



Advertisement No. 41/2009

Applications are invited from Indian citizens in the prescribed form for filling up the following posts at IGNOU's Headquarters and at its Regional Centers across the country:

Name of the Post	Post Code	Pay Scale	Max. Age Limit [Yrs.]	No. of Posts					Remarks
				SC	ST	OBC	UR	Total	
Assistant Registrar	01	Rs.15600-39100 (Pay Band-3) (Grade Pay-Rs.5400)	42	05	02	07	16	30	Hqrs- 01 Post RCs- 29 Posts
Data Entry Operator Grade-C	02	Rs.9300-34800 (Pay Band-2) (Grade Pay-Rs.4200)	27	10	--	16	37	63	Hqrs- 49 Posts RCs- 14 Posts
Semi Professional Assistant	03	Rs.5200-20200 (Pay Band-1) (Grade Pay-Rs.2800)	32	02	01	04	11	18	RCs- 18 Posts
Stenographer	04	Rs.5200-20200 (Pay Band-1) (Grade Pay-Rs.2400)	30	17	09	26	62	114	Hqrs- 73 Posts RCs- 41 Posts
Junior Assistant-Cum-Typist	05	Rs.5200-20200 (Pay Band-1) (Grade Pay -Rs.1900)	27	31	16	64	108	219	Hqrs- 118 Posts RCs- 101 Posts

- Note: (i) 3% posts are reserved for PH category across the board under each cadre for all the posts.
(ii) The conditions of disability in respect of physically handicapped candidates will be as per Govt. of India rules/guidelines/orders/amendments thereof issued from time to time.

Name of Post	Post Code	Educational & Professional Qualification
Assistant Registrar [Group-A]	01	Essential: (a) A good academic record plus Master Degree from a recognized University with at least 55% of the marks OR its equivalent grade of 'B' in the UGC seven point scale. (b) 3 Years of experience inter alia in the Administration and/OR Finance in the scale of Rs.6500-10500 (pre-revised).
Data Entry Operator Grade-C [Group-C]	02	Essential: A Bachelor's Degree from a recognized University and Diploma/Certificate in computer application/programming and speed of 8000 key depressions per hour for data entry work
Semi Professional Assistant [Group-C]	03	Essential: A Bachelor's Degree from a recognized University OR its equivalent with a certificate in Library Science.
Stenographer [Group-C]	04	Essential: Matriculation OR its equivalent with 80 w.p.m. in Shorthand and Typing speed of 40 w.p.m. in English OR 35 w.p.m. in Hindi on computers and with two years experience as Steno-Typist/Stenographer in University/Govt./Autonomous Organization/ Public OR private sector. Desirable (i) A Bachelor's Degree from a recognized University with experience as Stenographer. (ii) Ability to do word processing on PCs/IBM-PC compatible machine.
Junior Assistant-Cum-Typist [Group-C]	05	Essential Matriculation OR its equivalent with two years experience in a clerical post in a Govt./Semi-Govt./Public undertaking/reputed private company with a typing speed of 40 w.p.m. in English OR 35 w.p.m. in Hindi on computers. Desirable A Bachelor's Degree from a recognized University with typing speed of 40 w.p.m. in English OR 35 w.p.m. in Hindi on computers.

1. Application Format

The prescribed Application Form is available along with this advertisement. The said application form should be neatly typed on A4 size paper (only one side of paper may be used). The completed application form should be sent by Ordinary Post at the following address :

**Indira Gandhi National Open University,
IGNOU Post Office, Post Bag No.09,
Maidan Garhi, New Delhi-110068**

The candidate should mention "Application for the post of _____", in bold letters on top of the envelope.

The specified Application Form can also be downloaded from IGNOU's website: www.ignou.ac.in

The last date for receipt of application is **07.09.2009**. The application should be sent by **Ordinary Post** mode only.

