
 इग्नू जन-जन का विश्वविद्यालय	INDIRA GANDHI NATIONAL OPEN UNIVERSITY Maidan Garhi, New Delhi-110068	 ignou THE PEOPLE'S UNIVERSITY
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(Advertisement No. 67/2023/Admn.)

The Indira Gandhi National Open University (IGNOU) invites Online applications for direct recruitment to the non-teaching post of **Assistant Registrar (Official Language)** from the eligible candidates, in the prescribed application form available on the Website www.ignou.ac.in as per details given below:

Name of the Post	Maximum Age	Category	Total
Assistant Registrar (Official Language)	42 years	UR – 01	01 Post

Qualification & Pay scale of the advertised post

Post with Pay Scale	ESSENTIAL QUALIFICATIONS
<u>Assistant Registrar</u> <u>(Official Language)</u> Level 10 in 7 th CPC	1. Masters Degree with 55% marks in Hindi or English with the other language as a main subject at the Degree level Or Masters Degree with 55% marks in any subject with Hindi and English as main subjects at the Degree level Or Masters Degree with 55% marks in any subject with Hindi or English Medium and other language as main subject at the Degree level. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 03 years experience as Section Officer (Official Language) in Govt./PSUs/Autonomous bodies. DESIRABLE: i. A certificate or Diploma in translation ii. Knowledge of regional language

IMPORTANT DATES

ONLINE REGISTRATION OF THE APPLICATION	FROM 18.12.2023 TO 16.01.2024 TILL 23:59:59 HRS.
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NATIONALITY/CITIZENSHIP

1. A candidate must be either:

- a) a citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or

- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
2. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
3. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

AGE RELAXATION

1. Cut-off date to determine eligibility in terms of age of candidates will be (closing date of application), i.e. 16.01.2024.
2. SC/ST/OBC(NCL) candidates who opt to apply for the given vacancy will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories.
3. Age relaxation permissible to various applicants is as under:-

S.No.	Category	Age Relaxation permissible beyond the upper age limit (Beyond 42 years)
1	PwBD	10 Years
2	Ex. Servicemen and commissioned Officers including ECO/SSCOs	Period of Military service plus 05 years .

CASTE / CATEGORY CERTIFICATES

1. Candidates must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the Competent Authority when such certificates are sought at the time of document verification, failing which their candidature will be cancelled.
2. EWS candidate must ensure that they have a valid EWS certificate as prescribed on the crucial date of submission of application.
3. Those who are in employment with Central/State Govt./PSU must submit a “NO OBJECTION CERTIFICATE” from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
4. Canvassing in any form will be a disqualification.

IMPORTANT INFORMATION & INSTRUCTIONS FOR THE APPLICANTS

1. Before filling up the Online Recruitment Application Form on www.ignou.ac.in , the applicants must go through the detailed Advertisement and satisfy themselves that they possess the minimum Essential Qualifications, are below the upper age limit prescribed and possess relevant experience required for the post applying for. Application(s) received from ineligible candidates shall be out rightly rejected. Applications received through modes other than online also stand rejected.
2. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be

uploaded on University websites www.ignou.ac.in only. The university will not send any further information/call letters by post/newspapers in this regard. IGNOU will not be responsible for invalid/wrong email ID and Mobile Number mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and IGNOU websites for updates.

3. The date for determining the eligibility of all the candidates (i.e. age, qualifications and experience etc.) shall be the prescribed closing date for submission of Online Recruitment Application, unless specified otherwise.
4. All the educational qualifications mentioned should be from a University/Institute recognized by Govt. of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date of submitting the online Application Form.
5. The prescribed Essential Qualifications are the minimum and mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (whatever is applicable).`
6. The printed hard copy of the Application form along with self attested copies of testimonials/certificates etc. kept in an envelope duly superscripted **“Application for the post of Assistant Registrar (Official Language)” should reach the office of “The Deputy Registrar (Recruitment Cell) Room No. 13 Blcok 7, IGNOU, Maidan Garhi, New Delhi-110068 on or before 26.01.2024 by 05:00 PM.**
7. Candidate will be required to produce all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or interview. In case the candidate fails to submit the original documents for verification of the certified/ Xerox copies of the enclosures to his/ her application, he/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further notice or communication in this regard.
8. Candidate(s) claiming experience has to produce Certificate(s) to this effect in the prescribed proforma from the Head(s)/Authorized person of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, pay scale, pay level Matrix as per 7th CPC and gross pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) withduration(s).
9. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for CBT/Written Test/Skill Test/Interview, as the case may be.
10. Candidates also note that their candidature will remain provisional till the genuineness of the document related to Age, Education, Experience; Caste etc. are verified from issuing Authority.
11. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of disconnection / inability / failure to log on the University’s website on account of heavy load on internet / website jam. The University does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the University.
12. Candidates will have to make payment of application fee through Online mode as given below:

CATEGORY	APPLICATION FEE
UR/OBC	Rs 1000/-
SC/ST/EWS/Women	Rs 600/-
Physically Handicapped	Nil

13. Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained. Fee once paid shall neither be refunded nor the fee be adjusted under any circumstances. Any tax or Bank charges will be borne by the candidate(s).
14. The application form is integrated with the payment gateway and the payment process can be completed by using Debit Cards/ Credit Cards/ Internet Banking/ IMPS/ Cash Cards/ Mobile Wallets.
15. The University reserves the right to short list the candidates on merit, experience, written and/or skill test, as the case may be. The University reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for interview/written test on receipt of huge number of application. Decision of the University in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of Written Test/Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.
16. At the time of written examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the University.
17. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Courts at Delhi only.
18. For general queries, please contact:

Recruitment Section
Indira Gandhi National Open University,
Maidan Garhi, New Delhi 110068
Ph : 011-29571713
Email: recruitmentcell@ignou.ac.in.

REGISTRAR (ADMINISTRATION)

