

**Advertisement No.54/2019**

Online Applications (through website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in)) are invited from Indian citizens in the prescribed application for filling up the following Non-Academic posts :

S. No.	Name of the Post	Pay Band/Pay Matrix	Upper Age Limit (in years)	Reserved Category	No. of posts
1.	<b>Finance Officer</b>	PB-4 (37400-67000) with GP-10,000/- (PR) revised to Level-14 of 7 <sup>th</sup> CPC	57	NA	01
2.	<b>Registrar (MPDD)</b>	PB-4 (37400-67000) with GP-10,000/- (PR) revised to Level-14 of 7 <sup>th</sup> CPC	57	NA	01
3.	<b>Registrar (SED)</b>	PB-4 (37400-67000) with GP-10,000/- (PR) revised to Level-14 of 7 <sup>th</sup> CPC	57	NA	01
4.	<b>Registrar (SRD)</b>	PB-4 (37400-67000) with GP-10,000/- (PR) revised to Level-14 of 7 <sup>th</sup> CPC	57	NA	01

***Please note the important dates:***

<b><i>Start date of online Registration/Submission</i></b>	<b><i>01/02/2019</i></b>
<b><i>Last date of online Registration/Submission</i></b>	<b><i>04/03/2019</i></b>
<b><i>Last date of receipt of application form along with enclosures</i></b>	<b><i>15/03/2019</i></b>

**website : [www.ignou.ac.in](http://www.ignou.ac.in)**

## IGNOU

**The details of Educational & Professional Qualification, Experience and Pay Scale etc. in respect of Non-Academic posts advertised vide Advt. No.54/2019**

### **1. Finance Officer**

**UR, Upper Age Limit 57 years**

**Pay Band IV Rs.37400-67000 with GP of Rs.10000/- and revised to Level-14 of 7<sup>th</sup> Central Pay Commission**

#### **Essential:**

- 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.

#### **Note:**

1. The appointment shall be for a term of 5 years.
2. The age of retirement for the post of Finance Officer is 62 years.
3. University accommodation, transport and other facilities will be provided as per the entitlement and the University rules.
4. Deputation procedure from other administrative services and Govt. departments as prevalent in other Central Universities will also be resorted, if necessary.

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**The details of Educational & Professional Qualification, Experience and Pay Scale etc. in respect of Non-Academic posts advertised vide Advt. No.54/2019**

### **2. Registrar (Material Production and Distribution Division)**

**UR, Upper Age Limit 57 years**

**Pay Band IV Rs.37400-67000 with GP of Rs.10000/- and revised to Level-14 of 7<sup>th</sup> Central Pay Commission**

#### **Essential:**

- 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.

#### **Job Requirement:**

Effective Management of Material Production, Storage and Distribution.

#### **Note:**

1. The appointment shall be for a term of 5 years.
2. The age of retirement for the post of Registrar (MPDD) is 62 years.
3. University accommodation, transport and other facilities will be provided as per the entitlement and the University rules.
4. Deputation procedure from other administrative services and Govt. departments as prevalent in other Central Universities will also be resorted, if necessary.

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**The details of Educational & Professional Qualification, Experience and Pay Scale etc. in respect of Non-Academic posts advertised vide Advt. No.54/2019**

### **3. Registrar (Student Evaluation Division) UR, Upper Age Limit 57 years**

**Pay Band IV Rs.37400-67000 with GP of Rs.10000/- and revised to Level-14 of 7<sup>th</sup> Central Pay Commission**

#### **Essential:**

- 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.

#### **Job Requirement:**

Effective Management of Examination & Evaluation of students.

#### **Note:**

1. The appointment shall be for a term of 5 years.
2. The age of retirement for the post of Registrar (SED) is 62 years.
3. University accommodation, transport and other facilities will be provided as per the entitlement and the University rules.
4. Deputation procedure from other administrative services and Govt. departments as prevalent in other Central Universities will also be resorted, if necessary.

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## IGNOU

**The details of Educational & Professional Qualification, Experience and Pay Scale etc. in respect of Non-Academic posts advertised vide Advt. No.54/2019**

#### **4. Registrar (Student Registration Division)**

**UR, Upper Age Limit 57 years**

**Pay Band IV Rs.37400-67000 with GP of Rs.10000/- and revised to Level-14 of 7<sup>th</sup> Central Pay Commission**

#### **Essential:**

- 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.

#### **Job Requirement:**

Effective Management of Admission and Registration of students.

