

The Distance Education Programme – Sarva Shiksha Abhiyan (DEP-SSA) is a collaborative Project of IGNOU and MHRD, Government of India, focusing on capacity building of teachers and other personnel for enhancing quality of school education. Applications are invited for the following Academic & Administrative positions under DEP-SSA preferably on deputation basis.

I. ACADEMIC POSITIONS

1. Programme Officer Pay Band-3; Rs.15600-39100 AGP Rs. 8000/- (Four)

Essential Qualifications: (i) Good academic record with 55% marks or an equivalent B grade in the 7 point scale with letter grades O.A.B.C.D. E and F at the Master's degree level preferably in Education, Psychology, Sociology or Distance Education and with a doctoral degree or equivalent published work (in the relevant field). (ii) Five years teaching and/or research experience excluding the period spent for obtaining the Ph.D degree. The candidate should have made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of courses and curricula.

Desirable: Proven ability in imparting education using multiple media instructional system, particularly for teachers at the elementary school level, through distance education, should have working knowledge of computers. The selected candidates will have to coordinate and conduct the activities in any part of India. The job requires frequent touring to States.

II. ADMINISTRATIVE POSITIONS

1. Admn.-cum-Finance Officer Pay Band-3; Rs.15600-39100 GP Rs 7600/- (One)

Essential Qualifications:

(1) Masters Degree from a recognized university with at least 55% marks or its equivalent grade with administrative and financial background at a senior level **OR** (i) A Bachelor's degree from a recognized University with at least IInd class and (ii) pass of the final examination of Institute of Chartered Accountants/Cost and Works Accountants/Company Secretary/MBA or its equivalent qualification of SAS examination conducted by Controller and Auditor General of India or similar examination conducted by Departmental Accounting organizations of Government of India.

(2) Eight years experience as Lecturer with experience in educational administration. **OR** Comparable experience in research establishments and/or other educational institutions. **OR** Eight-year administrative experience as Assistant Registrar or in a post carrying a scale of pay not less than Rs.15600-39100 GP Rs. 6600/-.

Desirable: Experience in areas as Finance & Accounts/Purchase and Stores/ Recruitment/ Establishment matters/Governance of Universities/ Regulation (Admission)/ Examination (Evaluation)/Public Relations /General Administration of University in Central/State. Experience in handling financial issues such as preparation & processing of Bills, Finalization of Accounts on accrual basis, preparation of budget proposal etc. & maintenance of all accounts records, supervision etc.

2. Senior Personal Secretary Pay Band-2; Rs.9300-34800 GP Rs.4800/- (One)

Essential Qualifications: (i) Bachelor's degree of a recognized university (ii) Minimum speed of 110 w.p.m. in shorthand and typing speed of 50 w.p.m in English or 40 w.p.m. in Hindi on computers.(iii) having at least three years working experience in Personal Assistant/ Personal Secretary in a University/Govt./autonomous organization/ Open learning distance institutions/ public sector carrying the grade pay of Rs 4200/-.

Desirable : One year diploma in Computers, Working experience in organizing national/international conference/seminars/workshops etc.

3. Personal Secretary Pay Band-2; Rs. 9300-34800 GP Rs. 4200/- (Two)

Essential Qualifications: (i) Bachelor's degree of a recognized university (ii) Minimum speed of 100 w.p.m. in shorthand and 50 w.p.m in English or 40 w.p.m. in Hindi on computers (iii) Three years experience as Stenographer/Steno-typist/ Assistant in University/Govt./autonomous organization/ Open learning distance institutions/ public sector.

Desirable: One year diploma in Computers, Working experience in organizing national/international conference/seminars/workshops etc.

4. Project Assistant Pay Band-2; Rs.9300-34800 GP Rs. 4200/- (One)

Essential Qualifications: (i) Bachelor's Degree of a recognized University (ii) Three years experience of noting and drafting, correspondence/ general administration/ finance and accounts in University/Government/Autonomous Organization/ Public Sector Undertaking (iii) One year diploma in Computers

Desirable: Working experience in purchase and stores, finance & accounts and computerized accounting procedure, organizing national/ international conference /seminars /workshops etc.

5. Accountant Pay Band-2; Rs.9300-34800 GP Rs. 4200/- (One)

Essential Qualifications: (i) Bachelor's Degree in Commerce from a recognized University (ii) Three years experience in Accounts Book Keeping in University/Govt./autonomous organization/ Open learning distance institutions/ public sector. (iii) Good knowledge of working with computers and computerized accounting procedures

Desirable: Working experience in purchase and stores, finance & accounts.

GENERAL CONDITIONS:

1. All posts carry usual allowances as entitled for IGNOU employees.
2. The posts shall be for a period of one year extendable based upon performance or till the project period whichever is earlier.
3. DEP SSA reserves the right (i) to fix the criteria for calling the required number of candidates as may be necessary for the interview (ii) to fill any of the posts by deserving candidates even if not applied for (iii) to relax any of the qualifications/experience in exceptional cases (iv) to withdraw notified post(s), or increase/decrease the number of positions, or not to fill up any of the positions without assigning any reasons.
4. Separate application is required for each post applied for.
5. Those who are already in government service should send their application through proper channel. However, if they so desire, they may submit advance copy of their application.
6. Incomplete applications/ those not on prescribed proforma or through e-mail will not be accepted.
7. The candidate selected will have no right to seek extension/absorption.
8. Interested candidates may download prescribed proforma from website www.depssa.org or www.ignou.ac.in.
9. All applications with attested copies of testimonials should be sent to the **Project Director, DEP-SSA, Block-7, IGNOU, Maidan Garhi, New Delhi-110068.**
10. The last date for receiving applications is **28.06.2011.**

Project Director