



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

GANDHI BHAWAN, B.H.U. CAMPUS, VARANASI
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IG/RCV/B.Ed./2013/Offer Letter
Date: / /2012

SUB : OFFER OF ADMISSION FOR B.Ed. PROGRAMME COMMENCING FROM JANUARY 2013 SESSION

Dear Student,

We are glad to inform you that you have qualified the entrance examination held on **26th August 2012** for Admission in the **Bachelor of Education (B.Ed.) Programme** of the University commencing from **January 2013**.

In order to confirm your admission, you are advised to bring following documents in order of sequence at the time of counselling :

A DOCUMENTS REQUIRED

1. Programme Fee of **Rs. 17,400/-** through Demand Draft from any one of the Scheduled/Nationalized Bank in the name of **IGNOU** payable at **Varanasi**. Please write your **Name, address & mobile number at the back of the Demand Draft** to ensure proper credit to your fee account.
2. Filled-in offer of Admission format. **(Encl.-1)**
3. Filled-in proforma to provide information regarding Practice Teaching. **(Encl.-2)**
4. Passport size two photographs.
5. Letter of Appointment(s) issued by competent authority and Experience Certificate(s).
6. Certificate showing that candidate is presently teaching (अध्यापक का सेवारत होने का प्रमाण-पत्र) **(Encl.-3)**.
6. Original Hall Ticket (Hall ticket for appearing in entrance examination on 26th August 2012).
7. Duly attested copies of Certificates & Marks Sheet of Graduation and Post-Graduation.
8. Duly attested copy of Category Certificate in prescribed proforma for SC/ST/OBC **(If applicable)**.
9. Duly attested copy of Proof of Physically handicapped certificate issued from competent authority **(if applicable)**.
10. Duly attested copy of Proof of Certificate as claimed for War-Widow/Kashmiri Migrant issued from competent authority **(if applicable)**.

B OTHER INSTRUCTIONS

Your admission in B.Ed. Programme is purely on the basis of your merit.

Allotment of Study/Programme Study Centre is purely based on the merit of the Entrance Examination. **(For details of centers and their location please see Encl.-1)**

Under no circumstances the Study Centre/Programme Study Centre will be changed.

The Student has to attend workshop (1st year and 2nd Year) at the allotted centre only. Change of centre for workshop will not be considered under any circumstances.

You are advised to submit the above mentioned documents in person on _____ (date of counselling) at _____ at the IGNOU Regional Centre Varanasi, Gandhi Bhawan, B.H.U. Campus, Varanasi-221005 positively. Forms received after the due date of counselling or incomplete form/without relevant supporting documents will be summarily rejected. The University is not responsible for any delay including Postal delay.

This offer of admission is provisional and is based on the documents of qualification and experience submitted by you along with the application form. If at a later stage, it is found that the document(s) submitted by you is/are false, your admission shall stand cancelled forthwith and no fee refund will be admissible in the event of such cancellation of admission.

C पिछड़े वर्ग (नान क्रीमीलेयर) के अन्तर्गत आने वाले अभ्यर्थी : ऐसे सभी अभ्यर्थी जिनकी काउंसिलिंग पिछड़े वर्ग (नान क्रीमीलेयर) के अन्तर्गत होनी है, उन्हें छः माह के अन्दर जारी किया गया आय प्रमाण-पत्र प्रस्तुत करने होंगे।

With best wishes.

Offer of admission is on provisional basis, subject to verification of original document produced by candidate during counselling.

(Dr. Amit Chaturvedi)
Regional Director

Dear Candidate,

You are advised to arrange your documents in the order given below:

