

Advertisement No. 57/2020/Admn.

The Indira Gandhi National Open University (IGNOU) invites Online applications from the eligible candidates, in the prescribed application proforma available on IGNOU's Website www.ignou.ac.in, for filling up the following Non-Acadademic posts:

S.No.	Name of the post	Pay Matrix	Upper Age Limit as on 16.03.2020 (in years)	Category	No. of Posts
1.	Registrar (Student Evaluation Division)	(1,44,200-2,18,200) Level 14 of 7th CPC	57	UR-01	01
2.	Director (Computer Division)	(1,44,200-2,18,200) Level 14 of 7th CPC	55	UR- 01	01
3.	Deputy Registrar (under direct recruitment)	(78,800-2,09,200) Level 12 of 7th CPC	52	(UR-05, SC-01, OBC-01)	07
4.	Public Relation Officer (PRO) (under direct recruitment)	(78,800-2,09,200) Level 12 of 7th CPC	52	UR -01	01

Important dates:

Start date of submission of online Application Form	15.02.2020
Last date of Submission of online Application Form	16.03.2020
Last date of receipt of print copy of duly filled in Application Form along with the self-attested testimonials	26.03.2020

1. The details of Educational Qualification, Experience etc. for the post of Registrar (Student Evaluation Division)

- (i) Pay Matrix (1,44,200-2,18,200) Pay Level – 14 of 7th Central Pay Commission (CPC)
- (ii) Upper Age Limit 57 years as on 16.03.2020
- (iii) **Essential Qualification and Experience:**

- a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration OR
- c) Comparable experience in research establishment and/or other Institutions of higher education, OR
- d) 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable: Having experience of working in Examination and Evaluation in the University system.

Note:

- 1. The appointment shall be for a term of 5 years.
- 2. The post of Registrar (SED) is a tenure based for a term of 05 years or attaining the age of 62 years whichever is earlier.
- 3. Transport and medical facilities will be provided as per the entitlement and the University rules. HRA as admissible will be paid.
- 4. Deputation from other administrative services and Govt. departments as prevalent in other Central Universities may also be considered.

2. The details of Educational Qualification, Experience etc. for the post of Director (Computer Division)

- (i) Pay Matrix (1,44,200-2,18,200) Pay Level – 14 of 7th Central Pay Commission (CPC)
- (ii) Upper Age Limit 55 years as on 16.03.2020
- (iii) **Essential Qualification & Experience:**

Ph.D in Computer Science/Computer Applications/Computer Engineering /Computer Science and Engineering Information Technology with at least 55% of the Marks at Masters' Degree level; and at least 10 years of experience as Assistant professor/Assistant Director/Equivalent in the Academic level 11 and above or administrative and technical experience in area of ICT applications of at least 10 years.

OR

MCA/M.Tech in Computer Science/Computer Science and Engineering/ Information Technology with at least 55% marks and administrative and technical experience in area of ICT applications of at least 15 years.

Note:

1. The appointment to the post of Director (Computer Division) will be made on deputation for the period of 05 years extendable up to two years.
2. The Director will also be eligible for reappointment for another term of 05 years.
3. The maximum age limit in which a person can hold the post will be 62 years.
4. This is in line with DoPT order of 2016 wherein deputation is allowed for 5+2 years.

3. The details of Educational Qualification, Experience etc. for the post of Deputy Registrar

- (i) Pay Matrix (78,800-2,09,200) Pay Level-12 of 7th Central Pay Commission (CPC)
- (ii) Upper Age Limit 52 years as on 16.03.2020
- (iii) **Essential Qualification & Experience:**
 - (a) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed,
 - (b) 9 years of experience as Assistant Professor in the academic level 10 and above with experience in educational administration, or
 - (c) Comparable experience in research establishment and/or other Institutions of higher education, or
 - (d) 5 years of administrative experience as Assistant Registrar or in equivalent post.

4. The details of Educational Qualification, Experience etc. for the post of Public Relation Officer (PRO)

- (i) Pay Matrix (78,800-2,09,200) Pay Level-12 of 7th Central Pay Commission (CPC)
- (ii) Upper Age Limit 52 years as on 16.03.2020
- (iii) **Essential Qualification & Experience:**
 - (a) A post-graduate degree from a recognized University with at least 55% marks or its equivalent grade, preferably in Journalism.
 - (b) Eight (08) years experience in Public Relations Works in the scale of pay not less than Rs. 15,600-39,100 (PB-3, Grade Pay – 5400) preferably in University or Institutions of Higher Education, including relations with the Press and Electronic Media, preparation publicity material etc.

Desirable: Preference will be given to candidates with experience in Distance Education Institutions.

5. Points to be noted:

- (i) A relaxation of 5% of marks shall be provided (from 55% to 50%) for all the posts at the Master's level for the candidates belonging to SC/ST categories.
- (ii) Candidates are requested to ensure that they fulfill the eligibility criteria, on the closing date of submission of online application.
- (iii) Application form (containing fee payment details) & e-receipt should be printed by the candidate and kept for reference with him/her.
- (iv) Candidates are advised to visit IGNOU's website at regular intervals for updation.
- (v) Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. In case any candidate has formally changed the name, then gazette notification or any other legal document, as applicable should be submitted at the time of Document Verification.
- (vi) Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process as important messages will be sent by e-mail and on mobile which will be deemed to have been read by the candidates. Candidates are required to carefully fill/provide all the information regarding personal details/Bio-Data, fee etc. through ONLINE application. The candidate is responsible to prove that all the information provided/submitted by him/her in the application is true.
- (vii) Please further ensure that candidates fulfill all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in our advertisement. If candidate fails to meet any of the eligibility criteria as stated in the advertisement for the post, his/her candidature will be cancelled. The decision of the Competent Authority in this regard would be final. Only shortlisted candidates will be called/intimated for the selection process. The applicants shall ensure that a valid e-mail ID is provided in the application form for correspondence by the University.

