

**IMPORTANT DATES**

<b>ONLINE REGISTRATION OF THE APPLICATION</b>	<b>FROM 01.03.2021 TO 31.03.2021</b>
---	--------------------------------------

The total number of vacancy is 01.

Post Code	Name of the Post	Maximum Age	SC	ST	OBC (NCL)	EWS	UR	Total	PWD	Ex-SM	Place of Posting
			<b>Vertical Reservation</b>						<b>Horizontal Reservation</b>		
01/21	<b>REGISTRAR (MPDD)</b> Level – 14 of 7 <sup>th</sup> CPC (Rs. 144200-218200) PB-4 of Rs 37400-67000 with GP-10000 Group-A	57 years	00	00	00	00	01	01	00	00	IGNOU, Maidan Garhi, N Delhi with all India service responsibility

**RECRUITMENT RULES FOR THE ADVERTISED POSTS**

<b>REGISTRAR (MPDD)</b> Level – 14 of 7 <sup>th</sup> CPC PB-4 of Rs 37400-67000 with GP-10000 Group-A	<b>Essential:</b> <ol style="list-style-type: none"> <li>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li> <li>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</li> <li>Comparable experience in research establishment and/or other Institutions of higher education OR</li> <li>15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</li> </ol> <b>Job Requirement:</b> Effective Management of Material Production, Storage and Distribution
	<b>Note:</b> <ol style="list-style-type: none"> <li>The appointment shall be for a term of 5 years.</li> <li>The age of retirement for the post is 62 years</li> <li>University accommodation, transport and other facilities will be provided as per the entitlement and the University rules.</li> <li>Deputation procedure from other administrative services and Govt. departments as prevalent in other Central Universities will also be resorted, if necessary.</li> </ol>

**IMPORTANT INFORMATION FOR THE CANDIDATES**

- Those applicants having applied against Advt. No. 54/2019 for the same post are advised to apply afresh without paying the requisite fee.
- The date for determining the eligibility of all the candidates in every respect shall be the prescribed closing date for submission of Online Recruitment Application, unless specified otherwise.
- The applicants are advised to fill in all their particulars in the Online Recruitment Application carefully as submission of wrong information may lead to rejection during short-listing apart from debarment by the University.
- The candidates are advised to fill their correct and active e-mail address in the online application as any Correspondence will be made by the University through e-mail only. The candidates are also advised to refer to website of the University for Regular Updates of the recruitment cases.

5. The candidates are NOT required to send the printouts of their online applications to the University. However, the Application will not be treated as finally submitted unless and until it is available under 'My Finally Submitted Application' Tab before the closing date and time. Please retain a print out of your finally submitted online application (complete with Payment Details, if not fee-exempted applicant) as a proof of submission of your application to the University, whenever required.
6. All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the University. Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis would be required to submit a declaration, whenever asked by the University, that they had informed in writing to their Head of Office/Department while applying for this selection, and must submit "NO OBJECTION CERTIFICATE" from employer at the time of verification of documents.
7. The candidates belonging to OBC (Creamy Layer), i.e., who have marked their Creamy Layer status as 'YES' in online form, are not entitled to reservation admissible to OBC(NCL) candidates and they will be treated at par with "UNRESERVED (UR)" candidates. Similarly, benefits of reservation to OBC/SC/ST category will be admissible only when post is reserved for them. If post is not reserved for their respective category, they can apply against unreserved vacancy and in such case they will be treated at par with "UNRESERVED (UR)" candidates for all the purposes without claiming any relaxation in age or percentage in the essential qualifications.
8. The prescribed Essential Qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for recruitment test/interview.
9. A relaxation of 5% of marks shall be provided (from 55% to 50%) in the essential qualification for SC/ST candidates provided the post is reserved for those categories.
10. Reserved category candidates while applying for the post reserved for their categories, will be considered subject to submission of valid caste certificate on a prescribed format only and issued by the competent authority.
11. Applicants under EWS category will be considered subject to submission of Income & Assets certificate on a prescribed format with crucial date being the closing date for submission of application provided the post is identified under EWS.
12. The University reserves the right to short list the candidates on merit, experience, written and/or skill test, as the case may be.
13. The University reserves the right to amend/change/delete/cancel any of the Terms & Conditions/Guidelines at any stage of the recruitment process. The University reserves the right to cancel the recruitment process as a whole or part at any stage/paper thereof for any or all posts without prior notice due to administrative reasons.
14. All the educational qualifications mentioned should be from a University/Institute/University recognized by Govt. of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date of submitting the online recruitment form. Proper documents from University/University for having declared the result on or before the last date of submitting the online recruitment form have to be submitted as and when asked for. The date of passing the examination which is reckoned for eligibility will be the date of passing mentioned on the mark sheet/provisional certificate.
15. Candidate(s) claiming experience has to produce Certificate(s) in the prescribed proforma from the Head(s)/Authorised person of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, pay scale and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) with duration(s). Experience certificate should be issued in prescribed proforma for relevant post.
16. The minimum length of work experience asked for the respective post(s) should be in continuation without any break. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will

not be counted while calculating the valid experience for short listing the candidates for CBT/Written Test/Skill Test/Interview, as the case may be.

