



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

**MINIMUM QUALIFICATIONS AND ELIGIBILITY CONDITIONS FOR THE POST OF
ASSOCIATE PROFESSOR IN VARIOUS SCHOOLS OF STUDIES IN THE UNIVERSITY**

Part A

ESSENTIAL QUALIFICATIONS AND ELIGIBILITY CRITERIA

I. For the Disciplines in School of Humanities, School of Social Sciences; School of Sciences; School of Gender and Development Studies; School of Tourism, Hospitality Service Sectoral Management; School of Foreign languages; and School of InterDisciplinary & TransDisciplinary Studies; and School of Social Work.

Eligibility:

- i) A 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 the 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 with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria specified in the Appendix I of this Document [based on Appendix II (table 2) of University Grants Commission Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the maintenance of Standards in Higher Education, 2018] [Herein after referred as University Grants Commission/UGC Regulations, 2018].

II. For Discipline of Health Science in School of Health Sciences

- (i) M.S./M.D. in the concerned subject from MCI recognized Medical College as per Teacher Eligibility Qualification Regulations of MCI, in following specializations namely,
Preventive and social medicine/community medicine/Hospital administration/Community health administration
- (ii) 5 years post PG experience
- (iii) As Assistant Professor in the subject for 4 years in a permitted/approved/recognized Medical College/Institution with 2 Research Publication in Indexed Journals as 1st Author or as corresponding author.

III. Additional Specializations

Name of the Post	School of Studies	Discipline (and number of posts)	Name of specialization(s)
Associate Professor	School of InterDisciplinary & TransDisciplinary Studies	InterDisciplinary & TransDisciplinary Studies (01 UR)	Philosophy
Associate Professor	School of Foreign Languages	Foreign languages (01SC)	Arabic/French/Russian/Spanish

IV. OTHER CONDITIONS

1. **Notwithstanding anything contained in this advertisement, the Minimum eligibility conditions including educational qualifications shall be as per University Grants Commission Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the maintenance of Standards in Higher Education, 2018 (hereinafter referred as UGC Regulations 2018) read with subsequent amendments thereto vide UGC Regulations (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Amendment Regulations, 2021. In addition, as per requirement of the post, norms of concerned Regulatory bodies like, NCTE, MCI etc. shall also be considered.**
2. The direct recruitment to the posts of Associate Professors in the University shall be on the basis of merit through all India advertisement and selection by the duly constituted Selection Committees as per IGNOU Act and Statutes read with UGC Regulations 2018 and subsequent amendments thereto.
3. A minimum of 55% marks (or otherwise specified) (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of Teachers and other equivalent cadres at any level.
4. A relaxation of 5% marks shall be provided (from 55% to 50%) at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (non-creamy layer)/ Differently Abled [Persons with Benchmark Disability PwBD)] in the respective category of PwBD advertised. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
5. Only persons having 40% or above disability are eligible to apply against the posts reserved for Persons with Benchmark Disabilities. They will be required to append valid Medical Certificate with the application, as a proof to this effect in the form of a valid Disability Certificate issued by the Competent Authority of the Government.
6. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized University, at the Master's level shall also be considered eligible.
7. The reservation for applicants from SC, ST, EWS,OBC (non-creamy layer), and Persons with

Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms.

Applicants seeking reservation benefits available for SC/ST/OBC/EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non- creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year i.e. Financial year 2023-24 (issued between 01.04.2023 upto the last date of submission of application), in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.

If the relevant and certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal will be entertained in this regard.

8. The applicants belonging to OBC category (creamy layer) will be treated under un-reserved category and hence they should submit their applications against unreserved posts only.
9. The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.
10. The Ph.D. Degree shall be a mandatory qualification for appointment to the post of Associate Professor.
11. **For purpose of claiming work experience, the applicants are required to enclose the following documents with their application form like experience certificates clearly indicating pay scale and gross pay drawn; offer of appointment letters; Form 16/entries in Passbook/payslip etc. showing actual pay drawn for the period; copies of promotion orders, if promoted during service, etc.**
12. **Since the applications received will be screened and shortlisted, merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for interview. The number of candidates to be called for interview for the teaching posts in the University shall be as determined by the University.**
13. For those entering the service in the University, other stipulations prescribed by the UGC/University shall be mandatory for all posts.
14. **The cut off date for determining the eligibility conditions will be the last date of submission of application through online.**

PART B

(General Instructions)

1. All applicants are required to apply online in the prescribed format of application form as available on the University website www.ignou.ac.in with complete and correct information and attachments within the prescribed time limit indicated in the advertisement. Application forms, downloaded and submitted offline, would Not be accepted. The applicant will be solely responsible for the authenticity of the submitted information. The applicants are required to read details regarding qualifications, experience, screening criteria etc. as available on the University website www.ignou.ac.in, along with this

advertisement before filling up the form. The data once entered by the applicant shall not be allowed to change. Therefore, the applicant should check the entries before final submission.