6. Application Fee & Mode of Payment:

Candidates must go through the instructions and eligibility criteria carefully before remitting Application Fee. The application fee is Rs. 500/- (Rupees five hundred only). No application fee will be charged from SC/ST/PWD/Women candidates. The application form is integrated with the payment gateway and the application fee to be paid by using Debit Cards/Credit Cards/Internet Banking. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor it will be adjusted against any other purposes. After submitting the application fee with the online application form, please wait for the intimation from the server. Do not press back or refresh button, in order to avoid double charge.

7. Instructions for submission of Online Application Form:

The submission of Application Form passes through the following stages:

- Visit on IGNOU's website: www.ignou.ac.in and click the link of apply for the posts of Registrar (SED), Director (Computer Division), Deputy Registrar and PRO.
- Complete Registration process (which creates 'User Name' and 'Password' for you)
- Your 'User Name' and 'Password' will be informed through SMS and e-mail
- Re-login to the system using your 'User Name' and 'Password'
- Fill the Application Form online
- Upload your recent passport size coloured Photograph (maximum size 100KB in JPG format)
- Upload your specimen signature (maximum size 50KB in JPG format)
- Read the declaration and check the 'Declaration' box
- Preview your data and confirm details
- Pay the Application Fee of Rs. 500/- (Non-Refundable) through Credit/Debit card/ Net Banking
- Payment confirmation message would be sent to you through SMS and e-mail
- Press the Next button to see the form preview
- Take print/save your filled in Application Form. Correction/changes, if any, on the printed application is not permitted and summarily will be rejected.
- Candidate must retain a photocopy of the complete application form along with required documents for future reference.
- Print copy of Online application form along with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc. duly self attested should be sent by speed post to the Assistant Registrar Recruitment Cell, Administration Division, Room No.14 Block No.7, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068 on or before 26.03.2020. The candidate should mention "APPLICATION FOR THE POST OF "REGISTRAR (STUDENT EVALUATION DIVISION)"/ "DIRECTOR (COMPUTER DIVISION)", "DEPUTY REGISTRAR"/ "PUBLIC RELATION OFFICER (PRO)" in bold letters on top of the envelope. In case the candidate(s) fails to submit the print copy of the online application form along with the copies of the testimonials, will summarily be rejected.

8. General Conditions:

1. Age relaxation for SC,ST & OBC candidates will be as per the Government of India guidelines. Applicants seeking reservation benefits available for SC/ST/OBC/PWD categories must submit the necessary documents justifying the claim of respective reservation as per Govt. of India norms. The certificate submitted should be in the format prescribed by the Union Government and should be digitally verifiable.

Applicants applying for the post(s) reserved for OBC must submit certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time.

If the relevant certificates for respective reserved categories are not submitted with the application, the application may be rejected and no appeal will be entertained in this regard.

2. The candidates working in Government/University/Public Sector Undertakings/Autonomous bodies will be required to forward their applications "Through Proper Channel" along with the copies of self attested testimonials in support of their claim relating to qualifications, experience, age etc. However, they may send print copy of their application form as an advance copy along with self attested testimonials before the last date of submission. The advance copy received after the due date will not be considered. The candidates will be required to produce a 'No Objection Certificate' & 'Vigilance Clearance' from the respective Organizations at the time of their interview.
3. Since the applications received will be screened and short listed, merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for interview. The number of candidates to be called for interview for the posts in the University shall be as determined by the University.
4. The cut-off date for determining the eligibility conditions will be the last date of submission of application through Online.
5. No interim queries regarding Selection Process will be entertained at any stage.
6. No TA/DA shall be paid to the candidates for attending the interview.
7. In order to avoid last minute rush, the applicants are advised to apply early. In case of any technical error, the applicants can mail their problem at the e-mail recruitmentcell@ignou.ac.in or call on 011-29571713. The University shall not be responsible for any postal delay.

8. The University reserves the right not to fill up any of the vacancies advertised or cancel the advertisement.
9. **In case of any inadvertent error in the process of selection, which may be detected, at any stage, even after the issuance of offer letter, the University reserves the right to modify /withdraw/cancel without any communication made to the applicants.**
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
11. The selected candidates are liable to be posted at IGNOU's headquarters and any of its Regional Centres located across the country.
12. Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
13. The appointment of candidates on regular basis shall be governed by New Pension Scheme (NPS) {applicable on organizations established on or after 01.01.2004) and as such employees coming from pensionable establishments would be governed by Pension Scheme of the parent department only till such time they retain lien with the parent post.
14. Applications received after the last date or with incomplete information or without application fee or without self attested testimonials will be summarily rejected.
15. Application forms, downloaded and submitted offline, would not be accepted. The applicant will be solely responsible for authenticity of the submitted information.
16. The original degrees/certificates/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their interview.
17. IGNOU reserves the right to extend the closing date for receipt of applications. IGNOU also reserved the right to postpone/cancel this recruitment process at any time.
18. The jurisdiction for all legal matters for this recruitment will be at New Delhi and legal cases filed (if any) in other courts will not be maintainable.
19. Canvassing in any form OR on behalf of a candidate will be disqualified.

REGISTRAR (ADMN.)