2. Examination Fee

An examination fee of Rs.200/- (Rupees two hundred only) for Gen & OBC category and Rs.100/- (Rupees one hundred only) for SC/ST category is payable in the form of Demand Draft drawn in favour of IGNOU, New Delhi. However, applicants belonging to women candidates and PH category with minimum of 40% of disability are exempted from payment of the examination fee. The examination 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 back side of Demand Draft, the candidates are advised to write their name, date of birth, address and post applied for in capital letters.

Before collecting the demand draft from the Bank, the candidates are advised to check the following :

- The Date of Issue is correctly mentioned,
- The Signature of Bank Authorities exists on the Bank Draft,
- The Address of Issuing Bank & Branch Code are correctly mentioned,
- The amount of examination fee is correctly mentioned in words and figures,
- The Draft is payable in favour of 'IGNOU' at New Delhi,
- The Draft is valid for six months.

3. Age Relaxation

The applicant should not exceed age limit indicated above, as on the last date of receipt of application. However, this age is relaxable as per Govt. of India standing instructions for the following categories.

i)	For SC/ST candidates	:	5 years
ii)	OBC candidates	:	3 years
iii)	Departmental candidates with 3 years of continuous service	:	Upto 42 years of age (in case of SC/ST candidates upto 47 years of age) (For appointments of Group-C posts)
iv)	Physically Handicapped	:	10 years (15 years for SC/ST candidates and 13 years for OBC)
v)	Ex-serviceman	:	Service rendered in Army/Navy/Air Force plus 3 years
vi)	Government employees including Departmental candidate for Group-A post.	:	5 Years
vii)	Central Government Civilian employees for Group 'C' Posts (those who have rendered not less than 3 years continuous service on regular basis)	:	40 Years (45 years for SC/ST and 43 years for OBC)
viii)	For Resident of J&K during the 01.01.1980 to 31.12.1989	:	5 years

4. Mode of Selection

IGNOU will hold a written examination for all the above mentioned posts. Short listed candidates on the basis of written examination will be called for skill test/interview.

5. Scheme of Examination and Syllabus

The written examination will consist of 100 objective multiple choice questions, carrying 1 mark each, for each of the questions with one correct answer. The OMR answer sheet will be provided to the candidate at the time of examination. The answers to the questions will have to be marked by the candidate in the computerized OMR answer sheet by darkening the circle with **black ball point pen**. The detailed guidelines will also be made available on the OMR answer sheet.

The examination will be held on a single day, preferably Sunday in various sessions. There will be no negative marking for the incorrect answer. The written examination will be held on the following topics as per the schedule mentioned herein under:

S.No.	Name of the Post	Topic	Duration & Timings
1.	Jr. Assistant-cum-Typist	General Knowledge & Current Affairs; Social Science; General Science; Arithmetic; Reasoning; Computer Science and English/Hindi Language.	2 hrs. duration (0900 hrs. to 1100 hrs.)
2.	Stenographer	General Knowledge & Current Affairs; Social Science; General Science; Arithmetic; Reasoning; Computer Science and English /Hindi Language	2 hrs. duration (1200 hrs. to 1400 hrs.)
3.	Semi Professional Assistant	General Knowledge & Current Affairs; Social Science; General Science; Reasoning; Computer Science; Library & Information Science and English /Hindi Language	2 hrs. duration (1200 hrs. to 1400 hrs.)
4.	Data Entry Operator Grade-C	General Knowledge & Current Affairs; Social Science; General Science; Arithmetic; Reasoning; Computer Science and English /Hindi Language	2 hrs. duration (1500 hrs. to 1700 hrs.)
5.	Assistant Registrar	General Knowledge & Current Affairs; Social Science; General Science; Arithmetic; Reasoning; Computer Science and English /Hindi Language	2 hrs. duration (1500 hrs. to 1700 hrs.)

- The date of examination will be subsequently notified through newspapers and shall be also available on IGNOU's website.

6. Choice of Examination Centre

The written examination will be held in 15 cities. Applicants are required to indicate two preferences of their choice for Examination Centres in the Application Form.

