



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

**MINIMUM QUALIFICATIONS AND ELIGIBILITY CONDITIONS FOR THE POST OF  
LIBRARIAN IN THE UNIVERSITY**

**Part A**

**ESSENTIAL QUALIFICATIONS AND ELIGIBILITY CONDITIONS**

**Essential Qualifications:**

- i) A Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/ documentation /archives and manuscript-keeping.

**Age of retirement:** 62 years

**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).**
2. The direct recruitment to the post of Librarian in the University shall be on the basis of merit through all India advertisement and selection by the duly constituted Selection Committee as per IGNOU Act and Statutes read with UGC Regulations 2018.
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 Librarian.
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)]. 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. 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.
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. 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.
8. 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 and academic 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/promotion.
9. **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 shall be as determined by the University.**
10. For those entering the service in the University, other stipulations prescribed by the UGC/University shall be mandatory for the post.
11. **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](http://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](http://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.
3. 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. 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/Women applicants.
  - 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.
5. 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.
  6. **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.**
  7. No interim correspondence regarding selection process will be entertained at any stage during the process.
  8. 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.**
  9. 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' from the employer, at the time of interview, if not uploaded with the online application earlier.
  10. **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.**
  11. 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.
  12. The University reserves the right to amend or modify any eligibility condition/ 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](http://www.ignou.ac.in) for any updates/corrigendum/addendum in this regard.
  13. 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.

14. 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.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
16. Any dispute regarding the recruitment will fall under the jurisdiction of Delhi.
17. The applications are to be submitted online before the last date indicated in the advertisement. The online portal will be open from 25.12.2020. The last date for submission of online application is **31.01.2021 or 30 days from the date of publication of advertisement in the Employment News, whichever is later.** The last date for receipt of hard copy of filled in application submitted online is **05.02.2021 or 5 days after the closing date of submission of Online application.** 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 within time. The envelop containing application form should clearly indicate the name of post, name of Discipline, Name of School and Advt. No.

DIRECTOR ACD