1. **Demand Draft of Rs. 17,400/- (In Favour of IGNOU, Payable at Varanasi)**
(write your name, address and mobile number at the back side of demand draft)
2. **Experience Certificate Recognized by Central/State Govt.**
Primary Level / Secondary Level / Senior Secondary Level
Employment/Experience certificate verified by Principal/Head Master/Head Mistress.
Letter of Appointment.
Certificate from Principal of the College where you are presently teaching.
3. **Education Qualification**
 - a) **Attested copies of Mark sheet & Certificate of Master Degree.**
 - b) **Attested copies of Mark sheet & Certificate of Bachelor Degree.**
4. **Candidates who are claiming reservation under SC/ST/OBC (non creamy)/ Physically / War Widow / Kashmiri Migrant have to furnish the following documents on the day of counselling.**
 - a) Schedule Cast certificate issued by competent authority.
 - b) Schedule Tribe certificate issued by competent authority.
 - c) OBC (Non-creamy layer) i) Cast Certificate issued by competent authority.
ii) Income Certificate issued by competent authority within last six months.
 - d) Physically Handicapped : Certificate form recognized medical authority.
 - e) Kashmiri Migrant: Relevant Certificate.
 - f) War Widow: Certificate from the recognized defense authority.
5. **Performa to provide information regarding practice teaching.**

Note: Admission in B.Ed. Programme will be finalized only after production of above mentioned documents on the day of counselling.

No further request for extension of date and time will be entertained in any case



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Encl: 1

OFFER OF ADMISSION TO BACHELOR OF EDUCATION (B.Ed.) PROGRAMME COMMENCING FROM JANUARY 2013

With reference to your letter No. IG/RCV/B.Ed./2013/Offer, I opt for the following centre in order of preference. I enclose a demand draft of Rs. 17,400/- (Rs. Seventeen thousand four hundred only) towards the course fee as per details given below:

1. Name of Student (in block letters) : _____

2. Entrance Examination Enrolment No. :

3. Programme fee details:
D.D. Number Date Month Year Amount Bank Name
 17400/-

4. Medium: English Hindi

5. Please select two courses from Group B and one course from Group C (Course details is given in your respective prospectus):

Group B: ES ES Group C: ES

6. Please give your choice as per preference from the list of study centres given below:

Sl.No.	Centre Code	Name & Address of Centres	Order of Preference
1.	2708	Udai Pratap P.G. College, Varanasi (U.P.)	
2.	2709	Commerce Faculty, DDU Gorakhpur University, Gorakhpur (UP)	
3.	2716	S.C. College, Ballia (UP)	
4.	2774	K.N. Govt. P.G. College, Gyanpur, Sant Ravi Das Nagar, Bhadohi (UP)	
5.	27109	Department of Education, Kamachha Campus, B.H.U., Varanasi (UP)	

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the Programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same.

Date: _____



SIGNATURE

Name: _____

Address _____

Ph. No.(with STD Code) _____

Mobile No. _____

PROFORMA TO PROVIDE INFORMATION FOR PRACTICE TEACHING

Encl:2

I hereby undertake that the school will provide facilities to Mr./Ms. _____ needed for carrying practical work for the B.Ed. programme. This school is Secondary/Higher/Senior Secondary School.

Place : _____

Date : _____

Signature of Principal/Headmaster/Headmistress

Name : _____

Designation : _____

Mobile No.: _____

Address : _____

(The school where B.Ed. Practical will be conducted) :

(Seal/Stamp)

Teaching Subject to be opted : (i) _____ (ii) _____

Name & address of two Senior Teachers involved in teaching the above opted subjects at High/Higher/Secondary/Senior Secondary level :

(1) _____

(2) _____

SIGNATURE OF THE CANDIDATE

Name of the Candidate: _____

Duly filled in format has to be produced during counselling

Experience-cum-Employment Certificate

Encl:3

(To be submitted at the time of counseling)

- (i) This is to certify that Mr./Ms. _____ has been teaching in this school from ____ (DD) ____ (MM) ____ (YR) to ____ (DD) ____ (MM) ____ (YR).
- (ii) His/Her appointment in this school is on full time temporary/permanent basis and teaching the students of class from _____ to _____ in the subjects _____ etc.
- (iii) This School is Govt./Govt. aided/unaided and is duly recognized by the central/state government/union territory by virtue of obtaining Registration No. _____ dated _____ from Directorate of Education, _____ (Name of the state) for a period _____ /

I hereby undertake that all the information mentioned above are true and the University is empowered to take legal action against me for any wrong information.

Place :

Date :

(Seal /Stamp)

Signature of Principal/Headmaster/Headmistress

Full Name :

Name of the School

Registration No. of the Institution:.....

Full Address

.....

.....

Telephone No.

Email ID of the the School