

IMPORTANT INSTRUCTIONS BEFORE FILLING THE ONLINE APPLICATION FORM:

1. Candidate (s) are advised to read the advertisement thoroughly (includes Application Format, Instructions etc.) before filling up the Online Application Form.
2. Candidate except women and PWD, should get ready the Demand Draft drawn in favour of IGNOU payable at New Delhi towards the Application Processing Fee, as per details given in the advertisement.
3. Asterisk sign (*) in the Application Format are mandatory.
4. Candidate(s) applying through online MUST also submit their printed copy of application, complete in all respects along with the enclosures to reach at given address before 30th April, 2012.
5. Candidate is responsible for filling up all details in Application Format. Incorrect/blank left in Application Format will summarily be rejected.
6. Candidate(s) are advised to select the correct code in respect of their educational/professional/technical qualification as given below:

Qualification Code	Details of Qualifications
SEC	10 th pass
SSEC	10+2 or its equivalent
LAB	10+2 with Science subjects. (For Lab Attendant only)
CP 1	A Bachelor's degree in any discipline.
CP 2	Diploma in Cinematography from FTII, Film and Television Institute, Pune or Tamilnadu or equivalent. (For Camera Person only)
TL	Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level OR Masters Degree with second class in any subject with Hindi and English as main subjects at the Degree level OR Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level. (For Translators only)
DEO 1	BCA or Graduation with PGDCA or BSc in Computer Sc./Engg./IT or BBA in IT from a recognized university and working knowledge of office assistance tools like MS OFFICE or Open OFFICE etc.
DEO 2	"O" level of DOEACC after Graduation from a recognized university.
PRA	A Bachelor's degree of recognized University or Diploma in TV/Film/Stage from a recognized institute. Proficiency in English. (For Production Assistant only)
TEC 1	Diploma in Electronics/Telecommunication Engg. or its equivalent
TEC 2	ITI Certificate in Electronic/Radio and TV servicing from the recognized institution and Two years experience in the relevant field.
SPA	A Bachelor's Degree of a recognized University with Certificate Course in Library Science preferably with computer knowledge. (For Semi Professional Assistant only)
PR	Graduate in any discipline with Book Publishing as a subject or P. G. Diploma in Book Publishing. (For Proof Reader only)
AR	A Master Degree with at least 55% of the marks or its equivalent grade of "B" in the UGC seven point scale along with a good academic record.
OTH	Others