

Advertisement No. 48/2012

**SPECIAL RECRUITMENT DRIVE FOR SC/ST/OBC & PWD**

**RECRUITMENT OF NON-ACADEMIC POSTS EXCLUSIVELY RESERVED FOR  
SC/ST/OBC (NON-CREAMY LAYER) & PWD CANDIDATES**

Indira Gandhi National Open University (IGNOU) invites applications from the Indian Citizens for the following posts exclusively reserved for SC/ST/OBC (Non-Creamy Layer) & PWD candidates for its Headquarters and Regional Centres located across the country.

S. No.	Name of the Post (s)	Post Code	Max. Age (Yrs.)	Pay Band & Grade Pay	No. of Posts						Total Posts
					SC	ST	OBC	PWD *			
						VH	HI	OH			
1.	Assistant Registrar	AR	42	PB-3 : 15600-39100 (Grade Pay ₹ 5400)	01	01	05	01	01	--	09
2.	Camera Person (EMPC)	CP	42	PB-3 : 15600-39100 (Grade Pay ₹ 5400)	01	--	01	--	--	--	02
3.	Translator	TL	32	PB-2 : 9300-34800 (Grade Pay ₹ 4200)	--	--	01	--	--	--	01
4.	Assistant Executive (Data Processing) ( <i>Erstwhile known as Data Entry Operator</i> )	DEO	27	PB-2 : 9300-34800 (Grade Pay ₹ 4200)	02	05	09	01	01	01	19
5.	Production Assistant (EMPC)	PRA	32	PB-2 : 9300-34800 (Grade Pay ₹ 4200)	--	--	01	--	--	--	01
6.	Technician (EMPC)	TEC	32	PB-1 : 5200-20200 (Grade Pay ₹ 2800)	01	01	03	--	--	--	05
7.	Semi Professional Assistant (Library)	SPA	32	PB-1 : 5200-20200 (Grade Pay ₹ 2800)	02	01	03	--	01	01	08
8.	Proof Reader	PR	32	PB-1 : 5200-20200 (Grade Pay ₹ 2800)	03	01	05	01	--	--	10
9.	Stenographer	ST	30	PB-1 : 5200-20200 (Grade Pay ₹ 2400)	16	09	30	01	--	01	57
10.	Junior Assistant-cum-Typist	JAT	27	PB-1 : 5200-20200 (Grade Pay ₹ 1900)	22	15	58	02	02	02	101
11.	Lab Attendant	LAB	27	PB-1 : 5200-20200 (Grade Pay ₹ 1900)	--	--	01	--	--	--	01
<b>Total -</b>											<b>214</b>

\* Person with Disability (PWD) : VH - Visually Handicapped, HI - Hearing Impaired, OH - Orthopedically Handicapped

**Note:** UR candidates belonging to PWD category may also apply.

S. No.	Designation	Categories of Disabled suitable for jobs	Abbreviations Used
1.	Assistant Registrar	OA, OL, B, LV, HH	OA-One Arm, OL-One Leg, B-Blind, LV- Low Vision, HH- Hearing Handicapped
2.	Assistant Executive (Data Processing) ( <i>Erstwhile known as Data Entry Operator</i> )	OL, BL, LV, HH	OL-One Leg, BL-Both Leg, LV-Low Vision, HH- Hearing Handicapped
3.	Semi Professional Assistant (Library)	OA, OL, OAL, BL, HH	OA-One Arm, OL-One Leg, OAL-One Arm & One Leg, BL-Both Leg, HH- Hearing Handicapped
4.	Proof Reader	OL, OA, BL, B, LV, HH	OL-One Leg, OA-One Arm, BL- Both Leg, B-Blind, LV- Low Vision, HH- Hearing Handicapped
5.	Stenographer	OA, OL, BL, OAL, B, LV	OA-One Arm, OL-One Leg, BL- Both Leg, OAL-One Arm & One Leg, B-Blind, LV- Low Vision,
6.	Junior Assistant-cum-Typist	BL, OL, B, LV, HH	BL-Both Leg, OL-One Leg, B-Blind, LV-Low Vision, HH- Hearing Handicapped

Note: The conditions of disability in respect of PWD candidates will be as per Govt. of India rules/guidelines/orders/amendment thereof issued from time to time.

