



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

**MINIMUM QUALIFICATIONS AND ELIGIBILITY CONDITIONS FOR THE POST OF
ASSISTANT REGIONAL DIRECTORS IN VARIOUS REGIONAL CENTRES OF THE
UNIVERSITY**

Part A

ESSENTIAL QUALIFICATIONS AND ELIGIBILITY CRITERIA

I. Eligibility (A or B):

- A.**
- i) A Master's degree with minimum 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied 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 or the CSIR, or who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be, are exempted from NET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Regional Director subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed/UGC listed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

[The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.]

Note: NET shall also not be required for such Masters programmes in Disciplines for which NET is not conducted by the UGC/CSIR.

OR

B.

The Ph.D. degree has been obtained from a foreign University/Institution with a ranking among top 500 in the world University ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS), (ii) The Times Higher Education (THE), or (iii) The Academic Ranking Of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: The academic score as specified in the Appendix I of this Document [based on Appendix II (table 3A) 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] shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. 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.**
2. The direct recruitment to the posts of Assistant Regional Directors in the Regional Centres of 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 read with subsequent amendments thereto.
3. The National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Regional Directors and equivalent positions.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Regional Director in the University.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Regional Directors in the Regional Centres of the University subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been awarded by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;

- d) The candidate has published two research papers from her/his Ph.D. work out of which at least one is in a refereed Journal;
- e) The candidate has presented at least two papers, based on her/his Ph.D. work in Conferences/Seminars sponsored/ funded/supported by the UGC/ICSSR/CSIR or any similar agency.

[The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.]

4. The clearing of National Eligibility Test (NET) shall not be required for candidates in such Disciplines for which NET has not been conducted. *Further, **SLET/SET shall NOT be valid in place of NET**, since the SET/SLET is valid as a minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective States only.*
5. 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 Assistant Regional Directors and other equivalent cadres at any level.
6. 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 respectively 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.
7. 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.
8. A relaxation of 5% marks shall be provided (from 55% to 50% of the marks) to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
9. 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.
10. 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 valid for Central Govt jobs 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 2022-23 (issued between 01.04.2022 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 valid 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.

11. 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.
12. 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.
13. **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.**
14. For those entering the service in the University, other stipulations prescribed by the UGC/University shall be mandatory for all posts.
15. **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. No additional document will be entertained after cutoff date of application.
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). 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 guidelines attached with this advertisement.
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. 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. The University shall Not be responsible for any postal delay.
 7. **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.**
 8. No interim correspondence regarding selection process will be entertained at any stage during the process.
 9. 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.**
 10. 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.
 11. **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.**
 12. 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.
 13. 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.
 14. The University further reserves the right not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
 15. 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.

16. 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 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.
17. 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.
18. Age of retirement of Assistant Regional Directors is 62 years.
19. The positions are meant for the IGNOU Regional Centres located in various parts of the country and are transferable in nature. Therefore, the person so selected would be transferred to various locations across the country.
20. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.
21. **The online portal will be open from 28.2.2023.** The last date for submission of online application is **31.03.2023 or 30 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 07.04.2023.** The envelop containing application form should clearly indicate the name of post and Advt. No.

DIRECTOR ACD



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**CRITERIA FOR SCREENING OF APPLICATIONS AND SHORTLISTING CANDIDATES
FOR INTERVIEW TO THE POST OF ASSISTANT REGIONAL DIRECTOR**

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 Assistant Regional Director 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 Assistant Regional Director, the criteria for evaluation of candidates for determining their eligibility for short listing shall be on based on a 100 point scale. The distribution of marks will be as follows:

1. Criteria for Short-listing of Candidates for Interview for the Post of Assistant Regional Director in the Regional Centres of the University

| S. No. | Academic Record | Score | | | |
|--------|-----------------|------------------|---------------------------|---|---------------------------|
| | | 1 | Graduation | 80% & Above = 15 | 60% to less than 80% = 13 |
| 2 | Post-Graduation | 80% & Above = 25 | 60% to less than 80% = 23 | 55% (50% in case of SC / ST / OBC (non- creamy layer) / PwBD) to less than 60% = 20 | |
| 3 | M. Phil. | 60% & above = 07 | 55% to less than 60% = 05 | | |
| 4 | Ph.D. | 30 | | | |
| 5 | NET with JRF | 07 | | | |
| | NET | 05 | | | |

| | | |
|---|---|----|
| 6 | Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC- listed Journals) | 10 |
| 7 | Teaching/Post-Doctoral Experience (2 marks for one year each)# | 10 |
| 8 | Awards | |
| | International/ National Level (Awards given by International Organizations/Government of India /Government of India recognized National Level Bodies) | 03 |
| | State-Level (Awards given by State Government) | 02 |

#However, if the period of Teaching/Post-doctoral experience is less than one year, then the marks shall be reduced proportionately.

Note:

| | | | | |
|-----|--------------------------|---------|---|----------|
| (A) | (i) M.Phil+Ph.D. | Maximum | - | 30 Marks |
| | (ii) JRF/NET | Maximum | - | 07 Marks |
| | (iii) In awards category | Maximum | - | 03 Marks |

| | | | |
|-----|-----------------------------------|----------|------------|
| (B) | Academic Score | - | 80 |
| | Research Publications | - | 10 |
| | Teaching/Post-Doctoral Experience | - | 10 |
| | Total Score | - | 100 |

(C) Based on their score as per criteria given above, a maximum of upto 15 candidates will be called for interview against each post of Assistant Regional Director.

2. The constitution of Selection Committees and guidelines on selection procedure for the Post of Assistant Regional Director 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 Assistant Regional Director. 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
