



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2015 प्रमाणित/ISO 9001 : 2015 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Deptt. of School Education and Literacy, MoE., Govt. of India)

ए-24-25, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा-201309 (उ.प्र.) दूरभाष : 0120-4089800 फैक्स : 0120-2403172

A-24-25, Institutional Area, Sector-62, NOIDA-201309 (U.P.) Phone : 0120-4089800 Fax : 0120-2403172

NIOS will hold Virtual Interview to fill up the following position initially for a period of six months on contract/Per- diem basis for four Mukta Kaushal Kendras Situated at Bankura (West Bengal), Mehsana (Gujarat), Koderma (Jharkhand) and Bhubaneswar (Odisha).

Sr. No.	Name of the Position	Emoluments (Consolidated) (per month/Per day)	No. of Position
1.	Centre Coordinator	Rs. 31,900/- Per Month	4 (Four) *
2.	Faculty for Cutting Tailoring & Dress Making	Rs. 1200/- Per day	1 (one) at MKK Koderma
3.	Faculty for Cutting and Tailoring	Rs. 1200/- Per day	1 (one) at MKK Bankura
4.	Faculty for Certificate in Yoga	Rs. 1200/- Per day	2 (Two)#
5.	Faculty for Certificate in Computer Application Course	Rs. 1200/- Per day	1 (one) at MKK Koderma
6.	Faculty for Certificate in Basic Computing	Rs. 1200/- Per day	2 (Two) ##
7.	Faculty for Certificate in Computer and Office Application Course	Rs. 1200/- Per day	1 (one) at MKK Mehsana

(* One each at Mukta Kaushal Kendra – Bankura, Mehsana, Koderma & Bhubaneswar) (# One each at Mukta Kaushal Kendra – Mehsana & Bhubaneswar) (## - One each at Mukta Kaushal Kendra – Bankura & Bhubaneswar)

1. Centre Coordinator (Mukt Kaushal Kendra) - (one each at Mukta Kaushal Kendra, Bankura (West Bengal), Mukta Kaushal Kendra Mehsana (Gujarat), Mukta Kaushal Kendra Koderma (Jharkhand) and Mukta Kaushal Kendra Bhubaneswar (Odisha)).

Educational Qualification & Experience:-

(a) Essential

- Bachelor Degree from a recognized University.
- Working Knowledge of Computer Operations.
- Working Knowledge of English and Hindi

(b) Experience

- Two years of Teaching/Administrative experience in Academic Institute preferably in schools/Educational Institute.

Roles and Responsibilities:

- (i) Monitoring and Management of Training at Mukta Kaushal Kendra.
- (ii) Development of Schedule of lectures and Practical Sessions of Vocational Courses.
- (iii) To assist in Audio/Video Programme during the training.

Age : Below 65 Years

2. Faculty (Cutting Tailoring & Dress Making) - (at Mukta Kaushal Kendra Koderma (Jharkhand)).

Educational Qualification & Experience:-

(a) Essential.

- (i) The teacher/Instructor should have a Diploma in Cutting and Tailoring/ Dress Making from an institute of repute or from the I.T.I. or NIOS along with one year experience.
- (ii) Working Knowledge of Computer Operations.
- (iii) Working Knowledge of English and Hindi.
- (iv) Must take class for a minimum of 3-4 hours in one day.

Roles and Responsibilities:

- (i) Development of training schedule and teaching of entire course in very effective manner.
- (ii) Conduct practical sessions very effectively as per NIOS Course structure.
- (iii) Development of Question papers for periodic tests.
- (iv) Playing of Audio/Video Programmes during the lectures.
- (v) Prepare learners for theory and practical examinations.

Age : Below 65 Years

3. Faculty (Cutting & Tailoring) - (one at Mukta Kaushal Kendra Bankura (West Bengal)).

Educational Qualification & Experience:-

(a) Essential.

- (i) The teacher/Instructor should have a Diploma in Cutting and Tailoring from an institute of repute or from the I.T.I. or NIOS along with one year experience.
- (ii) Working Knowledge of Computer Operations.
- (iii) Working Knowledge of English and Hindi.
- (iv) Must take class for a minimum of 3-4 hours in one day.

Roles and Responsibilities:

- (i) Development of training schedule and teaching of entire course in very effective manner.
- (ii) Conduct practical sessions very effectively as per NIOS Course structure.
- (iii) Development of Question papers for periodic tests.
- (iv) Playing of Audio/Video Programmes during the lectures.
- (v) Prepare learners for theory and practical examinations.

Age : Below 65 Years

4. Faculty (Certificate in Computer Application Course) - (one at Mukta Kaushal Kendra Koderma (Jharkhand) .

Educational Qualification & Experience:-

(a) Essential.

- (i) MCA/M.Sc(Computer Science or IT)/B.E/B.Tech in Computer Science or IT from recognised university or institute

OR

PGDCA/ 'A' level from DOEACC or equivalent with two years experience from any recognised university or institute.

- (ii) Working Knowledge of Computer Operations.
(iii) Working Knowledge of English and Hindi.
(iv) Must take class for a minimum of 3-4 hours in one day.

Roles and Responsibilities:

- (i) Development of training schedule and teaching of entire course in very effective manner.
(ii) Conduct practical sessions very effectively as per NIOS Course structure.
(iii) Development of Question papers for periodic tests.
(iv) Playing of Audio/Video Programmes during the lectures.
(v) Prepare learners for theory and practical examinations.

