

Advertisement No. 53/2014

Indira Gandhi National Open University (IGNOU) invites applications on deputation/direct recruitment from the Indian citizens for the following positions in IGNOU, New Delhi. The educational qualifications, age, experience, mode of recruitment and other eligibility conditions for the posts are furnished below against each post.

On Deputation Basis:

Name & No. of the post(s)	Pay Band & Grade Pay	Max. Age limit	Essential Educational & Professional Qualification and Experience
Chief Engineer 01 - post	PB-4 : 37400-67000 with Grade Pay of ₹10000/-	57 years	1. Officers under Central Govt./State Govt./UT's/Public Sector Undertakings/Statutory or Autonomous Organization/Universities holding analogous post on regular basis in the parent cadre/department; or with 03 years regular service in the Pay Band-4 with Grade Pay of ₹ 8,700/- or equivalent in the parent cadre/department not below the rank of Superintending Engineer. and 2. (i) Possessing a degree in Civil/Electrical/Mechanical Engineering from a recognized University or equivalent. (ii) 15 years experience in planning, construction and execution of civil project including maintenance of building complexes and residential complexes.
Chief Security Officer 01 - post	PB-4 : 37400-67000 with Grade Pay of ₹10000/-	57 years	1. Officers under Central Govt./State Govt./UT's/Public Sector Undertakings/Statutory or Autonomous Organization/Universities holding analogous post on regular basis in the parent department or with 03 years regular service in the Pay Band-4 with Grade Pay of ₹ 8,700/- or equivalent in the parent department. and 2. (i) Possessing a Post graduate degree with at least 55% marks or its equivalent. (ii) 15 years of experience as officer in Army/Police/Para-Military Force or Security service of any Govt. or autonomous organization/PSU in the Pay Scale equivalent to a Group – 'A' posts.
Estate Officer 01 - post	PB-4 : 37400-67000 with Grade Pay of ₹8900/-	57 years	1. Officers under Central Govt./State Govt./UT's/Public Sector Undertakings/Statutory or Autonomous Organization/Universities holding analogous post on regular basis in the parent department or holding a post in the Pay Band-4 : 37,400-67,000 with Grade Pay of ₹ 8,700/- with 03 years of regular service in the grade; and 2. Possessing - (i) Master's degree with at least 55% marks or its equivalent. Or Bachelor's degree in Civil Engineering with at least 55% marks or equivalent. Or Bachelor's degree in Law with at least 55% marks or equivalent and; (ii) 15 years of experience in Estate Management or University, Civil or Military Estate.

Note for deputation post(s):

- The period of deputation shall be initially for 03 years and further extendable upto a maximum period of 05 years.
- The maximum age limit should not exceed 57 years as on the closing date of the receipt of applications.
- The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
- The candidates who had applied "Through Proper Channel" against earlier Advt. No. 51/2014 & 52/2014 for the post of Chief Engineer, Chief Security Officer and Estate Officer need not apply again.

On Direct Recruitment Basis:

Name & No. of the post(s)	Pay Band & Grade Pay	Max. Age limit	Essential Educational & Professional Qualification and Experience
Joint Registrar (Material Production & Distribution Division) 01-post (UR)	PB-4 : 37400-67000 with Grade Pay of ₹8900/-	55 years	ESSENTIAL: 1. Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. Should have worked as Dy. Registrar for 5 years in the GP ₹ 7600/- or its equivalent. DESIRABLE: Proven ability of administering publishing/printing department in an academic/research institution with in depth understanding of the process and perspective of University system with particular reference to Distance and Open Education System.
Joint Registrar (Finance & Accounts Division) 01-post (UR)	PB-4 : 37400-67000 with Grade Pay of ₹8900/-	55 years	ESSENTIAL: 1. Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. Should have worked as Dy. Registrar for 5 years in the GP ₹ 7600/- or its equivalent. DESIRABLE: 1. Should be well versed with the financial rules, regulations and concurrence etc. 2. Should have adequate exposure in preparation and maintenance of computerized financial records i.e. preparation of budget, passing of bills and preparation of Accounts through ERP System.

General Conditions for all posts:

- Mode of Selection** - Interview only.
- Application form can be downloaded from the University website at www.ignou.ac.in. No other Format except the prescribed Application Form as available on IGNOU's website, will be considered.
- Application Form (duly filled-in) together with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc. duly self attested and ACRs/APARs dossiers of the last 5 years and vigilance clearance (for deputation posts) should be sent along with the application form to **the Assistant Registrar (Recruitment), Administration Division, Block - 7, Room No.13, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068** on or before **5th September, 2014**. The candidate should mention "Application for the post of _____", in bold letters on top of the envelope.
- The application processing fee (for direct recruitment only) of ₹ 200/- for **General & OBC candidates** and ₹ 100/- for **SC/ST candidates** by means of **Demand Draft/Pay Order** drawn in favour of **IGNOU** payable at New Delhi. However, applicants belonging to women candidates and PWD category with minimum of 40% of disability are exempted from payment of the application processing fee. The application processing fee shall not be accepted in any other form. Fees once paid shall NOT be refunded under any circumstances nor can it be held in reserve for any other examination or selection. On the backside of the Demand Draft/Pay Order, the candidates are advised to write their Name and Date of Birth.
- Applicants who are in Govt. service should send their applications '**Through Proper Channel**' and separate application duly filled up is required for each post.
- Candidates from outside Delhi, when called for interview Travelling Allowance (TA) will be paid as per norms for the shortest route on production of proof.

7. 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.
8. The University reserves the right to relax any of the qualification/experience etc.
9. Maximum age limit, Educational Qualification and Experience etc. in respect of the post specified will be counted as on 5th September, 2014 being the last date of receipt of Application.
10. Candidate appointed against the post shall be posted at the University Headquarters at New Delhi.
11. Applications received after the last date OR incomplete in any respects OR NOT accompanied by the Testimonials, Photograph and Application Processing Fee (wherever applicable) will be summarily rejected and no communication shall be entertained from any of the candidate in this regard.
12. 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 candidates, at the time of their interview/final selection.
13. IGNOU reserves the right to extend the closing date for receipt of applications. IGNOU also reserves the right to postpone/cancel this recruitment exercise for the post.
14. Canvassing in any form shall disqualify a candidate.
15. The jurisdiction for all legal matters for this recruitment will be New Delhi and legal cases, if any, filed in other Courts will not be maintainable.
16. Relaxation will be given as per Govt. of India rules.
17. In case of OBC, the caste certificate, inter alia must specify that the candidate does not belong to "Creamy Layer". Form of certificate to be produced by other backward classes (OBC) applying for appointment to posts under the Government of India as per guidelines issued in this regard from time to time.
18. Applications (duly completed/filled-in along with its enclosures) should reach the University on or before the prescribed last date. The last date of receipt of application form is **5th September, 2014**. University shall not be responsible for any postal delay/loss.

Registrar, Administration