



**National Institute of Open Schooling
NOIDA**

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RECRUITMENT RULES FOR THE ADVERTISED POSTS

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**RECRUITMENT RULES FOR THE POST OF
DEPUTY DIRECTOR (CAPACITY BUILDING CELL)**

Scale of Pay	Level-12 (₹78800-209200)
Age	50 years (Relaxation as per Govt. of India Rules)
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none">1. Second Class Master's Degree in any subject from a recognized university.2. Officers holding analogous post i.e. Level-12 ₹78800-209200 (with ₹7600/- GP pre-revised) or 5 years of regular and continuous service in Level-11 ₹67700-208700 (PB-3 with GP of ₹6600/- pre-revised) in Central/State Govt./Central/State Govt. Autonomous organization/University/Board with experience in any of the following :<ol style="list-style-type: none">i. Academic Administration, Research, Planning, Preparation and Production of self learning materials/text books at the school stage for Academic/Vocational subjects.<li style="text-align: center;">orii. Worked in any recognized and reputed institute of Academic/Vocational Education/Training.3. Experience of Organizing Training Programmes/Seminars/Workshops/Conferences.4. Working knowledge of Hindi and English. <p>Desirable</p> <ol style="list-style-type: none">1. Experience of Open Learning/Distance Education Institutions.2. Post Graduate Degree/Diploma in Education/Distance Education.3. Working knowledge of Computer.

**RECRUITMENT RULES FOR THE POST OF
DEPUTY DIRECTOR (ACADEMIC)**

Scale of Pay	Level-12 (₹78800-209200)
Age	Below 42 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none">1. Second class Master's Degree in any subject with at least 55% marks.2. 5 years of regular service in the scale of Level-11 in the pay matrix (₹67700-208700 revised under 7th CPC) (pre-revised ₹15600-39100 with GP ₹6600 PB-3 as per 6th CPC) or (pre to pre-revised ₹10000-325-15200) or 10 years of regular service in Level-10 in the pay matrix (₹56100-177500 revised under 7th CPC) pre-revised ₹15600-39100 with G.P. ₹5400 PB-3 as per 6th CPC) or (pre to pre-revised ₹8000-275-13500) with experience in any of the following :<ol style="list-style-type: none">i. Academic Administration, Research, Planning, Preparation and Production of Self learning materials/text books at the school stage for Academic/Vocational subjects.<li style="text-align: center;">Orii. Worked in any reputed institute of Academic/Vocational Education/Training Centre approved by the AICTE or any State Government in the above mentioned scale.3. Knowledge of computer operations.4. Experience in organization of Seminars, Conference and Orientation programmes for key personnel.5. Working knowledge of Hindi/English <p>Desirable</p> <ol style="list-style-type: none">1. Experience in an Open Learning/ Distance Education Institutions.2. Post Graduate Degree/Diploma in Education/Distance Education.

**RECRUITMENT RULES FOR THE POST OF
ASSISTANT DIRECTOR (ADMINISTRATION)**

Scale of Pay	Level-11 (₹67700-208700)
Age	Below 37 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none">1. At least second class Bachelor's Degree2. At least 5 years of regular and continuous service in the scale of level 10 of the pay matrix (Rs. 56100-177500 revised under 7th CPC) (pre- revised Rs.15600-39,100 with G.P 5,400 PB 3 as per 6th CPC) (Pre to Pre-revised Rs.8000-13500) or 8 years continuous regular service in the scale of level 7 of the pay matrix (Rs. 44900-142400 revised under 7th CPC) (Pre-revised Rs. 9300-34,800 with G.P Rs. 4,600 PB-2 as per 6th CPC) (pre to Pre-revised Rs. 6500-10500) with experience in any one of the following fields.<ol style="list-style-type: none">(i) Experience of Administration including HRD, Finance and Accounting. Or(ii) Experience in conducting examination/ internal assessment at the Board/University level Or(iii) Experience in handling Student Support Services including school admissions and school management.3. Organisation of Seminars, Conferences and liaison with various Government/Non-Government Agencies.4. Working knowledge of Hindi/English.5. Working knowledge of computer operation. <p>Desirable</p> <ol style="list-style-type: none">1. Post Graduate Degree or Diploma in Management

