



**Advertisement No. 02/2021/Admn.**  
**(RECRUITMENT NOTICE)**

Indira Gandhi National Open University (IGNOU), New Delhi invites Online Application Form from the prospective and eligible PwBD candidates for vacant position(s) of **Non-Academic / Non Teaching Post(s)** on regular basis. Please visit the University's website: [www.ignou.ac.in](http://www.ignou.ac.in) for detailed advertisement, qualifications, eligibility criteria and general instructions. The online link will be made available from 05.07.2021 with last date on 04.08.2021 (23:59:59 hrs.)

**Registrar (Admn.)**



**RECRUITMENT FOR NON-TEACHING POSITIONS**  
(Advt. No. 02/2021 Dated 03.07.2021)

Online Applications are invited from the eligible candidates for the following post(s) on regular/tenure basis:

Post Code	Name of the Post	Maximum Age	SC	ST	OBC (NCL)	EWS	UR	Total	PWD	Ex-SM	Place of Posting	
			<b>Vertical Reservation</b>							<b>Horizontal Reservation</b>		
02/21	<b><u>ASSISTANT REGISTRAR</u></b> Level – 10 of 7 <sup>th</sup> CPC (Rs. 56100-177500) PB-3 of Rs 15600-39100 with GP-5400 Group-A	42 years	01	00	00	00	01	02	02 Under clause (a) & (c)-01 each	00	HQ/ RCs with all India service responsibility	

**ABBREVIATIONS:** CBT: Computer Based Test; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; NCL: Non Creamy Layer; EWS: Economically Weaker Section; UR: Unreserved; PWBD: Persons With Benchmark Disabilities; Clause (a) : Blindness & low vision; Clause (c) : Locomotor disability; ESM: Ex Service Man

**IMPORTANT DATES**

<b>ONLINE REGISTRATION OF THE APPLICATION</b>	<b>FROM 05.07.2021 TO 04.08.2021 TILL 23:59 HRS.</b>
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The total number of vacancy(s) as indicated above is provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government of India's guidelines at the time of finalization of result.

**RECRUITMENT RULES FOR THE ADVERTISED POSTS**

<p>POST with Pay Scale :</p> <p><b><u>ASSISTANT REGISTRAR</u></b></p> <p>Level – 10 of 7<sup>th</sup> CPC (Rs. 56100-177500) PB-3 of Rs 15600-39100 with GP-5400 Group-A</p>	<p><b>Essential:</b> A masters Degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading scale is followed.</p> <p><b>Desirable :</b></p> <p><b>Job Requirement:</b></p> <p><b>Note:</b></p>
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## **IMPORTANT INFORMATION & INSTRUCTIONS FOR THE APPLICANTS**

1. Before filling up the Online Recruitment Application Form on [www.ignou.ac.in](http://www.ignou.ac.in), the applicants must go through the detailed Advertisement and satisfy themselves that they possess the minimum Essential Qualifications, are below the upper age limit prescribed and possess relevant experience required for the post applying for. Application(s) received from ineligible candidates shall be out rightly rejected. Applications received through other modes other than online also stand rejected.

2. Any type of corrigendum/addendum/amendments/notice/update etc. related to this advertisement shall be uploaded on University websites [www.ignou.ac.in](http://www.ignou.ac.in) only. The university will not send any further information/call letters by post/newspapers in this regard. IGNOU will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and IGNOU websites for updates.

3. The date for determining the eligibility of all the candidates (i.e. age, qualifications and experience etc.) shall be the prescribed closing date for submission of Online Recruitment Application, unless specified otherwise.

4. The applicants are advised to fill in all their particulars in the Online Recruitment Application carefully as submission of wrong information may lead to rejection during short-listing apart from debarment by the University.

5. All the educational qualifications mentioned should be from a University/Institute recognized by Govt. of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date of submitting the online Application Form.

6. The prescribed Essential Qualifications are the minimum and mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (whatever is applicable).

7. The candidates are NOT required to send the printouts of their online applications to the University. Please retain a print out of your finally submitted online application (complete with Payment Details, if not fee-exempted applicant) as a proof of submission of your application to the University, whenever required.

