

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI- 110068**

**(A National Open University established by an Act (No. 50 of 1985) of Parliament of India)**

**Advertisement No. 01/2021/ACD, dated 5.08.2021**

**(Detailed Advertisement and Eligibility Conditions)**

Indira Gandhi National Open University invites Online applications from the eligible candidates, in the prescribed Application Proforma available on the website of the University, for appointment on deputation basis, to the posts of Regional Directors and Assistant Regional Directors, in various Regional Centres of IGNOU located in the North Eastern States, Jammu & Kashmir (Srinagar) and Port Blair (Andaman & Nicobar), as under:

Sl. No.	Name of the Post	Pay Scale in the 7 <sup>th</sup> CPC Pay matrix	Number of posts	Mode of recruitment	Reservation category
1	Regional Director (North East Region)	Level 13A (Rs. 131400-217100)	03 for North Eastern Region*	Deputation	NA
2	Regional Director (Srinagar in J&K)	Level 13A (Rs. 131400-217100)	01 at Srinagar in Jammu & Kashmir	Deputation	NA
3	Regional Director (Port Blair)	Level 13A (Rs. 131400-217100)	01 at Port Blair in Andaman & Nicobar	Deputation	NA
4	Assistant Regional Director (North East Region)	Level 10 (Rs. 57700-182400)	03 for North Eastern Region*	Deputation	NA
5	Assistant Regional Director (Srinagar in J&K)	Level 10 (Rs. 57700-182400)	01 at Srinagar in Jammu & Kashmir	Deputation	NA
6	Assistant Regional Director (Port Blair)	Level 10 (Rs. 57700-182400)	01 at Port Blair in Andaman & Nicobar	Deputation	NA

*NORTH EAST REGION		
S. No.	State	Name/Location of Regional Centre
1.	Tripura	Agartala
2.	Mizoram	Aizwal
3.	Sikkim	Gangtok
4.	Manipur	Imphal
5.	Arunachal Pradesh	Itanagar
6.	Nagaland	Kohima
7.	Meghalaya	Shillong

Age Limit: Preferably below 55 Years of Age

Period of Deputation: The Deputation will be initially for a period of 02 years.

Other allowances and benefits including Deputation allowance shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time. The terms and conditions of Deputation shall be as per Govt of India, Department of Personnel & Training norms.

**PART A**  
**(Eligibility Conditions)**

**1. Regional Director (on Deputation basis) (North Eastern Region; Srinagar in J&K and Port Blair in Andaman & Nicobar region):**

**A Person in regular service holding analogous post as Associate Professor/Regional Director/Deputy Director/any other equivalent teaching/ academic post on permanent basis in the same Scale of Pay in an Higher Education Institution/University/College/Accredited Research Institution/Institution of National Importance and fulfilling following qualifications**

- (i) A good academic record, with a Ph.D. Degree in any subject**
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).**

**Or**

**A person in regular service working on a teaching/academic position (as Asst Professor/Asst Director/Asst Regional Director/any other equivalent academic/teaching post) on permanent basis in an Higher Education Institution/University/College/Accredited Research Institution/Institution of National Importance and fulfilling following qualifications:**

- (i) A good academic record, with a Ph.D. Degree in any subject**
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).**
- (iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor/Assistant Regional Director/Assistant Director in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in the Appendix I of the Application form.**

**Desirable**

- (i) Contribution in the educational innovation, design of courses & curricula, Curriculum transaction etc.**
- (ii) Experience of Open and Distance Learning System**

**2. Assistant Regional Director (on Deputation basis) (North Eastern Region; Srinagar in J&K and Port Blair in Andaman & Nicobar region):**

1. **A person in regular service holding analogous post as Asst Professor/Asst Director/Asst Regional Director/any other equivalent post on permanent basis in the same Scale of Pay in an Higher Education Institution/University/College/ Accredited Research Institution/Institution of National Importance**