**RECRUITMENT RULES FOR THE POST OF
ACADEMIC OFFICER (PARAMEDICAL COURSES)**

Scale of Pay	Level-10 (₹56100-177500)
Age	Below 37 years
Educational and other qualifications/ experience	<p>Essential</p> <p>(i) Master's Degree or equivalent in relevant subject from recognized university with at least 55% marks (B+) or its equivalent grade and good academic records</p> <p>(ii) Working knowledge of Computer Operations.</p> <p>(iii) Working knowledge of English and Hindi.</p> <p>Desirable</p> <p>(i) M.Phil. and or Ph.D. in relevant subject</p> <p>(ii) A Post Graduate Degree/Diploma in Distance Education/Education.</p> <p>(iii) Experience in writing of lessons and teaching materials, organizing seminars, workshops and in service education.</p>

**RECRUITMENT RULES FOR THE POST OF
ACADEMIC OFFICER (TEACHER EDUCATION)**

Scale of Pay	Level-10 (₹56100-177500)
Age	Below 37 years
Educational and other qualifications/ experience	<p>Essential</p> <p>(i) Master's Degree or equivalent in relevant subject from recognized university with at least 55% marks (B+) or its equivalent grade and good academic records.</p> <p>(ii) Working knowledge of Computer Operations.</p> <p>(iii) Working knowledge of English and Hindi.</p> <p>Desirable</p> <p>(i) M.Phil. and or Ph.D. in relevant subject</p> <p>(ii) A Post Graduate Degree/Diploma in Distance Education/Education.</p> <p>(iii) Experience in writing of lessons and teaching materials, organizing seminars, workshops and in service education.</p>

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (TECHNOLOGY)	
Scale of Pay	Level-10 (₹56100-177500)
Age	Below 37 years
Educational and other qualifications/ experience	<p>Essential</p> <p>(i) Master's Degree or equivalent in relevant subject from recognized University with at least 55% marks (B+) or its equivalent grade and good academic records</p> <p>(ii) Working knowledge of Computer Operations.</p> <p>(iii) Working knowledge of English and Hindi.</p> <p>Desirable</p> <p>(i) M.Phil. and or Ph.D. in relevant subject</p> <p>(ii) A Post Graduate Degree/Diploma in Distance Education/Education.</p> <p>(iii) Experience in writing of lessons and teaching, materials, organizing seminars, workshops and in service education.</p>

RECRUITMENT RULES FOR THE POST OF ACADEMIC OFFICER (COMPUTER SCIENCE)	
Scale of Pay	Level-10 (₹56100-177500)
Age	Below 37 years
Educational and other qualifications/ experience	<p>Essential</p> <p>1. Master's Degree or equivalent in relevant subject from recognized University with at least 55% marks (B+) or its equivalent grade and good academic records.</p> <p>2. Working knowledge of computer operations.</p> <p>3. Working knowledge of Hindi and English.</p> <p>Desirable</p> <p>1. M.Phil and or Ph.D in relevant subject.</p> <p>2. A Post Graduate Degree/Diploma in Distance Education/Education.</p> <p>3. Experience in writing of lessons and teaching materials, organizing seminars, workshops and in-service education.</p>

**RECRUITMENT RULES FOR THE POST OF
SECTION OFFICER**

Scale of Pay	Level-7 (₹44900-142400)
Age	37 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none">1. Second Class Graduate from a recognized University.2. At least 5 years of regular continuous service in the scale of Level-6 of the pay matrix (₹35400-112400 revised under 7th CPC) (pre revised ₹9,300-34,800 with G.P. ₹4,200 PB-2 as per 6th CPC) or (Pre to pre-revised ₹5,500-9,000) or 10 years of regular continuous service in the scale of Level-4 of the pay matrix (₹25500-81100 revised under 7th CPC) (pre revised ₹5,200-20,200 with G.P ₹2,400 PB-1 as per 6th CPC) or (Pre to pre-revised ₹4,000-100-6,000) in any of the following fields (but excluding Media, Library, Printing & Computer).<ol style="list-style-type: none">i. Administration (including Finance, HRD).ii. Conduct of Examination.iii. Organization of Seminars, Conferences etc for teachers & key personnel.iv. Experience in handling Student Support Services including School Administration/ Management/Admission.3. Knowledge of Central Government Office Procedure, Service Rules and Financial Rules.4. Knowledge of computer operations. <p>Desirable</p> <p>Working knowledge of Hindi and English</p>

