

ADVERTISEMENT NO. 49/2013

Applications are invited from Indian citizens in the prescribed Format for filling up the post of Registrar (Administration) in IGNOU at its Headquarters, New Delhi.

Name of the post	Pay Scale	Upper Age Limit	Category	No. of post
Registrar (Administration)	PB-IV : 37400 – 67000 with Grade Pay of ₹ 10000/-	57 years	Unreserved	01

The details of Educational & Professional Qualification, Experience etc. are given as under:

Essential :

1. A Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
2. At least 15 years of experience as Assistant Professor in the AGP of ₹ 7000 and above or with 8 years of service in the AGP of ₹ 8000 and above including as Associate Professor along with experience in educational administration.
OR
Comparable experience in research establishment and/or other Institutions of higher education.
OR
15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable:

Proven ability of administering academic/research institutions with in depth understanding of intellectual processes and perspectives of University System.

Relaxation:

- 1) For the post of Registrar, the minimum requirement of 55% will not be insisted upon for the existing incumbents who are already in the University System.
- 2) Relaxation of 5% of marks at the Master's level will be given for the SC/ST category.

Job Requirements:

- 1) Managing the administrative affairs of a mega Open University.
- 2) Liaisoning with different Institutions like UGC, other State Open Universities, educational Institutions like NCTE, AICTE, MHRD etc.
- 3) Performing all functions as may be specified in Statutes, Ordinances, Regulations and as required from time to time by the Board of Management or Vice-Chancellor.

Note:

The appointment shall be for a term of 5 years. Provided that the Board of Management may renew the appointment for further terms of 5 years each. The age of retirement for the post of Registrar (Administration) is 62 years. University accommodation, transport and other facilities will be provided as per the entitlement and University rules.

General Conditions:

1. 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.
2. 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 should be sent 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 **04.10.2013**. The candidate should mention "Application for the post of Registrar (Admn)", in bold letters on top of the envelope.
3. The application processing fee 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.
4. Applicants who are in employment should send their applications 'Through Proper Channel'.
5. Candidates from outside Delhi, when called for interview, will be paid to and fro III AC rail fare only by the shortest route on production of rail tickets.
6. 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.
7. The University reserves the right to relax any of the qualification/experience in exceptional cases or in the case of persons already holding analogous posts in University/Research Institution etc.
8. Maximum age limit, Educational Qualification and Experience etc. in respect of the post specified will be counted as on 04.10.2013, being the last date of receipt of Application.
9. Candidate appointed against the post shall be posted at the University Headquarters at New Delhi.
10. Applications received after the last date OR with incomplete information will be summarily rejected.
11. 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.
12. 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/Interview Board.
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. The University reserves the right to consider the names of suitable candidates who may not have applied for the post.
15. Canvassing in any form shall disqualify a candidate.
16. 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.
17. Relaxation in case of SC/ST/OBC/PWD etc. will be given as per the Govt. of India rules.
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 **4th October, 2013**.

**REGISTRAR,
ADMINISTRATION (I/c)**