

	INDIRA GANDHI NATIONAL OPEN UNIVERSITY Maidan Garhi, New Delhi-110068 www.ignou.ac.in	
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Advertisement No.68/2026/Admn.

The Indira Gandhi National Open University (IGNOU) invites online applications from the eligible candidates for filling up to following posts on deputation basis:

Sl No.	Name of the post	Pay Matrix	Upper Age Limit (in Years)	No of Posts	Place of posting
1.	Deputy Registrar	Level-12: Rs.78800-209200/-	56	04	Head Quarter office & Regional Centers, Regional Evaluation Centers across the country
2.	Assistant Registrar	Level-10: Rs.56100-177500/-	56	20	Head Quarter office & Regional Centers, Regional Evaluation Centers across the country

Sl.No.	Name of Post with Pay Level (as per 7 th CPC)	Educational Qualification & Experience Required
1.	Deputy Registrar Level-12: Rs.78800-209200/- Vacant No.of.post: 4	1. A Master Degree with at least 55% of the marks or its equivalent grade of 'B' on the UGC seven-point scale along with good academic record. 5% of Marks in master's degree relaxable in case of SC/ST candidates. 2. (i) Officers working as Deputy Registrar in Pay Level-12 in the field of Administration/ Finance and Accounts/ Audit/ Conduct of Examination/Legal Affairs in Central Govt / State Govt./ Govt. Academic Institutions/ Autonomous Bodies/ Public Sector Undertaking. Or (ii) Officers having 10 years of experience as Assistant Registrar in Pay Level-10 and above in the field of Administration/ Finance and Accounts/ Audit / Examination/ Legal Affairs in the Central Govt./ State Govt./ Govt. Academic Institutions / Autonomous Bodies/ Public Sector Undertaking.
2.	Assistant Registrar Level-10: Rs.56100-177500/- Vacant No.of.post: 20	1. A master's degree with at least 55% of the marks or its equivalent grade of 'B' on the UGC seven point scale along with good academic record. 5% of Marks in Master Degree relaxable in case of SC/ST candidates. 2. (i) Officers working as Assistant Registrar in Pay Level-10 as per 7 th CPC in the field of Administration/ Finance and Accounts/ Audit/ Examination/ Legal Affairs in the Central Govt./ State Govt./ Govt. Academic Institutions/ Autonomous Bodies/ Public Sector Undertaking. Or (ii) Officers having 05 years of experience as Section Officer in the pay level 7 and above as per 7 th CPC in the field of Administration/ Finance and Accounts/ Audit/ Examination/ Legal Affairs in the Central Govt./ State Govt./ Govt. Academic Institutions/ Autonomous Bodies/ public Sector Undertaking.

Important dates:

Start date of submission of online Application Form	12 th September 2026
Last date of Submission of online Application Form	12 th October, 2026
Last date of receipt of print copy of duly filled in Application Form along with the self-attested testimonials	27 th October, 2026

01. Online application to be submitted w.e.f. **12th September, 2026 to 12th October, 2026** along with all relevant documents in online mode only. In no case, any other mode of application is acceptable.
02. The maximum age limit for applying the above said post is 56 years as on the closing date of receipt of application.
03. The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.
04. The appointment on deputation shall be for **a period of three years initially**. The period of deputation may be extended on a year-to-year basis, after completion of the normal tenure in accordance with Government of India norms, subject to a maximum period of five years. There shall be no provision for absorption to the said posts.
05. Application which do not meet eligibility criteria given in the vacancy notification or found incomplete/deficient will summarily be rejected.
06. Candidate must fulfil the educational qualifications, experience and other criteria as on the closing date of receiving the application.
07. Merely fulfilling the eligibility criteria would not entitle a Candidate to claim for interview or selection against the post applied for. Only the shortlisted candidates will be called for interview and shall be required to submit the necessary documents in support of Age, Educational Qualifications, Service Record/Experience, etc. and get the originals of the same verified at the time of Interview. If any candidate is found ineligible while verifying the documents, he/she shall not be allowed to take up interview.
08. ***Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information at the time of registration and submission of online application.***
09. Interview shall be conducted (through online or offline mode) as per the discretion of the University and accordingly intimation shall be sent to the shortlisted candidates only.
10. Decision of the University in all matters regarding eligibility of the candidates, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to deputation shall be final and binding on the candidates.