Name of the Post (s)	Educational & Professional Qualification and Experience
Assistant Registrar	<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. A Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record.</li> <li>2. 5% of marks in Master Degree relaxable in case of SC/ST candidates.</li> <li>3. 3 years of experience as Section Officer and its equivalent grade in PB-II with Grade Pay of ₹4800/- in administrative/finance preferably in Govt./ Academic Institutes/ Open Learning Distance Institutes/Autonomous Bodies/Public Sector.</li> </ol>
Camera Person (EMPC)	<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree in any discipline.</li> <li>2. Diploma in Cinematography from FTII, Film and Television Institute, Pune or Tamilnadu or equivalent.</li> <li>3. At least 5 years experience with film/video camera out of which at least 3 years will be as a Cameraman in a broadcasting/educational media organisation.</li> </ol> <p><b>DESIRABLE:</b> Good knowledge of television systems in India and abroad.</p>
Translator	<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. Masters Degree with second class in Hindi or English with the other language as a main subject at the Degree level <b>OR</b> Masters Degree with second class in any subject with Hindi and English as main subjects at the Degree level <b>OR</b> Masters Degree with second class in any subject with Hindi or English Medium and other language as main subject at the Degree level.</li> <li>2. Experience of 3 years of Translation work in an organization <b>OR</b> Experience of terminological work of 3 years in an institution or independent translation work of equivalent nature.</li> <li>3. 5% of marks in Master Degree relaxable in case of SC/ST candidates.</li> </ol> <p><b>DESIRABLE:</b> (i) A Certificate or Diploma in translation (ii) Knowledge of regional language.</p>
Assistant Executive (Data Processing) (Erstwhile known as Data Entry Operator)	<p><b>ESSENTIAL:</b> BCA or Graduation with PGDCA or BSc in Computer Sc./Engg./IT or BBA in IT from a recognized university and working knowledge of office assistance tools like MS OFFICE or Open OFFICE etc. Also 'O' level of DOEACC after Graduation from a recognized university may apply.</p>
Production Assistant (EMPC)	<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. A Bachelor's degree of recognised University or Diploma in TV/Film/Stage from a recognised institute.</li> <li>2. Proficiency in English.</li> <li>3. Two years experience in Radio/TV/Films.</li> </ol> <p><b>DESIRABLE:</b> (i) Practical experience in production of educational Radio/TV Programmes (ii) Knowledge of Hindi.</p>
Technician (EMPC)	<p><b>ESSENTIAL:</b> Diploma in Electronics/Telecommunication Engg. or its equivalent <b>OR</b> (i) ITI Certificate in Electronic/Radio and TV servicing from the recognized institution (ii) Two years experience in the relevant field.</p> <p><b>DESIRABLE:</b> Experience in a broadcasting/education media organization.</p>
Semi Professional Assistant (Library)	<p><b>ESSENTIAL:</b> A Bachelor's Degree of a recognised University with Certificate Course in Library Science preferably with computer knowledge.</p>
Proof Reader	<p><b>ESSENTIAL:</b></p> <ol style="list-style-type: none"> <li>1. Graduate in any discipline with Book Publishing as a subject or P. G. Diploma in Book Publishing.</li> <li>2. 3 years experience in a Reputed Book Publishing/ Printing Organization as a Proof Reader.</li> <li>3. Proficiency in English/Hindi.</li> </ol> <p><b>DESIRABLE:</b> Proficiency in any regional language in addition to English &amp; Hindi.</p>
Stenographer	<p><b>ESSENTIAL:</b> 10+2 or its equivalent. The candidates have to appear in the written test. After qualifying the written test the skill test will be held @80 w.p.m. in shorthand and typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computers.</p> <p><b>DESIRABLE:</b> (i) A Bachelor's Degree from a recognized University (ii) Knowledge of computers.</p>
Junior Assistant-cum-Typist	<p><b>ESSENTIAL:</b> 10+2 or its equivalent and a typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on computers.</p> <p><b>DESIRABLE:</b> A Bachelor's degree from a recognized University.</p>
Lab Attendant	<p><b>ESSENTIAL:</b> 10+2 with Science subjects.</p> <p><b>DESIRABLE:</b> Some lab experience.</p>

## 1. Age Relaxation

The applicant should not exceed age limit indicated as prescribed above, as on the last date of receipt of application. However, this age is relaxable as per Govt. of India standing instructions for the following categories.