2. Applicants should possess the prescribed qualifications and experience as on the closing date of application through online mode, as prescribed in the advertisement. Any additional document, submitted after last date of application, shall Not be considered. **For purpose of claiming work experience, the applicants are required to enclose the following documents with their application form like experience certificates clearly indicating pay scale and gross pay drawn; offer of appointment letters; Form 16/entries in Passbook/payslip etc. showing actual pay drawn for the period; copies of promotion orders, if promoted during service, etc. The applicant would be accountable for any false claim in this regard.**
3. The applications received shall be screened as per screening guidelines as per UGC Regulations 2018 appended with this advertisement for short listing the applicants to be called for interview (please see appendix I). Specializations required against a post, if any, will also be considered for shortlisting candidates. Mere fulfillment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. Canvassing in any form will be treated as a disqualification.
4. Publications ‘under submission’ or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the screening guidelines as per UGC Regulations 2018, attached with this advertisement. **The applicant should ensure that alongwith research article, cover page and content page of Research Journal, and serial number of UGC care list at which Journal is appearing, is also enclosed alongwith application form. The applicant would be accountable for any false claim in this regard.**
5. Application fees, as applicable, is to be submitted online, through credit/debit card/ Net Banking, as per details given below:
 - Rs.500/- for UR/OBC/EWS category.
 - No application fee will be charged from SC/ST/PwBD.
 - Fees once paid will not be refunded or adjusted under any circumstances.
 - Applicants applying for more than one post/department must apply separately and pay fees separately.
6. **The applicants who had applied to the same post in response to the preceding Advertisement issued by the University in 2019, 2021 and 2022/23 need to apply afresh.**
7. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent issue like technical error etc., the applicants can mail their problem at the email [Id-helpdeskacd@ignou.ac.in](mailto:helpdeskacd@ignou.ac.in). The University shall Not be responsible for any postal delay.
8. **Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.**

9. No interim correspondence regarding selection process will be entertained at any stage during the process.
10. The Shortlisted candidates called for interview should report along with all the testimonials/certificates (in original) along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant, will also be required to should be submitted at the time of interview. **No TA/DA shall be paid to candidates for attending interview.**
11. Applicants serving in Universities, Colleges, Government/Public Sector Undertakings (including Boards/Autonomous Bodies) etc are required to submit their application through proper channel. They will be required to submit 'No Objection Certificate' and 'Vigilance Clearance Certificate that no disciplinary inquiry is pending or contemplated against candidate' from the employer, at the time of interview, if not uploaded with the online application earlier.
12. **All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form. Therefore, the applicant shall ensure that a valid email ID is provided in the application form.**
13. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the University.
14. The University reserves the right to amend or modify any eligibility condition/number of posts/selection criteria after issue of advertisement. The corrigendum/addendum, if any, shall be issued on the University website only. The applicant is required to visit the University website www.ignou.ac.in for any updates/corrigendum/addendum in this regard.
15. The University further reserves the right to not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
16. The University will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.
17. In case of the any inadvertent error in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves right to modify/withdraw/cancel any communication/appointment made to the applicants. The University shall not be responsible for any error/omission/commission/suppression of relevant information by the applicant knowingly or unknowingly while filling up the application form and uploading the documents. In case the applicant gets screened/shortlisted/selected/appointed on the basis of the incorrect/ inadmissible/ forged/ fabricated credentials furnished by him/her, his/her candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant.
18. The University reserves the right to modify/withdraw/cancel any communication made to the applicant. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final and binding on the applicant. Applicants are advised to satisfy themselves

before applying that they possess the essential qualifications laid down in the advertisement.

19. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.
20. **The applicants are also required to submit hard copy of the printout of application submitted online alongwith self-attested copies of necessary certificates/documents in support of the claims made in the application. The documents should be arranged in a proper sequence in line with entries in the application form. The application form alongwith documents should be properly bound/tagged and each page numbered. Loose sheets of documents would not be entertained.**
21. The applications are to be submitted online before the last date indicated in the advertisement. The online portal will be open from 15.10.2023. The last date for submission of online application is **15.11.2023 or 21 days from the date of publication of advertisement in the Employment News, whichever is later.** The hard copy of the printout of application submitted online alongwith self-attested copies of necessary certificates/documents should reach **the Director, Academic Coordination Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi- 110068** through registered/speed post on or before 20.11.2023. The envelope containing application form should clearly indicate the name of post, name of Discipline, Name of School and Advt. No.

DIRECTOR ACD



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**CRITERIA FOR SCREENING OF APPLICATIONS AND SHORTLISTING CANDIDATES
FOR INTERVIEW TO THE POST OF ASSOCIATE PROFESSOR**

In order to incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on the grading system proforma and to restrict the number of candidates to be called for interview so as to enable the Selection Committee to have a comprehensive assessment of the candidates, applications received for the Associate Professor positions shall be screened on the basis of the academic and other related credentials of the candidates through the following criteria:

For the post of Associate Professor, the criteria for evaluation will be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.

1. Criteria for Short-listing of Candidates for Interview for the Post of Associate Professor in the Schools of Studies of the University:

S.N.	Academic/Research Activity	Faculty of Sciences /Medical Science/ Computer & Information Science/ other related disciplines	Faculty of Arts/ Languages/ Humanities/ Social Sciences/ Education/ Distance Education/ Continuing Education/ Management/ Tourism & Hospitality Management/ Social Work / other related disciplines
1.	Research Papers in Refereed/ Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10

	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) e-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-Book (at least one quadrant)	02	02
	Editor of e-Content for complete course/paper/e-Book	10	10
4.	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./PG Dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02

	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body/ organization like UNO/UNESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c)Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International(Abroad)	07	07
	International(within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed o UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor > 10 | - | 30 Points |

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5 (b) Policy Document and 6 Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories.
2. The constitution of Selection Committees and guidelines on selection procedure for the Post of Associate Professor shall be as per IGNOU Act and Statutes read with UGC Regulations, 2018.

3. Methodology of Shortlisting the Candidates

1. The applications so received shall be placed before a Screening Committee, which on the basis of criteria so decided, shall prepare a list of all the eligible candidates indicating the marks scored by them in descending order i.e. starting from the candidate getting the highest marks towards the candidates getting the lower marks.
2. Based on their score as per criteria given above, a maximum of upto 15 candidates will be called for interview against each post of Associate Professor. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
3. The marks awarded to the candidates during the process of screening of applications shall not have any weightage/credit or merit during assessment/interview of the candidates by the Selection Committee as these marks shall be used only for screening/shortlisting purposes.

DIRECTOR ACD