Age : Below 65 Years

5. Faculty (Certificate in Computer and Office Application Course) - (one at Mukta Kaushal Kendra Mehsana (Gujarat).

Educational Qualification & Experience:-

(a) Essential.

- (i) MCA/M.Sc(Computer Science or IT)/B.E/B.Tech in Computer Science or IT from recognised university or institute

OR

PGDCA/ 'A' level from DOEACC or equivalent with two years experience from any recognised university or institute.

- (ii) Working Knowledge of Computer Operations.
(iii) Working Knowledge of English and Hindi.
(iv) Must take class for a minimum of 3-4 hours in one day.

Roles and Responsibilities:

- (i) Development of training schedule and teaching of entire course in very effective manner.
(ii) Conduct practical sessions very effectively as per NIOS Course structure.
(iii) Development of Question papers for periodic tests.
(iv) Playing of Audio/Video Programmes during the lectures.
(v) Prepare learners for theory and practical examinations.

Age : Below 65 Years

6. Faculty (Certificate Course in Yoga) - (one each at Mukta Kaushal Kendra Mehsana (Gujarat) and Mukta Kaushal Kendra, Bhubaneswar (Odisha)).

Educational Qualification & Experience:-

(a) Essential.

- (i) The teacher/Instructor should have a Certificate/Diploma in yoga from reputed institutions.
- (ii) Working Knowledge of Computer Operations.
- (iii) Working Knowledge of English and Hindi.
- (iv) Must take class for a minimum of 3-4 hours in one day.

Roles and Responsibilities:

- (i) Development of training schedule and teaching of entire course in very effective manner.
- (ii) Conduct practical sessions very effectively as per NIOS Course structure.
- (iii) Development of Question papers for periodic tests.
- (iv) Playing of Audio/Video Programmes during the lectures.
- (v) Prepare learners for theory and practical examinations.

Age : Below 65 Years

7. Faculty (Certificate in Basic Computing) - (one each at Mukta Kaushal Kendra Bankura (West Bengal) and Mukta Kaushal Kendra Bhubaneswar (Odisha)).

Educational Qualification & Experience:-

(a) Essential.

- (i) BCA/PGDCA 'A' level from DOEACC from any recognized University or Institute
OR

Graduate with Certificate in Computer Applications (CCA) from NIOS

- (ii) Working Knowledge of English and Hindi.
- (iii) Must take class for a minimum of 3-4 hours in one day.

Roles and Responsibilities:

- (i) Development of training schedule and teaching of entire course in very effective manner.
- (ii) Conduct practical sessions very effectively as per NIOS Course structure.
- (iii) Development of Question papers for periodic tests.
- (iv) Playing of Audio/Video Programmes during the lectures.
- (v) Prepare learners for theory and practical examinations.

Age : Below 65 Years

Other terms and conditions:-

1. The contract will be initially for six months. The candidate engaged will have to execute 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 cadre 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.
5. The Faculties will have to take about 40 classes in one academic session.

Note:

1. Date of Virtual Interview will be communicated through e-mail only.
2. Only shortlisted candidates will be invited for interview
2. The selected candidates may be required to join immediately.
3. **Candidates are advised to visit NIOS website regularly for any information in this regard.**

All desirous candidates may send their application to **The Joint Director (Administration), A-24-25, Institutional Area, Sector-62, NOIDA, Uttar Pradesh – 201309** by speed post only. Application must be in prescribed format only. Application complete in all respect must reach **by or before 27.06.2023**. Application received after due date i.e. **27.06.2023** will not be accepted under any circumstances. Candidate must write at the top of application form Position applied for and name of Mukta Kaushal Kendra. Envelope Containing application form must also be super scribed with Name of the Post and Mukta Kaushal Kendra Name.

Mukta Kaushal Kendra have been established at :

- (i) **639/6. Gopinath Mahalla, Ward No. 18, Bankura Municipality, Distt- Bankura, West Bengal -722101**
- (ii) **Utthan Education Campus on Kanbha – Pundhara Approach Road, Kanbha, Distt- Mehsana, Gujarat -384550**
- (iii) **ST Girls Hostel of Kalyan Bibhag, Project Girls High School, Distt- Koderma, Jharkhand - 825410**
- (iv) **Vivekanand Kendra AICYAM, Gandamunda, Khandagiri – Pokhariput Road, Distt- Bhubaneswar, Odisha - 751030**

APPLICATION FOR THE POST OFAT MUKTA KAUSHAL KENDRA



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APPLICATION FORMAT

1. Application for the post of _____
2. Name Mr./Ms./Mrs. _____
3. Father's/Husband's Name _____
4. Date of Birth, Age as on date _____
5. Contact No (Mobile)& Email _____
6. Correspondence Address _____

Paste
Your
Passport Size
Photograph

S. No.	Exam Passed	Board/University	Year of Passing	% of marks
1.				
2.				
3.				
4.				

7. Working Knowledge of Computer Operations. _____

8. Working Knowledge of Hindi/English _____

9. Experience (in details)

Sr. No.	Name of Organisation	Position Held	Total Period		Nature of Duties
			From	To	
1.					
2.					

10. Any other information

I hereby declare that the above particulars are true in every respect and nothing has been concealed or withheld by me. I also possess the Essential qualification for the post and supporting documents (Educational Qualification/Experience) are enclosed.

Place:

Date:

Encl :

(Signature of candidate)