17. Certificate to the effect that no vigilance/criminal case is pending/contemplated against the candidate, who are already working in Central/State Govt./UT Administration or Central/ State Autonomous/ Statutory Organizations/ PSUs/ Reputed Private Organization is also to be submitted by the candidates applying through proper channel as and when called. List of penalties/fine (if any) imposed during preceding 3-5 years has to be provided by the applicants applying through proper channel.
18. The Candidates not covered above will have to submit an undertaking/self-declaration to the effect that no criminal case is pending/contemplated against him/her.
19. Candidate has to submit document/certificate which is essentially required for ascertaining the genuineness of his/her candidature/ caste/ qualification/ experience etc as and when sought by the University.
20. The candidates are advised to apply online as per the schedule notified in the advertisement. Application received through any other mode would not be accepted and summarily rejected.
21. The candidates may apply for more than one post, subject to fulfilling eligibility for the post(s) and after ascertaining the fact whether timing for conduct of CBT if applicable for different posts is at the same time or at different time.
22. Candidates also note that their candidature will remain provisional till the genuineness of the document related to Education, Experience, Caste etc. are verified from issuing Authority.
23. The candidates will be called to participate in the selection process based on the information provided by them online. The responsibility to ensure that they fulfill the eligibility lies on the candidates only. Therefore, candidates before applying for the post, must ensure his/her eligibility for the post(s) applied for.
24. Mere qualifying Computer Based Test (CBT) wherever applicable, will not confer any right of appointment unless the University is satisfied that the candidate is suitable in all respects and fulfils the required conditions/criteria for the appointment to the post(s).
25. The University reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for interview/CBT on receipt of huge number of application.
26. Decision of the University in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of CBT/Written Test/Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.
27. University may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s due to administrative reasons.
28. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the University.
29. In case any dispute arises on account of interpretation of question(s) in English and Hindi, the English version shall be final.
30. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of dis-connection / inability / failure to log on the University's website on account of heavy load on internet / website jam. The University does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the University.
31. University will not be responsible for inadvertent error and reserves right to correct such errors.

32. In cases where more than one candidate secures the equal aggregates marks, tie will be resolved by applying the following methods one after another: i) Date of Birth, with older candidates placed higher. ii) Alphabetical order in which names of the candidates appear.
33. Candidates are advised to visit only the Official IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) for any updates as no further press release will be issued.
37. The candidates may raise their legal dispute arising out of this Recruitment notice, if any to the exclusive jurisdiction of the courts of Delhi only.
38. Canvassing in any form will be a disqualification
39. Verification of original documents and format of certificates:
  - A. Candidates shortlisted for Document Verification are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of document verification.
  - B. All Certificates should be either in English or Hindi only. Where certificates are not in English/Hindi, attested transcript (In Hindi/English) should be produced wherever/whenever required. Certificates produced during the document verification should be strictly in the prescribed proformas.
  - C. No additional time will be given to the candidates for producing their original certificates on the date of their document verification and the candidature of such candidates is liable to be forfeited.
  - D. Documents to be brought by candidates in original (as applicable) for verification are as indicated below:-
    - I. Matriculation/X Class/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth. (The candidates' name and the father/ mothers' name mentioned in the application will be verified with reference to the names mentioned in this certificate.)
    - II. Educational and Technical Certificate/Diploma/Degree from a recognized University/University or equivalent (As applicable).
    - III. SC/ST certificate in the format as per prescribed proforma.
    - IV. OBC-NCL certificate in the format as per prescribed proforma(s) (not older than one year from the date of document verification)
    - V. Non creamy layer declaration by OBC candidates as per prescribed proforma
    - VI. Income & Asset certificate for Economically Weaker Section prescribed proforma
    - VII. Original discharge certificate for Ex-servicemen.
    - VIII. Medical Certificate for Persons with Benchmark Disabilities (PwBD) as per prescribed proformas as applicable.
    - IX. Certificate for persons having physical limitation to write, and Scribe is essential for examination as per prescribed proformas.
    - X. Self-declaration for Ex-servicemen as per prescribed proformas
    - XI. No Objection Certificate from serving employees with date of appointment.
    - XII. Legal document in case of formal change of name viz. their original marriage certificate / affidavit in original etc.
    - XIII. Decree of divorce/judicial separation from the competent Court of Law as applicable and Affidavit stating that the candidate has not remarried.
    - XIV. Ex-Servicemen candidates who secure civil employment after applying for this notice should give self-declaration to the concerned employer about the details of application against this notice, as soon as they join. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during document verification.
- E. The candidates claiming post qualification work experience of reputed private organizations have to submit following documents in addition:
  - 1) Salary Slip(s).
  - 2) Income Tax Return (ITR) for 05 years and Form 16.