#### **Note:**

1. The appointment shall be for a term of 5 years.
2. The age of retirement for the post of Registrar (SRD) is 62 years.
3. University accommodation, transport and other facilities will be provided as per the entitlement and the University rules.
4. Deputation procedure from other administrative services and Govt. departments as prevalent in other Central Universities will also be resorted, if necessary.

**website : [www.ignou.ac.in](http://www.ignou.ac.in)**

Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.

**Instructions for filling up online application:**

Candidate/s are requested to ensure that they fulfill the eligibility criteria, on the closing date of submission of application.

Application form (containing fee payment details) & e-receipt should be printed by the candidate and kept for reference with him/her.

Not more than one application should be submitted by any candidate for one post. In case of Multiple Applications only the latest valid (completed) application will be retained and the application fee/intimation charges paid for the other multiple registration(s) will stand forfeited.

Candidates are advised to visit IGNOU's website at regular intervals.

Please ensure to check your junk e-mail folder also for registration related e-mails. FOR OTHER DETAILS, PLEASE REFER TO DETAILED ADVERTISEMENT ON IGNOU WEBSITE.

**Application Processing Fee:**

An application processing fee of ₹500/- (Rupees five hundred only) from the candidates are to be charged.

**NOTE-I:** Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also to debarment. 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. Such candidates should indicate their changed name. However other details should match with the matriculation certificate.

**NOTE-II:** 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 email and on mobile which will be deemed to have been read by the candidate/s. Candidate/s are required to carefully fill/provide all the details 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.

**PAYMENT OF FEES ONLINE MODE**

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

The payment can be made by using Debit Cards/Credit Cards/Internet Banking.

After submitting your payment information in 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

## How to apply:

1. The candidates are required to go to the IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in) and click on the link "**Online Recruitment Application**". Candidates can apply online, all the fields in the online application format should be filled up carefully. Candidate, if need to change any information, then use "**Edit**" button and correct the same and save it, before submission of application. No modifications will be permitted after final submission.
2. In case the candidate is unable to complete the application form in one go, he/she can save the data already entered by choosing "**SAVE AND NEXT**" tab. Prior to submission of the online application candidates are advised to use the "**SAVE AND NEXT**" facility to verify the details in the online application form and modify the same if required.
3. Once you submit your application, the system will generate a unique application number showing on the application form.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **Accept & Proceed Payment**.
5. Validate your details and Save your application by clicking the '**SAVE & NEXT**' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines/FAQ for Scanning and Upload of Photograph and Signature.
7. Click on '**PAYMENT**' Tab and proceed for payment.
8. Click on '**SUBMIT**' button.
9. Correction/changes, if any on the printed application is not permitted and summarily will be rejected.
10. Candidate must retain a photocopy of the complete application form along with required documents for future reference.
11. 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), Block No.7, Room No.14, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068 on or before **15/03/2019**. The candidate should mention "**Application for the post of \_\_\_\_\_**" in bold letters on top of the envelope.

### **General Conditions:**

1. Separate application is required for each post applied for.
2. Applications of such officers/candidates serving in Government/ University/Public Sector Undertakings/Autonomous bodies will be considered as is must apply **“Through Proper Channel”** along with 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 candidates will be required to produce a **‘No Objection Certificate’** at the time of their interview/final selection.
3. Candidates from outside Delhi, when called for interview, will be paid to and fro 3 Tier AC rail fare only by the shortest route on production of rail tickets.
4. Since applications received may be short listed, merely possessing the prescribed qualification and requisite experience would not entitle a person to be called for interview.
5. No interim queries regarding Selection Process will be entertained at any stage.
6. The number of posts are subject to change and the University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
7. Candidates appointed against the posts shall be posted at the University Headquarters at New Delhi.
8. **Applications received after the last date will not be entertained by the University.**
9. The University reserves the right to relax any of the eligibility criteria in exceptional cases or in the case of persons already holding analogous posts in University/Research Institution etc.
10. The Selection Authority may consider the name of any person for appointment even if he/she may not have applied.
11. Maximum age limit in respect of the post specified will be counted as on the closing date of **receipt of online application i.e. 04/03/2019.**
12. Applications received after the last date OR with incomplete information or application processing fee will be summarily rejected.
13. 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/final selection.
14. In addition to pay, the post carries all allowances as per IGNOU’s rules. Higher start in the prescribed scale may be considered in deserving cases on the recommendations of the Selection Committee/BoM of the University.
15. IGNOU reserves the right to extend the closing date for receipt of applications. IGNOU also reserved the right to postpone/cancel this recruitment process for any/all the posts.
16. 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.
17. Canvassing in any form OR on behalf of a candidate will be disqualified.
18. The last date of submission of online application form is **04/03/2019.**

**REGISTRAR (Admn.) I/c**