

Details of Educational Qualification Experience, General Conditions etc. in respect of the Director Positions advertised vide Advt. No. 1/2013/ACD

Director, Planning and Development Division

- a. PG in any discipline with Ph.D Degree.

OR

An outstanding professional with established credentials in the field of planning in educational institutions/ Govt./ PSUs who has made significant contributions to the knowledge in the concerned field /relevant discipline to be substantiated by credentials.

- b. At least 10 years experience in teaching / research and / or education extension including 5 years of professional experience at senior supervisory level (AGP/GP Rs. 8,000 and above) in the areas of educational planning, management and development including institution building, systems development etc.

Desirable:

- a. Relevant experience in the Distance Education System.
- b. Administrative experience at senior supervisory level.

Director, Academic Coordination Division

- a. PG in any discipline with Ph.D Degree.

OR

An outstanding professional with established credentials in the field of educational administration, who has made significant contributions to the knowledge in the concerned field /relevant discipline to be substantiated by credentials.

- b. At least 10 years experience in teaching / research and/ or education extension including 5 years of professional experience at senior supervisory level (AGP/GP Rs. 8,000 and above) in the areas of educational planning, management and development including institution building, systems development etc.

Desirable:

- a. Relevant experience in the Distance Education System.
- b. Administrative experience at senior supervisory level.

Director, International Division

- a. PG any discipline with Ph.D Degree.

OR

An outstanding professional with established credentials in the field of management of international programmes, who has made significant contributions to the knowledge in the concerned field /relevant discipline to be substantiated by credentials.

- b. At least 10 years experience in teaching / research and / or education extension including 5 years of professional experience at senior supervisory level (AGP/GP Rs. 8,000 and above) in the areas of educational planning, management and development including institution building, systems development etc.

Desirable:

- a. Candidates with relevant experience in the Distance Education System will be preferred.
- b. Experience at the international level in educational project/collaboration or assignment with international organizations.
- c. Administrative experience at senior supervisory level.

Director, EMPC

- a. PG in any discipline with Ph.D Degree.

OR

An outstanding professional with established credentials in the field of media production & management, who has made significant contributions to the knowledge in the concerned field /relevant discipline to be substantiated by credentials.

- b. At least 10 years experience in teaching/research and/or education extension including 5 years of professional experience at senior supervisory level (AGP/GP Rs. 8,000 and above) in the areas of educational planning, management and development including institution building, systems development etc.

Desirable:

1. Specialization at the post graduate level in journalism / mass communication / education technology / communication technology;
2. Experience in / or knowledge of open and distance learning systems in India / abroad;
3. Proficiency in computer applications; Experience in managing communication networks.

Director, DEP- Sarva Shiksha Abhiyan

Essential:

Good academic record with Master degree in any discipline with minimum 55% marks or B+ Grade along with doctoral degree in Education or related field from an Indian University or any equivalent degree from a foreign University. The candidates must be a Senior Professor preferably of not more than 58 years of age and should have more than 15 years of experience in the field of teaching , research and / extension activities in the area of teacher education, design and development of self-learning training packages, information communication technology.

Desirable:

Proven ability in:

1. Curriculum and course development process; imparted through distance education mode.
2. Preparation of Self-learning print and non-print materials.
3. Preparation and participation in the production of audio-video and multimedia materials.
4. Conducting tutorials, workshops, training programmes, etc. through face-to-face and distance modes.
5. Conducting research in distance education system.
6. Project formulation, designing, monitoring and evaluation of the project.
7. Knowledge of educational administration, recruitment, establishment, finance and accounts, general administration, printing, publication, organizing national/international conferences/seminars/workshops, budgeting, planning and implementation in an institutional set up.
8. The candidate must be well versed with liaison work with Govt. and educational institutions in the country.

Responsibilities:

The Project Director will be the overall In-charge of the Distance Education Programme – Sarva Shiksha Abhiyan (DEP-SSA) in terms of all aspects of administrative, financial and academic components of the Project.

General Conditions

1. A relaxation of 5% may be provided, from 55% to 50% of the marks at the Master's level for the SC/ST/PH category candidates in posts reserved for them.
2. A relaxation of 5% may be provided, from 55% to 50% of the marks, to Ph.D. degree holders who have passed their Master's degree prior to 19.09.1991.
3. Only persons having 40% or above disability are eligible to apply against the posts reserved for Persons with Disabilities. They will be required to append Medical Certificate.
4. All the teaching posts are identified as suitable for OH/VH categories and other posts for OH/ VH/ HH categories.
5. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.
6. Applicants are requested to convert the grade points secured by them into its equivalent percentage of marks by enclosing the standard conversion formula, where the institutions followed the grading systems.
7. Separate application is required for each post and category applied for.
8. Applicants who are in employment should send their application through their employer. May be sent an advanced copy directly but a No objection certificate (NOC) or duly forwarded application should be submitted at the time of interview.
9. The selection authority may consider the name of any person for appointment even if he/she may not have applied.
10. Candidates from outside Delhi, when called for interview, will be paid to and fro second class rail fare only by the shortest route on production of rail tickets.
11. 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/ written test.
12. No interim queries regarding test / interview will be entertained at any stage.
13. The number of vacancies are subject to change and the University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
14. The University will not be responsible for postal delay in any correspondences with the applicants.

15. In case of fake documents, suppression of information, wrongly filled application etc. are found at the time of appointment or after appointment, services in the University shall be terminated.
16. In case of any inadvertent mistake may be detected in the process of selection, even after issue of appointment, the University reserves the right to modify/withdraw the communication made to the candidate(s).
17. Applications received after the last date shall not be entertained by the University.
18. Incomplete application in any form will not be accepted.
19. Canvassing in any form shall disqualify a candidate.
20. Even though, the Selection Committee for both temporary and permanent positions may be the same, the University may decide to prepare separate panels for the temporary and permanent posts and also create a panel of candidates in anticipation of vacancies for the future.
21. The University reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of persons already holding analogous posts in a University / Research Institution etc.
22. Application forms and other details regarding qualifications, general conditions etc., for all the posts can be obtained in person from the office of the **Director, Academic Coordination Division, 1st Floor, Room No.109, Besides VC office, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110 068** till the last date of submission of duly filled in application on or before **10.09.2013** during office hours on all working days in person and production of a Demand Draft of Rs.200/- for General and OBC Candidates; Rs.50/- from SC/ST Candidates drawn in favour of "IGNOU" and payable at New Delhi. Women & PWD applicants are exempted from paying this amount. Application forms can also be obtained by post from the above address, by sending a DD as detailed above and a self-addressed stamped envelope (stamps worth Rs.50/-) of size 13 cms x 28. Request for application forms by post will be entertained only upto **20.08.2013**. Application forms, detailed information and general conditions etc. relating to the vacant posts can also be downloaded from the University web site at www.ignou.ac.in from **18.07.2013** onwards. The downloaded forms for the web-site must be accompanied a demand draft of prescribed amount.
23. Application shall be submitted by superscribing the post applied for along with the discipline and category on the envelope.
24. Filled in application forms together with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc., for all the posts should be sent to the **Director, Academic Coordination Division, 1st Floor, Room No.109, Besides VC office, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110 068 on or before 10.09.2013.**