## **RESERVATION**

1. Reservation for SC/ST/OBC (NCL) CENTRE LIST/EWSs/PwBD/ESM will be applicable as per Govt. of India rules and Guidelines, notification and amendments issued from time to time.
2. Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite certificate(s) on prescribed Performa from the Competent Authority, for availing such reservation.
3. A person seeking appointment on the basis of reservation to OBC (NCL) CENTRE LIST must ensure that he/she possesses the caste/community certificate (applicable for Centre list only) and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of online application.
4. Caste certificate in prescribed Performa has to be produced by the candidates seeking reservation as SC/ST/OBC(NCL) CENTRE LIST from the Competent Authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC(NCL) CENTRE LIST and the village/town the candidate is ordinarily a resident of. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government.
5. SC, ST, OBC(NCL) CENTRE LIST, EWS candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the Unreserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC (NCL) CENTRE LIST and EWS candidates.
6. SC, ST, OBC(NCL) CENTRE LIST and EWS candidates who qualify on the basis of relaxed standards viz age limit, experience or qualifications, extended zone of consideration etc., irrespective of his/her merit position, is to be counted against reserved point and not against unreserved vacancies.
7. Ex-Servicemen who have already secured employment in Government Job in civil side in Group 'C' and 'D' posts on regular basis after availing of benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/she can avail of the benefit of reservation as ex-servicemen for subsequent employment if he/she immediately after joining civil employment, given self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August, 2014 issued by DoP&T.
8. Reservations for Persons with Benchmark Disabilities (PwBD) (if applicable)
  - a. Blindness and low vision;
  - b. Deaf and hard Hearing;
  - c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
  - d. Autism, intellectual disability, specific learning disability and mental illness;
  - e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.
  - f. Definition of Specified Disabilities are provided in the Schedule of RPwBD Act, 2016.
  - g. Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate: Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from not less than 40% of relevant benchmark disability.

Special Note for all Candidate(s) seeking reservation/relaxation benefits: All those candidate(s) seeking reservation/relaxation benefits if available for EWS/SC/ST/OBC-NCL/PwBD/Ex-SM must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice.

**AGE RELAXATION:** (wherever applicable)

The candidate(s) must have attained the minimum age of 18 years and the maximum age as prescribed above, as on the last date of closing of application. The permissible relaxation in upper age limit for claiming age relaxation is as follows:

Sl. No	Category	Age-relaxation permissible beyond the upper age limit
1	SC/ST	5 Years
2	OBC(NCL) CENTRE LIST	3 Years
3	PwBD (UR)	10 Years
4	PwBD OBC(NCL) -CENTRE LIST	13 Years
5	PwBD (SC/ST)	15 Years
6	Ex-Servicemen (ESM)	05 Years for Group – A Posts 03 Years for Group – B and C Posts (Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as Ex-Servicemen.)

Candidate(s) should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate, or marks sheet of Matriculation/10th Standard or equivalent issued by Central/State University will be valid.

**EXAMINATION FEE :**

Candidate(s) will have to make the payment of Application Fees in Rupees through the On-Line Mode as under:-

<b>Unreserved/OBC/EWS</b>	1000/-
<b>For SC/ ST/ PwBD/ Ex Servicemen/ Women</b>	600/-

**Note:** Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.

Fee once paid shall neither be refunded nor the fee be adjusted under any circumstances.

Any tax or Bank charges will borne by the candidate(s).

**MODE OF PAYMENT (ONLINE MODE):**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online recruitment form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidate(s) are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidate(s) are required to take a printout of the e-Receipt and online recruitment form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

**PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:** (applicable wherever Recruitment Test is to be held)

Visually Impaired (VI) candidate(s) and candidate(s) whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidate(s) with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) can avail the assistance of Scribe for writing answers on their behalf. For engaging the scribe, candidate(s) will have to indicate the same while filling Online recruitment form.

The facility of SCRIBE will be governed in accordance with the guidelines issued vide OM No. F. NO. 34-02/2015-DD-III dated 29th August, 2018 issued by Ministry of Social Justice and Empowerment “*Guidelines for conducting written examination for Persons with Benchmark Disability*”.

**GUIDELINES FOR CANDIDATE(S) WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**GUIDELINES FOR VISUALLY IMPAIRED CANDIDATE(S)**

Visually Impaired candidate(s) (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

- a. At the time of CBT/written examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the University.
- b. If it is detected that any candidate has furnished any false information/particulars with regard to his/her qualification, category/cast and experience in the Application Form or in any document and/or misrepresented/suppressed any material fact in the application form, for securing appointment in the University, his/her service will be terminated forthwith during probation period or even after confirmation of the service in the University.

**THE SCHEME OF EXAMINATION AND DETAILED SYLLABUS FOR CBT (if applicable):**

Sl. No.	Post	Syllabus For Computer Based Test (CBT) STAGE-I	STAGE-II (INTERVIEW)
1.	Registrar, MPDD	Not Applicable	Applicable