**PART B**  
**(General Instructions)**

1. The positions are meant for the IGNOU Regional Centres located in the **North Eastern Region; Srinagar in Jammu & Kashmir and Port Blair in Andaman & Nicobar region**, only which cannot be changed under any circumstances.
2. The appointment on deputation shall be through all India advertisement and selection by the duly constituted Selection Committees as per IGNOU Act and Statutes read with UGC Regulations 2018 as per standard deputation terms and conditions of the Department of Personnel & Training, Govt of India.
3. All applicants are required to apply online in the prescribed format of application form as available on the University website [www.ignou.ac.in](http://www.ignou.ac.in) with complete and correct information and attachments within the prescribed time limit indicated in the advertisement. Application forms, downloaded and submitted offline, would Not be accepted. The applicant will be solely responsible for the authenticity of the submitted information. The applicants are required to read details regarding qualifications, experience, screening criteria etc. as available on the University website [www.ignou.ac.in](http://www.ignou.ac.in), along with this advertisement before filling up the form. The data once entered by the applicant shall not be allowed to change. Therefore, the applicant should check the entries before final submission.
4. Applicants should possess the prescribed qualifications and experience as on the closing date of application through online mode, as prescribed in the advertisement.
5. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification. A relaxation of 5% marks shall be provided (from 55% to 50%) at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (non-creamy layer)/ Differently Abled [Persons with Benchmark Disability PwBD)] in the respective category of PwBD advertised. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized University, at the Master's level shall also be considered eligible.
6. The reservation/relaxation for applicants from SC, ST, EWS,OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms. Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally

verifiable.

7. The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience.
8. The applications received for the post of Regional Director (deputation basis) shall be screened as per screening criteria for Associate Professors as per UGC Regulations 2018 appended with this advertisement for short listing the applicants to be called for interview (please see Appendix I). The screening criteria for shortlisting the candidates against the posts of Assistant Regional Director shall be based on the screening criteria for Assistant Professors as per UGC Regulations 2018. Mere fulfillment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. The number of candidates to be invited for interview shall be as per University policy. Canvassing in any form will be treated as a disqualification.
9. Publications 'under submission' or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the screening guidelines attached with this advertisement.
10. Application fees, as applicable, is to be submitted online, through credit/debit card/ Net Banking, as per details given below:  
Rs.500/- for UR/OBC/EWS category.  
No application fee will be charged from SC/ST/PwBD/Women applicants.  
Fees once paid will not be refunded or adjusted under any circumstances.  
Applicants applying for more than one post/department must apply separately and pay fees separately.
11. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent issue like technical error etc., the applicants can mail their problem at the email Id- [helpdeskacd@ignou.ac.in](mailto:helpdeskacd@ignou.ac.in). The University shall Not be responsible for any postal delay.
12. **Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.**
13. No interim correspondence regarding selection process will be entertained at any stage during the process.
14. The Shortlisted candidates called for interview should report along with all the testimonials/certificates (in original) along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application

form, duly certified by the applicant, will also be required to should be submitted at the time of interview. **No TA/DA shall be paid to candidates for attending interview.**

15. Candidates already working in Government service and fulfilling requirement of experience & eligibility are required to submit their applications through proper channel (However, they can submit an advance copy to meet the deadlines for receiving the applications) in the prescribed format along with (i) Vigilance Clearance; (ii) Annual Performance Reports/ACRs for the last five years duly attested by Head of Institution/Authorised signatory; (iii) Details and nature of experience, and (iv) No Objection Certificate, to the effect that the candidate will be spared for joining IGNOU Regional Centre- North east Region/Srinagar/Port Blair (as the case may be) in the event of selection.
16. **All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form. Therefore, the applicant shall ensure that a valid email ID is provided in the application form.**
17. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the University.
18. The University reserves the right to amend or modify any eligibility condition/number of posts/ selection criteria after issue of advertisement. The corrigendum/addendum, if any, shall be issued on the University website only. The applicant is required to visit the University website [www.ignou.ac.in](http://www.ignou.ac.in) for any updates/corrigendum/addendum in this regard.
19. **The University further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.**
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
21. **Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.**
22. The online portal will be open from 05.08.2021. The last date for submission of online application is **15.09.2021 or 30 days from the date of publication of advertisement in the Employment News, whichever is later.** The hard copy of the printout of application submitted online alongwith self-attested copies of necessary certificates/documents, copies of No objection Certificate, Vigilance clearance etc. should reach **the Director, Academic Coordination Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068** on or before **10 days after the closing date of submission of Online application**, through registered/speed post. The envelop containing application form should clearly indicate the name of post and Advt. No.