S. No.	Category	Age Relaxation
i)	For SC/ST candidates	5 years
ii)	OBC candidates	3 years
iii)	Person with Disabilities (PWD)	10 years (15 years for SC/ST and 13 years for OBC candidates)
iv)	Ex-serviceman	Service rendered in Army/Navy/Air Force plus 3 years.
v)	Central Government/Autonomous/PSU Employees for a) Group-A post. b) Group 'B' & 'C' Posts (those who have rendered not less than 3 years continuous service on regular basis)	05 Years (10 years for SC/ST and 08 years for OBC candidates)
vi)	For Resident of J&K during 01.01.1980 to 31.12.1989	5 years
vii)	IGNOU's regular Employees	No Age Bar

**Note:** Minimum age shall not be less than 18 years for all candidates.

## 2. Application Processing Fee

An Application Processing Fee of ₹ 200/- (Rupees two hundred only) for OBC category and ₹ 100/- (Rupees one hundred only) for SC/ST category is payable in the form of Demand Draft drawn in favour of IGNOU, New Delhi. However, applicants belonging to PWD category with minimum of 40% of disability & Women candidates are exempted from payment of the application processing fee. The application processing fee shall not be accepted in any other form. Fees once paid shall NOT be refunded under any circumstances nor can it be held in reserve for any other examination or selection. On the back side of Demand Draft, the candidates are advised to write their name, date of birth and post applied for in capital letters.

## 3. How to apply

Candidates have option to submit their application either online or download the application format from IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in). The instructions in this regard are given below:

- Candidate must ensure that he/she is eligible for the post(s) applying for.
- The candidates except women and PWD candidates, should get ready the Demand Draft drawn in favour of IGNOU, New Delhi towards the Application Processing Fee, as per details given at para no.2, above.
- Candidates are required to have a valid personal e-mail ID and be kept active during the course of recruitment process.

### OPTION – I : (Through on-line application)

- The candidates are required to go to the IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in) and click on the link **Special Recruitment Drive**. Candidates can apply now through on-line. All the fields in the online application format should be filled up carefully. After submission of the application, no modification will be permitted.
- Once you submit your application, the system will generate a Unique Control number showing on the Application form.
- Candidates now should take print out of the Application form and paste his/her recent passport size coloured photographs at appropriate place.
- Correction/Changes, if any on the printed application is not permitted and summarily will be rejected.
- Put his/her signature at the allocated place and also put his/her left thumb impression on the relevant place allocated in the Application form. The thumb impression must be clear and complete.
- Candidate must retain a photocopy of the complete application form along with the copy of Demand Draft (if applicable) for future reference.
- Following documents to be sent along with Application Form by ordinary post to the **Assistant Registrar (Recruitment), Block-7, Room No.13, Indra Gandhi National Open University, Maidan Garhi, New Delhi-110068 on or before 30<sup>th</sup> April, 2012.**
  - ❖ Demand Draft (as applicable)
  - ❖ Self-attested testimonials in respect of qualification, experience, age, caste, medical certificate in respect of PWD candidates etc.

### OPTION – II : (Download the application format from IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in))

- The candidates who have already applied through on-line need not to download the application form to avoid any repetition.
- The candidates who wish to apply off-line are required to download the Application Format and fill all the necessary details.
- The complete Application Form along with the required documents as mentioned in para 3 (vii) above should be sent at the address given above.

- Note:**
- No other mode of postage i.e. Registered/Speed Post/Courier except Ordinary Post only will be accepted.
  - The envelope should be properly sealed and super scribed with "Application for the post of \_\_\_\_\_, Category & Gender".
  - One envelop should carry one application only.

Please note the important dates:

<b>Start date of online Registration</b>	<b>02-04-2012</b>
<b>Last date of online Registration</b>	<b>20-04-2012</b>
<b>Last date of receipt of application form along with enclosures</b>	<b>30-04-2012</b>

## 4. Mode of Selection

IGNOU will hold a written examination for the above mentioned posts shown from Sl. No.1 – 11, except the posts mentioned at Sl. No.2 & 11 i.e. Camera Person and Lab Attendant for which separate guidelines will be issued in due course. Short listed candidates on the basis of written examination will be called for skill test/interview, as applicable.