8. All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications online directly to the University. Persons already in Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis would be required to submit a declaration, whenever asked by the University, that they had informed in writing to their Head of Office/Department while applying for this selection, and must submit "NO OBJECTION CERTIFICATE" from employer at the time of verification of documents when called for.

9. The reservations/relaxations to SC/ST/OBC(NCL)/PWD/EWS Candidates will be provided as per the existing Govt. of India policy. The SC/ST/OBC(NCL)/PWD candidates while applying for the post reserved for their categories will be considered subject to submission of valid certificates as per format prescribed by the Government of India and issued by competent authority. OBC certificate (Non Creamy Layer) should be issued during the current financial year.

10. Age relaxation to Govt. employees and Ex-serviceman will be as per Govt. of India rules. However, relaxation will be given in upper age limit to IGNOU employees as per R & P Rules of the University.

11. Benefits of reservation & relaxation to OBC(NCL)/SC/ST category will be admissible only when post is reserved for their category. If the post applying for is not reserved for their respective category, they can apply against unreserved vacancy. Any candidate belonging to SC/ST/OBC(NCL) category who wishes to apply for any unreserved post, will not be given any relaxation of marks, age etc. However, a relaxation of 5% of marks shall be provided as per R & P Rules (from 55% to 50%) in the essential qualification for SC/ST candidates provided the post applying for is reserved for those categories.

12. Applicants under EWS category will be considered subject to submission of Income & Assets certificate on a prescribed format with crucial date being the closing date for submission of application provided the post is identified under EWS.

13. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS**

**FOR A SEVEN POINTS SCALE**

(Ref. UGC Regulations, 2010)

<b>Grade</b>	<b>Grade Point</b>	<b>% Equivalent</b>
O - Outstanding	5.50 – 6.00	75-100
A – Very Good	4.50-5.49	65-74
B - Good	3.50-4.49	55-64
C - Average	2.50-3.49	45-54
D – Below Average	1.50-2.49	35-44
E - Poor	0.50-1.49	25-34
F - Fail	0-0.49	0-24

14. Candidate will be required to produce all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or interview. In case the candidate fails to submit the original documents for verification of the certified/ Xerox copies of the enclosures to his/ her application, he/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further notice or communication in this regard.

15. Candidate(s) claiming experience has to produce Certificate(s) to this effect in the prescribed proforma from the Head(s)/Authorised person of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, pay scale, level Matrix as per 7<sup>th</sup> CPC and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) with duration(s).

16. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for CBT/Written Test/Skill Test/Interview, as the case may be.

17. Certificate to the effect that no vigilance/criminal case is pending/contemplated against the candidate, who are already working in Central/State Govt./UT Administration or Central/ State Autonomous/ Statutory Organizations/ PSUs/ Reputed Private Organization is also to be submitted by the candidates applying through proper channel as and when called for. List of penalties/fine (if any) imposed during preceding 3-5 years has to be provided by the applicants applying through proper channel. Suppression of any information will lead to disqualification /termination at any stage.

18. The Candidates not covered above will have to submit an undertaking/self-declaration to the effect that no criminal case is pending /contemplated against him/her.

19. The candidates may apply for more than one post, subject to fulfilling eligibility for the post(s) and after ascertaining the fact whether timing for conduct of CBT(if required) for different posts is at the same time or at different time.

20. Candidates also note that their candidature will remain provisional till the genuineness of the document related to Age, Education, Experience; Caste etc. are verified from issuing Authority.

21. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of disconnection / inability / failure to log on the University's website on account of heavy load on internet / website jam. The University does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the University.

24.Candidate(s) will have to make the payment of Application Fees through the On-Line Mode as under:-

Unreserved/OBC(NCL)/EWS	Rs 1000/-
For SC/ ST/ PH/ Ex Servicemen/ Women	Rs 600/-

**Note:** Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained. Fee once paid shall neither be refunded nor the fee be adjusted under any circumstances. Any tax or Bank charges will borne by the candidate(s).