The 'Examination City', with 'City Code' is mentioned below which are required to be filled in, in the relevant columns of the Application Form:

Examination City	City Code
Ahmedabad	11
Bangalore	12
Bhopal	13
Bhubaneshwar	14
Chandigarh	15
Chennai	16
Delhi	17
Guwahati	18

Examination City	City Code
Hyderabad	19
Jaipur	20
Jammu	21
Kolkata	22
Lucknow	23
Mumbai	24
Patna	25

The centres for written examination as given above are subject to change at the discretion of the IGNOU. While every effort will be made to allot the centre to the candidates of their choice for the examination, a different centre may be allotted to the candidates in case sufficient candidates do not opt for a particular centre for any post OR for any other administrative reasons.

Request for change of examination centre will not be entertained and the candidate will have to appear at the allotted centre at their expenses.

7. Closing date for receipt of Applications Forms

Application Form complete in all respect must reach **IGNOU, IGNOU Post Office, Post Bag No.09, Maidan Garhi, New Delhi - 110068** on or before **07.09.2009**. Applications received after the closing date OR NOT accompanied by the examination fee (wherever applicable) OR incomplete in any respects shall be summarily rejected and no communication shall be entertained from any of the candidates in this regard. Fees once paid shall NOT be refunded. IGNOU shall not be responsible for any postal delay/loss.

The applicants would be provisionally issued an Admit Card for appearing in the examination on the basis of the information furnished by them in their Application Form. The candidature of the applicants shall be provisional subject to subsequent verification.

8. Special Instructions to the Candidates

- i. The candidates are advised to correctly choose the post to which they intend to apply as they may be eligible for more than one post. If a candidate applies for more than one post, he/she will have to fill separate application and submit examination fee for each of the applied post. The candidate should also ensure that the timing fixed for the examinations should not clash while applying for more than one post.
- ii. Maximum age limit in respect of the post specified will be counted as on 07.09.2009.
- iii. Relaxation and concession in regard to OBCs will be applicable as per GOI rules/orders and amendment thereof.
- iv. The candidate are advised only to enclose one self-addressed Post Card and Demand Draft, along with their duly filled in application form.

The candidates are also advised **NOT** to submit the copies of any certificates/documents along with application form.

- v. Candidates serving in Government/University/Public Sector Undertakings/Autonomous bodies must apply 'Through Proper Channel'. However, they may send an advance copy of their application form, along with examination fee before the last date of submission of application form. The Serving candidates will be required to produce a 'No Objection Certificate' at the time of their Interview/final selection.
- vi. The Candidates are advised to retain a photocopy of the complete application form along with copy of Demand Draft, which may be required for future references.
- vii. Applications received after the last date OR with incomplete information will be summarily rejected.
- viii. The applicants shall have to appear for the written examination at their own expenses.
- ix. 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/final selection.
- x. 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.
- xi. The appointment to any of the posts will be solely subject to fulfillment of all the specified eligibility conditions. The applicants would be provisionally admitted to the examination on the basis of the information furnished by them in their Application Form. They are, therefore, advised to ensure that they fulfil all the specified eligibility conditions before applying for any of the posts. In case, it is found at a later stage that the information furnished by an applicant is false OR the candidate does not fulfill any of the eligibility conditions, the candidature of such applicants would be summarily cancelled and no correspondence in this regard would be entertained from such candidates. Issuance of Admit Card for the examination OR the candidate was allowed to appear for the examination will NOT confer any right on the candidate for final appointment.
- xii. IGNOU reserves the right to extend the closing date for receipt of applications. IGNOU also reserved the right to postpone/cancel this recruitment exercise for any/all the posts.
- xiii. The selected candidates are liable to be posted at any of the Regional Centres located across the country.
- xiv. The number of vacancies advertised may vary at the stage of final selection.
- xv. 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.
- xvi. Canvassing in any form OR on behalf of a candidate will be a disqualification.

REGISTRAR (ADMINISTRATION)