INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI 110 068

Details of
Educational Qualifications, Experience, Pay Band etc.
in respect of the posts advertised vide
Advertisement No: 01/2011/ACD

Last date for receipt of duly filled in application forms
is 20th May, 2011

Applications duly filled may be sent by the due date to the:

Director
Academic Co-ordination Division
Block 1, Room No. 17
Indira Gandhi National Open University
Maidan Garhi
New Delhi 110 068.

Details of Essential Qualifications in respect of Teaching/Academic positions advertised vide Advt. No. 01/2011/ACD

PROFESSOR (Rs.37400-67000 PB IV AGP Rs.10,000)

A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), given alongwith the application in Appendix III.

OR

B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

PROFESSOR OF DISTANCE EDUCATION (SC-01)

a. M.A. in Statistics, Mathematics, computer Science, Education, Economics or a first class Bachelors degree in Engineering with Ph.D. in any discipline where statistical tools / methods are extensively used.

b. At least 10 years of experience broadly conforming to the requirements in areas like evaluation of educational programmes, survey designs covering large scale postal and field surveys, data management covering collection, organisation, analysis and presentation of data and preparation of quantitative study reports for purposes of modifications in policy and implementation of reforms in Distance Education System.

OR

An outstanding scholar who has made significant contribution to knowledge in the area of Distance Education and has the relevant experience and proven ability to organize studies to evaluate educational programmes and the system of distance education using both qualitative and quantitative methods of evaluation. Ability to use statistical tools / methods extensively is a must.

ASSOCIATE PROFESSOR (Rs.37400-67000 PB IV AGP Rs.9,000)

i. Good academic record with a Ph.D. Degree in the concerned/allied/ relevant disciplines.

ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.

iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), given alongwith the application in Appendix III.

ASSISTANT PROFESSOR (Rs.15600-39100 PB III AGP Rs.6000)

Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication

i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.

iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN ENGINEERING AND TECHNOLOGY DISCIPLINE:

1. Assistant Professor

i. Essential

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).

ii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

2. Papers presented at Conferences and / or in refereed journals.

2. Associate Professor

i. Essential:

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;

2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

2. Published work, such as research papers, patents filed / obtained, books,

and / or technical reports;

3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

3. Professor:

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;

2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader, *Provided* that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;

3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;

4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and

5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

ASSISTANT LIBRARIAN

i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.

ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

Field of Specialization and desirable qualifications

I. **Professor**

Staff Training and Research in Distance Education (Distance Education 1-SC)
Desirable : M.A. in Distance Education (MADE), M.A. in Education / M.Ed, M.A. in any Social Sciences with Ph.D in the above discipline where statistical tools / methods are extensively needed.

School of Sciences   (Bio Chemistry 1-ST)
Specialization : Protein / Cell Bio Chemistry

School of Computer Sciences (Computer Science – 1 ST)
Specialization : Core Computer Science backgrounds preferably with Computer Graphics

School of Social Sciences
Anthropology (1 SC)
Specialization : Environmental (Social) Anthropology
Library Science (1 ST)
Specialization : Bibliometrics or Information Processing and Retrieval

II. **Associate Professor**

School of Agriculture (Agriculture 1-SC)
Specialization : Agronomy

School of Sciences (Life Sciences 1-SC) : Botany

School of Continuing Education
Child Development (1 ST)
Desirable : Master's Degree in Home Science (Child Development) / Human Development and Family Studies / Human Development and Childhood Studies.
Nutritional Science (1-SC)
Desirable : M.Sc in Home Science (Food & Nutrition) and / or (Dietetics / Clinical Nutrition)

School of Management Studies
Operations Management (1-SC)   **Desirable :** Ph.D in Operations Management related topics and having the following background: M.Tech in Computer Science & Engg / Software Engineering / Industrial Engineering / Industrial Management / Production Engineering (OR)   MBA in Operations / Systems / Information Technology with Engineering or Science (Mathematics or Statistic) background

III.   Assistant Professor

School of Extension and Development Studies (1-SC)
Desirable : M.A. & Ph.D in Economics with specialization in Development Studies with two years work experience in Developmental Study Centres.

School of Health Sciences (Health Science – 1 OBC)
All MCI recognized MD/MS degree holders will be eligible for the post of Assistant Professor in Health Sceinces.