RECRUITMENT RULES FOR THE POST OF PUBLIC RELATIONS OFFICER	
Scale of Pay	Level-7 (₹44900-142400)
Age	37 years
Educational and other qualifications/ experience	<p>Essential</p> <p>i) 2nd class Master's degree in any subject</p> <p>ii) Diploma in Public Relation and advertising/Mass communication/ Journalism from recognized institute/University</p> <p style="text-align: center;">Or</p> <p>5 years experience in Public Relation Department of a reputed organization/Government/autonomous organization in pay level Level-6 (Rs.35400-112400 revised under 7th CPC) (pre revised Rs.9300-34800 with GP Rs.4200 PB-2 as per 6thCPC) (pre to pre revised Rs.4500-7000).</p> <p>iii) Working knowledge of Hindi & English</p> <p>iv) Knowledge of computer operations</p> <p>Desirable</p> <p>1. Experience of organizing/ exhibitions and arranging meetings</p>

RECRUITMENT RULES FOR THE POST OF EDP SUPERVISOR	
Scale of Pay	Level-6 (₹35400-112400)
Age	37 years
Educational and other qualifications/ experience	<p>i) Bachelor's degree from a recognized University with Post Graduate Diploma in Computer Application/Hardware Engineering or its equivalent from a recognized institution.</p> <p>ii) 3 Years experience in programming and system Development in reputed big firms.</p> <p style="text-align: center;">Or</p> <p>Officer of the Central Govt./Autonomous bodies/Research Institutes/Govt. Presses holding analogous posts on a regular basis or with 10 years experience in the scale of Level-4 of the pay matrix (Rs. 25500-81100 as per 7th CPC), (pre- revised Rs.5200-20,200 with G.P Rs.2,400 PB-1 as per 6th CPC) (pre to pre revised Rs.4000-100-6000) on a regular basis or 6 years experience in the scale of Level-5 (Rs. 29200-92300 as per 7th CPC), (pre revised Rs. 5200-20200 with G.P Rs. 2,800/- PB-1 as per 6th CPC) (Pre to pre revised Rs.4500-7000).</p>

RECRUITMENT RULES FOR THE POST OF GRAPHIC ARTIST	
Scale of Pay	Level-6 (₹35400-112400)
Age	37 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none"> 1. Second class Graduate with Diploma in Fine Arts from a recognized University/Institutions. 2. Certificate in Multimedia from a reputed Institution recognized by Department of Electronic. 3. Proficiency in computer Animation/Preparation of Multimedia Packages. 4. Working knowledge of Hindi and English.

RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (ELECTRICAL)	
Scale of Pay	Level-6 (₹35400-112400)
Age	30 years (Relaxation as per Govt. of India Rules)
Educational and other qualifications/ experience	<ol style="list-style-type: none"> 1. Three year diploma in Electrical Engineering/Degree in Electrical Engineering from a recognized institute/university. 2. Three years professional experience in Electrical Engineering and maintenance work in officer under Central/State Govt./University/ Statutory or Autonomous Organization/recognized institution. 3. Working knowledge of English and Hindi. 4. Working knowledge of Computer Operations.

RECRUITMENT RULES FOR THE POST OF ASSISTANT	
Scale of Pay	Level-4 (₹25500-81100)
Age	27 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none"> 1. Senior Secondary from a recognized Board 2. Proficiency in office procedure, noting, drafting, knowledge of Government Rules and Regulations 3. Working on computer with a speed of not less than 8000 key depression per hour 4. Working knowledge of Hindi and English

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER	
Scale of Pay	Level-4 (₹25500-81100)
Age	27 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none"> i) Senior Secondary from a recognized Board ii) Certificate/Diploma in Secretarial Practice from a recognized institution. iii) Speed in shorthand in English/Hindi @80 w.p.m. with computer speed of 8000 key depressions per hour. <p>Desirable</p> <ol style="list-style-type: none"> i) 3 years experience of working as Stenographer in an established Organization/Deptt.

RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT	
Scale of Pay	Level-2 (₹19900-63200)
Age	27 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none"> 1. Senior Secondary from a recognized Board 2. Working on computers with a speed of not less than 6000 key depressions per hour 3. Working knowledge of Hindi and English <p>Desirable</p> <ol style="list-style-type: none"> 1. A Bachelor's degree 2. A certificate course in Computer Application from recognized Institute 3. About 2 years experience of similar work in Government/Autonomous Bodies Educational Institution

RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF (MTS)	
Scale of Pay	Level-1 (₹18000-56900)
Age	27 years
Educational and other qualifications/ experience	<p>Essential</p> <ol style="list-style-type: none"> 1. Primary School Pass