



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI - 110068.

IGNOU invites applications for the following posts
on deputation/Tenure/Contract basis, as applicable :

1. Finance Officer
2. Chief Project Officer
[For Sl.No.1 & 2] Pay Band-4 Rs.37,400-67,000 (GP of Rs.10,000/-)
plus other allowances as admissible under the University Rules.
3. Project Director – DEP– Sarva Shiksha Abhiyan
Pay Band-4 Rs.37,400-67,000 (AGP of Rs.10,000/-)

Please visit our website www.ignou.ac.in for further details.

Last date for receipt of applications is 30th November, 2009

Advt. No.44/2009

Registrar (Administration)



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI - 110068.

Filling up the posts of Finance Officer, Chief Project Officer and Project Director, DEP-SSA in IGNOU.

Applications are invited from eligible and willing officers for filling up the following posts :

1. Finance Officer - on deputation/tenure (Annexure-I)
2. Chief Project Officer - on deputation (Annexure-II)
3. Project Director - DEP-SSA - on deputation/contract (Annexure-III)
Pay Band : Rs.37,400-67,000 with GP/AGP of Rs.10,000/- as applicable plus allowances as admissible.

Details of the posts for Finance Officer, Chief Project Officer and Project Director, DEP-SSA such as Qualifications, Age, Experience, eligibility conditions etc. are given in the Annexure - I, II and Annexure - III respectively. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DP&T, O.M. No.2/209/91-Estt. (Pay-II), dated 05.01.1994.

Application forms for the posts of Finance Officer and Chief Project Officer and other details can be obtained from the Asst. Registrar (Recruitment), Administration Division, Block-7, Room No.13 Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 during office hours on all working days in person. However, forms can be collected in person till the last date of submission.

Application forms for the post of Project Director, DEP-SSA and other details can be obtained from the Director, Academic Coordination Division, Block 1, Room No.17, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 during office hours on all working days in person. However, forms can be collected in person till the last date of submission.

Application forms, detailed information and general conditions etc. relating to the vacant posts can also be downloaded from the University website at www.ignou.ac.in.

Advt. No.44/2009

Registrar (Administration)

1. Name of the post : Finance Officer
2. Pay Scale : Pay Band : Rs.37,400-67,000/- with Grade Pay of Rs.10,000/- plus allowances as admissible under the University Rules.
3. Mode of selection : Deputation/Tenure
4. Period of deputation : As per Govt. of India guidelines
5. Period of deputation : 5 years
6. Maximum Age : 57 years
(as on last date of receipt of application form)

7. Qualifications & Experience :

Essential:

A member of the Organised Central Govt. services (Group-A) with at least 15 years of service of which 5 years in field/discipline of financial management.

OR

- i) Post Graduate Degree with at least 55% marks or equivalent preferably in the areas related to Accounts; and
- ii) At least 15 years of experience in Accounts & Audit in Govt./Autonomous Organisations or University as a Group A officer with at least 8 years of experience as Deputy Registrar/Deputy Finance Officer or equivalent level.

OR

- i) Chartered Accountant/Cost & Works Accountant/MBA with specialization in Financial Management; and
- ii) At least 15 years of experience in a responsible capacity (Group - A level) preferably in Govt. or Autonomous Organisations, with at least 8 years of experience at Deputy Secretary or equivalent level.

1. Name of the post : Chief Project Officer
2. Pay Scale : Pay Band : Rs.37,400-67,000/- with Grade Pay of Rs.10,000/- plus allowances as admissible under the University Rules.
3. Mode of selection : Deputation
4. Period of deputation : As per Govt. of India guidelines
5. Period of deputation : 5 years
6. Maximum Age : 57 years
(as on last date of receipt of application form)
7. Qualifications & Experience :

Essential:

- a. Degree in Civil/Electrical Engineering.
- b. Eight years service in the grade of Executive Engineer (Civil/Electrical).

Desirable: Knowledge of Computer Aided Design.