School of Continuing Education
Child Development (1 SC)   **Desirable :** Master's Degree in Home Science (Child Development) / Human Development and Family Studies / Human Development and Childhood Studies.   **Nutritional Science (1-OBC)**   **Desirable** : M.Sc. (Food Science & Technolgy) and / or M.Sc. in Home Science (Food and Nutrition with specialization in Food Science)

School of Social Sciences
Library Science (1 SC)   **Specialization :** Bibliometrics or Information Processing and Retrieval

School of Social Work, IGNOU Hqrs (1 OBC, 1 SC) and

Mahatma Gandhi Centre for School of Social Work, Kohima, Nagaland (1 OBC, 1 ST)

Desirable

a) MSW / MA in Social Work
b) Minimum 25 per cent weightage in Field Practicum
c) NET / M.Phil / Ph.D as per UGC norms

School of Sciences (Mathematics – 1 OBC)

Desirable

Applied Mathematics

GENERAL CONDITIONS

1. A relaxation of 5% may be provided, from 55% to 50% of the marks, at the Master's level for the SC/ST 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 passed their Master's degree prior to 19.09.1991.

3. Only persons having 40% or more than 40% disability are eligible to apply under reservation for Persons with Disabilities (PWD.). They will be required to append Medical Certificate.

4. All the teaching posts are identified as suitable for OH/VH categories and other posts for OH/VH/HH categories.

5. Applications should be supported by relevant documents (attested) in all respects. Applications not supported by documents will be summarily rejected.

6. Applications for the posts reserved for Scheduled Castes/Scheduled Tribes should be supported by the Caste/Tribe certificate in the GOI prescribed format duly issued by concerned authority. Applications for posts reserved for PWD should be supported by appropriate Medical Certificate duly issued by the authorized Medical Board. Applicants for the reserved post of OBC are required to submit a certificate regarding his/her "**OBC status and non-creamy layer status**" in the format prescribed by the GOI issued by the concerned authority. The cast under OBC should figure in the list of castes notified by the GOI.

7. Candidates already in service should submit their applications through proper channel. While an advance copy may be sent directly, a No Objection Certificate (NOC) or duly forwarded application should be produced at the time of interview.

8. The selection authority may consider the name of any person for appointment even if he/she may not have applied.

9. Candidates from outside Delhi, when called for Interview will be paid to and fro second class rail fare only by the shortest route on production of tickets.

10. The University reserves the right not to fill any of the post(s). There may be an increase or decrease in the number of posts.

11. Since applications received may be short listed, mere possession of the prescribed qualifications and requisite experience would not entitle a person to be called for interview.

12. Canvassing in any form shall disqualify a candidate.

13. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letter head, bear the date of issue, specific period of work, pay scale, name and designation of issuing authority along with signature and official seal.

14. The University will not be responsible for postal delay in any correspondences with the applicants/candidates.

15. 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.

16. Application received after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered.

17. The University shall verifies the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or suppression of information, services in the University are liable to be terminated.

18. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after issue of appointment, the University reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

19. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications and API scores, furnished with clarity, as laid down in the University website.

20. No correspondence no telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview. Canvassing directly or indirectly at any stages of the recruitment process will lead to disqualification.

21. Applications shall be sent / submitted by superscribing the post applied for along with relevant subject on the envelope.

22. Separate application is required for different posts and different reserved categories.

23. In institutions where grading system is followed, applicants are required to convert the grade obtained by them into its equivalent percentage giving the standard conversion formula.

24. With the implementation of the UGC Regulations 2010, aspirants for the jobs advertised are required to submit their applications with complete Datasheet for Assistant Professor and the API scoring pro-forma for Associate Professor, Professor, Deputy Librarian and Librarian.

25. Application forms and other details regarding qualifications etc. for all the positions can be obtained from the Director, Academic Coordination Division, Block-1, Room No. 17, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068 during office hours on all working days in person on production of a Demand Draft of Rs. 100/- for General and OBC candidates, Rs. 50/- for SC/ST candidates drawn in favour of "IGNOU' payable at New Delhi. No amount is required to be remitted by the PWD/Women candidates. No amount is required to be remitted along with applications downloaded from IGNOU website www.ignou.ac.in. However, forms can be collected in person till the last date of submission.

26. **Last date of receipt of completed application is 20th May, 2011.**

27. Filled in application forms together with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc, for all the posts should be sent to the Director, Academic Coordination Division, Room No. 17, Block-I, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110 068 on or before **20th May, 2011.**