



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आई एस ओ 9001 : 2015 प्रमाणित/ ISO 9001 : 2015 Certified

क्षेत्रीय केंद्र कोलकाता / Regional Centre, Kolkata

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Dept. of School Education and Literacy, Ministry of Education, Govt. Of India)

Indicative Vacancy Notification

National Institute of Open Schooling (NIOS) will hold online interview for the following position on per diem basis at Mukta Kaushal Kendra, Bankura, West Bengal.

SL No.	Name of the Position	Emoluments	No. of Position
1	Faculty for Certificate in Basic Computing	Rs. 1200/- per day	1 (One)

Essential qualification, experience etc. for the position are mentioned below:

Faculty (Certificate in Basic Computing)

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

Desirous candidates may send the application (duly filled with all supporting documents) through Speed Post to **The Regional Director, National Institute of Open Schooling, Regional Centre, Kolkata, CL 18A, Sector II, Salt Lake, Kolkata 700091** latest by 30.09.2023.

**Regional Director,
NIOS, RC Kolkata**



For Office Use only

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)