11. *The candidates shall be required to upload self-attested copies of all the documents pertaining to Age, Educational Qualification, experience and NOC/APAR from their parent department at the time of filling up of online application form. If NOC/APAR is not uploaded at the time of submission of application form, same may be sent along with the main copy i.e. through proper channel copy.*
12. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
13. *Candidates in their own interest are advised to register on-line and submit their application well intime before the last date as mentioned for the post, 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.*
14. The University reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
15. The University also reserves the right to cancel the deputation basis, therefore, the candidates from Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs or Educational institutions run by Central/State Govt. are only eligible to apply

GENERAL CONDITIONS

How to apply:

Visit on IGNOU's website: www.ignou.ac.in and click the link of apply for the posts of Deputy Registrar/Assistant Registrar

- *Complete Registration process (which creates „User Name“ and „Password“ for you)*
- *Your „User Name“ and „Password“ will be informed through SMS and email*
- *Re-login to the system using your „User Name“ and „Password“*
- *Fill the Application Form online*
- *Upload your recent coloured Photograph (maximum size 100KB in JPG format)*
- *Upload your specimen signature (maximum size 50KB in JPG format)*
- *Read the declaration and check the „Declaration“ box*
- *Preview your data and confirm details*
- *Press the Next button to see the form preview*
- *Take print/save your filled in Application Form. Correction/changes, if any, on the printed application is not permitted and summarily will be rejected.*
- *Candidate must retain a photocopy of the complete application form along with required documents for future reference.*

1. The following documents should be attached with the printout of the online application form (duly filled-in) and sent by the candidate his/her Cadre Controlling authority/Parent Organization.
 - a) Self-attested copies of educational qualifications.
 - b) Experience Certificate in respect of each experience claimed.

- c) Attested copies of Complete and up-to-date ACRs/APARs. of last 5 years, Vigilance clearance, list of Major and Minor penalties imposed during last 10 years alongwith “No Objection Certificate” for applying for the post and consent of the parent department to the effect that in the event of selection, official will be relieved.
- 2. An advance copy of the same may be sent to **Recruitment Cell, Room No. 13, Block No. 7, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068, Ph :011-29571713** by the candidate.
- 3. Application which are incomplete/deficient in any manner will not be entertained.
- 4. No fees are required to be paid, while applying for the above posts.
- 5. Applications received without proper channel and/or not accompanying the document mentioned in the application form will not be considered and will be rejected. No communications will be entertained in this regard.
- 6. The University reserves the right to fix criteria for screening the applications, to shortlist the candidates to be called for interview.
- 7. Applications received after last date shall not be entertained. The University will not be responsible for any postal delay.

Registrar (Administration)

Application for the post of _____ on deputation in Indira Gandhi National Open University (IGNOU), New Delhi.

Name of the post applied for: -				Recently Passport Photo		
1	Name	:				
2	Address	:				
3	Date of Birth (in Christian era)	:				
4	(i) Date of entry into service	:				
	(ii) Date of retirement under Central/State Government Rules	:				
5	Category	:				
6	Educational Qualifications	:				
	Examination Passed	Discipline/ Specialization/ Subjects	Board / University	Year of Passing	Percentage of marks	Division/ Class
7	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		:			
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular			Qualification/experience possessed by the Officer			
Essential			Essential			
(A) Qualification			(A) Qualification			
(B) Experience			(B) Experience			
Desirable			Desirable			
(A) Qualification			(A) Qualification			
(B) Experience			(B) Experience			
8	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		:			
8.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the application form) with reference to the post applied.					
9.	Details of Employment, in reverse chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post	Total Emoluments	Nature of Duties (in detail) highlighting experience required for the post applied for

				held on regular basis		
Important: 1. Pay-band, Pay Level or Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level or Pay Band & Grade Pay of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated. 2. In case the applicant belongs to an Organisation which is not following the Central Government pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.						
10.	Nature of present employment i.e. Adhoc or temporary or Quasi-Permanent or Permanent			:		
11.	In case the present employment is on deputation/contract basis, please state			:		
(a) The date of initial appointment		(b) Period of appointment on deputation/contract		(c) Name of the parent office/organization to which the applicant belongs.	(d) Name of the post and pay of the post held in Substantive capacity in the parent organization	
11.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. Note: Information under Column 11 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization					
12	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			:		
13	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)			:		
	(a)	Central Government		:		
	(b)	State Government		:		
	(c)	Autonomous Organisation		:		

	(d)	Government Undertaking	:	
	(e)	Universities	:	
	(f)	Others	:	
14	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		:	
15	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		:	
16	Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to		:	
16.A	(i) additional academic qualifications		:	
	(ii) professional training and		:	
	(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		:	
16.B	Achievements:		:	
	The candidates are requested to indicate information with regard to;		:	
	(i) Research publications and reports and special projects		:	
	(ii) Awards/Scholarships/Official Appreciation		:	
	(iii) Affiliation with the professional bodies/institutions/societies and;		:	
	(iv) Patents registered in own name or achieved for the organization		:	
	(v) Any research/innovative measure involving official recognition		:	
	(vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the application and duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld and the aforesaid information will also be assessed by the Selection Committee at the time of selection for the post.

(Signature of the Candidate)

Address _____

Date.....

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected he/she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt _____

(ii) His/her integrity is certified.

(iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APAR for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years in enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)