual basis. The contract will be initially for a period of one year and with the provision of extension on yearly basis based on the performance appraisal.

S.NO.	Name of the post	Remuneration per month consolidated (Rs.)	No. of Post(s)
1.	Project Director	75,000/- p.m	1
2.	Assistant Project Director	50,000/- p.m	2
3.	Project assistant cum data Entry Operator	20,000/-p.m.	2
4.	Secretarial assistant	15,000/-p.m.	1

For detailed information regarding roles and responsibilities, educational qualifications, remuneration etc. and the prescribed application form, please visit NIOS website www.nios.ac.in. The last date for submission of the filled in application with required attested certificates/documents is 19.08.2014

Secretary



National Institute of Open Schooling

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S. No.	Name of the Position	Emoluments (Consolidated)	No. of Post (s)
1.	Project Director	75,000/- p.m	1
2.	Assistant Project Director	50,000/-p.m	2
3.	Project assistant cum data Entry Operator (DEO)	20,000/-p.m.	2
4.	Secretarial assistant	15,000/-p.m.	1

A. **Project Director – ASHA Certification (Based in NOIDA, Uttar Pradesh)**

I. **Number of Post:** One post at NIOS Headquarters, NOIDA (UP)

II. **Roles & Responsibilities:**

1. Overall in-charge for implementation of ASHA Certification under the supervision of Chairman, NIOS.
2. Co-ordination with Ministry of Health and Family Welfare, NHSRC, Regional Centers of NIOS and other stake holders at National, State and District level.
3. Overall management of project staff
4. Planning, Monitoring and Periodic Review of Project
5. Responsible for regular reporting and update on project implementation
6. Assist Chairman, NIOS and Director (Vocational Education), NIOS in project activities

III. **Educational Qualification:**

1. Post Graduate in Medical or Public Health or MBA from a reputed institution with specialization in Health Management / Public Health Management / General Management or Masters in Social Work or Social Sciences
2. Excellent communication, writing & presentation skills and fluency in English and Hindi
3. Minimum 07 years of experience in project management with Central / State Government or management of Community Health services.

IV. **Remuneration:** Rs. 75,000/- month Consolidated

V. **Age limit:** Below 60 Years

VI. **Other terms and conditions:**

1. The contract will be initially for a period of one year. Renewal thereafter would be subject to satisfactory annual performance appraisal by NIOS

2. This position involves extensive and frequent travel within the country.
3. The position is purely on contract basis and should not be treated as regular cadre of NIOS.
4. In addition to the above given roles and responsibilities, candidates will have to undertake additional work, as and when assigned by Chairman and Director NIOS.

B. Assistant Project Director – ASHA Certification (Based in NOIDA, Uttar Pradesh)

I. **Number of Post : 02** (Two posts at NIOS Headquarters, NOIDA (UP)

II. **Roles & Responsibilities:**

1. To assist the Project Director in the management of ASHA Certification at NIOS HQ
2. To provide technical assistance
3. Documentation and Management of the database of the project
4. Responsible for financial management of programme related fund
5. Any other projected related work, allotted from time to time

III. **Educational Qualification:**

1. Post Graduate in Social Work/Health Sciences/ Public Health with minimum three years experience.
2. Preference will be given to candidates having experience in health sector / project management of health related subject.

IV. **Remuneration:** Rs 50,000/ month Consolidated

V. **Age limit:** Below 60 years

VI. **Other terms and conditions:**

1. The contract will be initially for a period of one year and renewal thereafter would be subject to satisfactory annual performance appraisal by NIOS
2. This position involves extensive and frequent travel within the country.
3. In addition to the above given roles and responsibilities, candidates will have to undertake additional work, as and when assigned by Chairman and Director NIOS.

C. Project Assistant cum Data Entry Operator (DEO)

I. **Number of Post : 02** (Two posts at NIOS Headquarters, NOIDA (UP)

II. **Essential Educational Qualification & Experience**

1. Graduate with diploma in computer application
2. Knowledge of the operation of the computer
3. Experience of data entry operations atleast for 3 years

III. **Roles and Responsibilities**

1. To maintain the data in the designed software
2. Assist the seniors in the project management
3. Any other work allotted from time to time

IV. Remuneration: Rs.20, 000/- p.m

V. Age limit: 18-35 Years

D. Secretarial assistant

I. Roles and Responsibility

1. To assist the staff in the project in filing, management of filing system, typing assistance, receiving phone calls, coordination of the meeting work, workshops etc

II. Essential Qualification & Experience:-

1. 12th pass with experience of working in the office
2. Knowledge of secretarial practices

III. Remuneration: 15,000/-p.m.

IV. Age limit: 18-35 Years

Note:

1. Only shortlisted candidates will be called for interview.
2. Candidates should come for the interview with a copy of bio data, original certificates and testimonials.
3. The selected candidates may be required to join immediately.

All desirous candidates may apply on the prescribed form supported with attested copies of testimonials etc. to

**The Secretary
NIOS A 24/25, Institutional Area,
Sector 62, NOIDA, UP**

The last date for submission of application is 19.08.2014.

Other terms and conditions:-

1. The contract will be initially for one year/ The candidate engaged will have to executive 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 nor would any special preferential treatment 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.
4. 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.