## 5. Scheme of Examination and Syllabus

The syllabus for Written Examination shall be supplied along with the Call Letter to the eligible candidates.

## 6. Closing date for receipt of Application Forms

The closing date for receipt of Application Form along with its enclosures is **30<sup>th</sup> April, 2012**. Applications received after the closing date OR NOT accompanied by the Testimonials, Photograph and Application Processing Fee (wherever applicable) OR incomplete in any respects shall be summarily rejected and no communication shall be entertained from any of the candidates in this regard. Fees once paid shall NOT be refunded. IGNOU shall not be responsible for any postal delay/loss.

## 7. Special Instructions to the Candidates

- i. While applying for these posts, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him / her are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled, if any of these shortcomings is / are detected even after appointment, his / her services are liable to be terminated.
- ii. In case a candidate wishes to apply for more than one post, he / she may apply separately & fill separate applications for each post and send them in separate envelop along with the requisite fee for each post as specified in para titled "**Application Processing Fee**".
- iii. Maximum age limit in respect of the post specified will be counted as on the closing date of receipt of application.
- iv. The OBC candidates (non-creamy layer) while applying for the post should produce the latest caste certificate (not more than one year old) as prescribed under the Govt. of India rules. Relaxation and concession in regard to OBCs will be applicable as per GOI rules/orders and amendment thereof.
- v. Relaxation and concession in regard to SC/ST/OBCs will be applicable as per GOI rules/orders and amendment thereof.
- vi. While submitting the Application Form, PWD candidates should also fill the category column with their respective category. PWD candidates are requested to submit a copy of Medical Certificate in support of their physical disability.
- vii. Candidates serving in Government/University/Public Sector Undertakings/Autonomous bodies must apply "Through Proper Channel". However, they may send an advance copy of their application form, along with application processing fee (if applicable) before the last date of submission of application form. The Serving candidates will be required to produce a 'No Objection Certificate' at the time of their Skill Test/Interview/final selection.
- viii. Applications received after the last date OR with incomplete information will be summarily rejected.
- ix. The applicants shall have to appear for the written examination at their own expenses.
- x. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances.
- xi. Dates of Written Examination, Result of written examination and recruitment related all information shall also be available from time to time on IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in) and candidates should remain in constant touch with it.
- xii. The original degrees/certificates/date of birth certificate shall be required to be produced by the candidate, at the time of their Skill Test/Interview/Final selection.
- xiii. In addition to pay, the post carries all allowances as per IGNOU's rules. Higher start in the prescribed scale may be considered in deserving cases on the recommendations of the Selection Committee/Interview Board.
- xiv. The appointment to any of the posts will be solely subject to fulfillment of all the specified eligibility conditions. The applicants would be provisionally admitted to the examination on the basis of the information furnished by them in their Application Form. They are, therefore, advised to ensure that they fulfill all the specified eligibility conditions before applying for any of the posts. Issuance of Admit Card for the examination OR the candidate was allowed to appear for the examination will NOT confer any right of the candidate for final appointment.
- xv. IGNOU reserves the right to extend the closing date for receipt of applications. IGNOU also reserved the right to postpone/cancel this recruitment exercise for any/all the posts.
- xvi. IGNOU reserves the right to relax any of the condition of the eligibility criteria of the post advertised.
- xvii. The selected candidates are liable to be posted at IGNOU's headquarters and any of the Regional Centres located across the country.
- xviii. The number of vacancies advertised may vary at the stage of final selection.
- xix. The jurisdiction for all legal matters for this recruitment will be at New Delhi and legal cases filed (if any) in other courts will not be maintainable.
- xx. Canvassing in any form OR on behalf of a candidate will be a disqualification.

**N.B.:** i) *In case of any discrepancy found in Hindi version of advertisement published in Rozgar Samachar, the contents as given in the English version of Employment News which is also available on IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in), will prevail.*

ii) *Candidate should refer to advertisement given in Employment News or on IGNOU's website only for the purpose of applying the jobs. IGNOU has not authorized any other Agency/Vendor to publish this advertisement and application form.*

REGISTRAR (ADMN.)