



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068



Advertisement No. 59/2020/Admn.

The Indira Gandhi National Open University (IGNOU) invites Online applications from the eligible candidates, in the prescribed application proforma available on IGNOU's Website www.ignou.ac.in, for filling up the one post of **Registrar (Administration)** under **(UR) category** in Pay Matrix **(1,44,200-2,18,200) Level 14 of 7th CPC and Upper age limit is 57 years as on 03.10.2020 :**

Essential Qualification & Experience

- Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 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: Management of Administration affairs of a mega University.

- * The instant recruitment for the post of Registrar(Administration) shall be subject to outcome of decision by the Hon'ble High Court of Delhi in writ petition (C) No. 4231/2017.
- * Those applicants who have applied against the advertisement No. 55/2019 for the post of Registrar (Admn.) published on 20.02.2019 need not apply again.

Important dates:

Start date of submission of online Application Form	03.10.2020
Last date of Submission of online Application Form	03.11.2020
Last date of receipt of print copy of duly filled in Application Form along with the self-attested testimonials	03.12.2020

Note:

- The appointment shall be for a term of 5 years.
- The post of Registrar (Admn.) is a tenure based for a term of 05 years or attaining the age of 62 years whichever is earlier.
- Transport and medical facilities will be provided as per the entitlement and the University rules. HRA as admissible will be paid.
- Deputation from other administrative services and Govt. departments as prevalent in other Central Universities may also be considered.

1. Points to be noted:

- (ii) A relaxation of 5% of marks shall be provided (from 55% to 50%) for all the posts at the Master's level for the candidates belonging to SC/ST categories.
- (iii) Candidates are requested to ensure that they fulfill the eligibility criteria, on the closing date of submission of online application.
- (iv) Application form (containing fee payment details) & e-receipt should be printed by the candidate and kept for reference with him/her.
- (v) Candidates are advised to visit IGNOU's website at regular intervals for updation.
- (vi) Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. In case any candidate has formally changed the name, then gazette notification or any other legal document, as applicable should be submitted at the time of Document Verification.
- (vii) Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process as important messages will be sent by email and on mobile which will be deemed to have been read by the candidates. Candidates are required to carefully fill/provide all the detailed information regarding personal details/Bio-Data, fee etc. through ONLINE application. The candidate is responsible to prove that all the information provided/submitted by him/her in the application is true.
- (viii) Please further ensure that candidates fulfill all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in our advertisement. If candidate fails to meet any of the eligibility criteria as stated in the advertisement for the post, the candidature will be cancelled. The decision of the Competent Authority in this regard would be final. Only shortlisted candidates will be called/intimated for the selection process. The applicants shall ensure that a valid e-mail ID is provided in the application form for correspondence by the University.

2. Application Fee & Mode of Payment:

Candidates must go through the instructions and eligibility criteria carefully before remitting Application Fee. The application fee is Rs. 500/- (Rupees five hundred only). No application fee will be charged from SC/ST/PWD/Women candidates. The application form is integrated with the payment gateway and the application processing fee to be paid by using Debit Cards/Credit Cards/Internet Banking. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor it will be adjusted against any other purposes. After submitting the application processing fee in the online application form, please wait for the intimation from the server. Do not press back or refresh button, in order to avoid double charge.

3. Instructions for submission of Online Application Form:

The submission of Application Form passes through the following stages:

- Visit on IGNOU's website: www.ignou.ac.in and click the link of apply for the posts of Registrar (Admn.).
- Complete Registration process (which creates 'User Name' and 'Password' for you)
- Your 'User Name' and 'Password' will be informed through SMS and email
- Re-login to the system using your 'User Name' and 'Password'
- Fill the Application Form online
- Upload your recent coloured Photograph (maximum size 100KB in JPG format)
- Upload your specimen signature (maximum size 50KB in JPG format)
- Read the declaration and check the 'Declaration' box
- Preview your data and confirm details
- Pay the Application Fee of Rs. 500/-(Non-Refundable) through Credit/Debit card/ Net Banking
- Payment confirmation message would be sent to you through SMS and email
- Press the Next button to see the form preview
- Take print/save your filled in Application Form. Correction/changes, if any, on the printed application is not permitted and summarily will be rejected.
- Candidate must retain a photocopy of the complete application form along with required documents for future reference.
- **Print copy of Online application form along with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc. duly self attested should be sent by speed post** to the Assistant Registrar, Recruitment Cell, Administration Division, Room No.14 Block No.7, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068 on or before 03.12.2020. The candidate should mention "APPLICATION FOR THE POST OF "REGISTRAR (ADMINISTRATION)" in bold letters on top of the envelope. In case the candidate(s) fails to submit the print copy of the online application form along with the copies of the testimonials, will summarily be rejected.

4. General Conditions:

1. Age relaxation for SC, ST, OBC, Govt. Servant, Ex-Serviceman and PWD candidates will be as per the Government of India guidelines. Applicants seeking reservation benefits available for the above categories must submit the necessary documents justifying the claim of respective reservation as per Govt. of India norms. The certificate submitted should be in the format prescribed by the Union Government and should be digitally verifiable.

Applicants applying for the post(s) reserved for OBC must submit certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time.

If the relevant certificates for respective reserved categories are not submitted with the application, the application may be rejected and no appeal will be entertained in this regard.

2. The candidates working in Government/University/Public Sector Undertakings/Autonomous bodies will be required to forward their applications "Through Proper Channel" along with the copies of self attested testimonials in support of their claim relating to qualifications, experience, age etc. However, they may send print copy of their application form as an advance copy along with self attested testimonials before the last date of submission. The advance copy received after the due date will not be considered. The candidates will be required to produce a 'No Objection Certificate' & 'Vigilance Clearance' from the respective Organizations at the time of their interview.
3. Since the applications received will be screened and short listed, merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for interview. The number of candidates to be called for interview for the posts in the University shall be as determined by the University.
4. The cut-off date for determining the eligibility conditions will be the last date of submission of application through Online.
5. No interim queries regarding Selection Process will be entertained at any stage.
6. No TA/DA shall be paid to the candidates for attending the interview.
7. In order to avoid last minute rush, the applicants are advised to apply early. In case of any technical error, the applicants can mail their problem at the email recruitmentcell@ignou.ac.in or call on 011-29571713. The University shall not be responsible for any postal delay.
8. The University reserves the right not to fill up any of the vacancies advertised or cancel the advertisement.
9. **In case of any inadvertent error in the process of selection, which may be detected, at any stage, even after the issuance of offer letter, the University**

reserves the right to modify /withdraw/cancel any communication made to the applicants.

10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
11. Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
12. The appointment of candidates on regular basis shall be governed by New Pension Scheme (NPS) {applicable on organizations established on or after 01.01.2004) and as such employees coming from pensionable establishments would be governed by Pension Scheme of the parent department only till such time they retain lien with the parent post.
13. Applications received after the last date or with incomplete information or without application processing fee or without self attested testimonials will be summarily rejected.
14. Application forms, downloaded and submitted offline, would not be accepted. The applicant will be solely responsible for authenticity of the submitted information.
15. 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 candidate, at the time of their interview.
16. IGNOU reserves the right to extend the closing date for receipt of applications. IGNOU also reserved the right to postpone/cancel this recruitment process at any time.
17. The jurisdiction for all legal matters for this recruitment will be at New Delhi and legal cases filed (if any) in other courts will not be maintainable.
18. Canvassing in any form OR on behalf of a candidate will be disqualified.

REGISTRAR (ADMN.)