25.The application form is integrated with the payment gateway and the payment process can be completed by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

26.At any given point of time if it is detected that any candidate has furnished any false information/particulars with regard to his/her qualification, category/cast and experience in the Application Form or in any document and/or misrepresented/suppressed any material fact in the application form, for securing appointment in the University, his/her service will be terminated forthwith during probation period or even after confirmation of the service in the University.

27.The University reserves the right to short list the candidates on merit, experience, written and/or skill test, as the case may be. The University reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for interview/CBT on receipt of huge number of application. Decision of the University in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of CBT/Written Test/Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.

28.If the University decides to hold a written recruitment test, the option for choosing the test centers and display of syllabus will get activated, therefore the applicants are advised to keep in touch with the university website on regular basis for any updates.

29.University may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s due to administrative reasons.

30.The University reserves the right to set the question paper for Recruitment Test wherever applicable, either in English language only or both in English & Hindi languages. However, in case any dispute arises on account of interpretation of question(s) in English and Hindi, the English version shall be final.

31.A list of States and Cities for Test/Examination will be given in the drop down box **if applicable**. The City for examination will be chosen by the applicants after submission of examination fees on first come- first serve basis. However, before submitting the fee, candidate can check the availability of the seat. It may be noted that if the last few seats are available in a city, these may get filled by the time of completing the payment formalities. The applicants can choose any available city which will be immediately allotted to the applicant. The city of examination once chosen and allotted cannot be changed and any request in this regard will not be entertained.

32.In the event of University deciding to hold written examination for short listing of candidates, written test will consist of 200 questions of 1 mark each to be attempted in 3 hours. There will be negative marking of 0.25% of each wrong answer. Interview component for short listed candidates will be of 100 marks.

33.The University will allocate the examination centre in the chosen city, which will be displayed in the admit card. However, may change the chosen city and/or the allocated centre for logistic and administrative reasons. The Admit Card will be uploaded on website. Please check the admit card carefully for your Name, Date of Birth, Gender, Examination Centre Name, City, and Category, etc.

34.In cases where more than one candidate secures the equal aggregates marks, tie will be resolved by applying the following methods one after another: i) Date of Birth, with older candidates placed higher. ii) Alphabetical order in which names of the candidates appear.

35. The maximum number of candidates to be invited for interview among the merit list based either on written test or the criteria followed by the screening committee, whichever may be the case, for a post shall not be ordinarily exceed 15; and for every additional posts 05 candidates each, subject to sufficient number of candidates from the community against the post reserved for.

36. The University reserves the right to increase/decrease the short listing Criteria/Cut off marks for second stage/final stage/skill test/interview, as the case may be.

37. The University reserves the right to amend/change/delete/cancel any of the Terms & Conditions/Guidelines at any stage of the recruitment process. The University reserves the right to cancel the recruitment process as a whole or part at any stage/paper thereof for any or all posts without prior notice due to administrative reasons.

38. Visually Impaired (VI) candidate(s) and candidate(s) whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidate(s) with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) can avail the assistance of Scribe for writing answers on their behalf. For engaging the scribe, candidate(s) will have to indicate the same while filling ONLINE application form.

39. The facility of SCRIBE will be governed in accordance with the guidelines issued vide OM No. F. NO. 34-02/2015-DD-III dated 29th August, 2018 issued by Ministry of Social Justice and Empowerment “*Guidelines for conducting written examination for Persons with Benchmark Disability*”.

40. At the time of CBT/written examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the University.

41. Canvassing in any form will be a disqualification

42. Applications received incomplete or without signature, fee and other enclosures, will be rejected.

43. The candidates may raise their legal dispute arising out of this Recruitment notice, if any to the exclusive jurisdiction of the courts of Delhi only.

44. For general queries, please contact:  
Recruitment Section  
Indira Gandhi National Open University,  
Maidan Garhi, New Delhi – 110068  
Ph : 011-29571713  
Email: [helpdeskrectt@ignou.ac.in](mailto:helpdeskrectt@ignou.ac.in).

**DON'T SEND HARD COPY OF THE APPLICATION FORM TO THE UNIVERSITY UNLESS ASKED FOR.**

Sd/-  
**REGISTRAR (ADMINISTRATION)**