General Conditions for the posts of Finance Officer & Chief Project Officer:

1. Separate application is required for each post applied for.
2. Applications should be sent through proper channel.
3. The selection authority may consider the name of any person for appointment even if he/she may not have applied.
4. Candidates from outside Delhi, when called for interview, will be paid to and fro 3 Tier AC class rail fare only by the shortest route on production of rail tickets.
5. 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.
6. No interim queries regarding interview will be entertained at any stage.
7. Applications received after the last date may not be entertained by the University.
8. Canvassing in any form shall disqualify a candidate.
9. 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.
10. Application forms and other details regarding qualifications, experience, age etc. for all the Positions can be obtained from the Asst. Registrar (Recruitment), Administration Division, Block 7, Room No.13, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068 during office hours on all working days in person. Application forms, detailed information and general conditions etc. relating to the vacant posts can also be downloaded from the University website at www.ignou.ac.in.
11. Applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with copies of testimonials in support of their claim relating to qualifications, experience, caste, age, Cadre clearance, Vigilance Clearance, Attested photocopies of ACRs for the last five years.
12. The applications of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to Asst. Registrar (Recruitment), Administration Division, Block-7, Room No.13, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The last date of receipt of duly filled in application form is 30/11/2009.
13. Any query/discrepancy in the Advertisement is to be brought to the notice of the authority before the expiry of the last date of submission of application.

DEP-SSA is a national center for in-service teacher education through distance mode. It has been sponsored by the Department of School Education and Literacy, Ministry of Human Resource Development, Government of India. Indira Gandhi National Open University (IGNOU), New Delhi is the nodal agency to implement activities under the Project. This is a prestigious project with the noble mission and caters to the needs of all the States/UTs of the country.

1. Name of the post : Project Director,
Distance Education Project – Sarva Shiksha Abhiyan (DEP-SSA)
2. Pay Scale : Pay Band : Rs.37,400-67,000/- with AGP of
Rs.10,000/- plus allowances as admissible.
3. Mode of selection : Deputation/Contract
4. Period of deputation/
contract : The appointment will be made initially for a period
of one year or the Project period whichever is
earlier. It can be extended on year-to-year basis as
per the need of the Project and based on the
performance.
5. Maximum Age : 58 years
(as on last date of receipt of application form)
6. Qualifications & Experience :

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 areas of teacher education, design and development of self-learning training packages, information communication technology.

Desirable Qualifications :

Proven ability in :

- Curriculum and course development process; imparted through distance education mode.
- Preparation of self-learning print and non-print materials.
- Preparation and participation in the production of audio-video and multimedia materials.

..contd.

- Conducting tutorials workshops, training programmes, etc. through face-to-face and distance modes.
- Conducting research in distance education system.
- Project formulation, designing, monitoring and evaluation of the project.
- 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.
- 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 for the post of Project Director, DEP-SSA

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. Applicants who are in employment should send their application through their employer.
4. The selection authority may consider the name of any person for appointment even if he/she may not have applied.
5. Candidates from outside Delhi, when called for interview, will be paid to and fro 3 Tier AC class 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. No interim queries regarding / interview will be entertained at any stage.
8. Applications received after the last date may not be entertained by the University.
9. Canvassing in any form shall disqualify a candidate.
10. 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.
11. Application forms and other details regarding qualifications etc. for the post of Project Director, DEP-SSA can be obtained from the Director, Academic Coordination Division, Block-1, Room No.17, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068 during office hours on all working days in person and production of a Demand Draft of Rs.100/- for General and OBC Candidates; Rs.50/- from SC/ST Candidates drawn in favour of "IGNOU" and payable at New Delhi. No amount is required to be remitted by the PWD/Women. However, forms can be collected in person till the last date of submission. The last date of receipt of duly filled in application forms is 30/11/2009.
12. 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.

Filled in application forms together with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc. for above mentioned post should be sent to the Director, Academic Coordination Division, Room-17 Block-1, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.