DIRECTOR ACD



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**CRITERIA FOR SCREENING OF APPLICATIONS AND SHORTLISTING CANDIDATES  
FOR INTERVIEW TO THE POST OF REGIONAL DIRECTOR (DEPUTATION BASIS)  
(WHEREVER REQUIRED)**

**1. Criteria for Short-listing of Candidates for Interview (Regional Director posts):**

S.N.	Academic/Research Activity	Faculty of Sciences /Medical Science/ Computer & Information Science/ other related disciplines	Faculty of Arts/ Languages/ Humanities/ Social Sciences/ Education/ Distance Education/ Continuing Education/ Management/ Tourism & Hospitality Management/ Social Work / other related disciplines
1.	Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	<b>(a) Books authored which are published by:</b>		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	<b>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	<b>(a) Development of Innovative pedagogy</b>	05	05
	<b>(b) Design of new curricula and courses</b>	02 per curricula/course	02 per curricula/course
	<b>(c) MOOCs</b>		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/	20	20

	credit)		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	<b>(d) e-Content</b>		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-Book (at least one quadrant)	02	02
	Editor of e-Content for complete course/paper/e-Book	10	10
4.	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./PG Dissertation	02 per degree awarded	02 per degree awarded
	<b>(b)Research Projects Completed</b>		
	More than10 lakhs	10	10
	Less than10 lakhs	05	05
	<b>(c) Research Projects Ongoing:</b>		
	More than10 lakhs	05	05
	Less than10 lakhs	02	02
	<b>(d) Consultancy</b>	03	03
5.	<b>(a) Patents</b>		
	International	10	10
	National	07	07
	<b>(b)*Policy Document (Submitted to an International body/ organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	10
	National	07	07
	State	04	04
	<b>(c)Awards/Fellowship</b>		
	International	07	07
	National	05	05

6.	<b>*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>		
	International(Abroad)	07	07
	International(within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:  
Peer-Reviewed o UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- |      |  |   |           |
|------|--|---|-----------|
| i)   | Paper in refereed journals without impact factor | - | 5 Points  |
| ii)  | Paper with impact factor less than 1             | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2         | - | 15 Points |
| iv)  | Paper with impact factor between 2 and 5         | - | 20 Points |
| v)   | Paper with impact factor between 5 and 10        | - | 25 Points |
| vi)  | Paper with impact factor > 10                    | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b) Policy Document and 6 Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

2. The constitution of Selection Committees and guidelines on selection procedure shall be as per IGNOU Act and Statutes read with UGC Regulations, 2018.

### 3. Methodology of Shortlisting the Candidates

1. The applications so received (against Regional Director and Asst Regional Directors posts) shall be placed before a Screening Committee, which on the basis of criteria so decided, as per UGC Regulations 2018 for Associate Professors and Assistant Professors, respectively, shall prepare a list of all the eligible candidates indicating the marks scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks.
2. In case of tie in the marks of two or more candidates, the candidate having the higher/highest marks at the Master's level shall be ranked above the other(s).



3. Based on their score as per criteria given above, a maximum of upto 15 candidates will be called for interview against each post of Regional Director (deputation basis) and Assistant Regional Director (deputation basis). In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
4. The marks awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.
5. The University shall not be responsible for any error/omission/commission/suppression of relevant information by the applicant knowingly or unknowingly while filling up the application form and uploading the documents. In case the applicant gets screened/shortlisted/selected/appointed on the basis of the incorrect/inadmissible/forged/fabricated credentials furnished by him/her, his/her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.
6. The University reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.

DIRECTOR ACD