



इग्नू
जन-जन का
विश्वविद्यालय



ignou
THE PEOPLE'S
UNIVERSITY

SECTION, PONDICHERRY UNIVERSITY
1409
21 AUG 2014
PONDICHERRY UNIVERSITY
VC's Secretariat
Date of Receipt 19-8-14
Entry No. 66

F.No. IG/ACD/TA/2/28/2013/1784
Date: August 13, 2014

To,

The Vice Chancellor
Pondicherry University
Pondicherry-605 014.
PONDICHERRY

Regd
19/8/14

AR
2018

clw

Subject: Senior Position in the IGNOU on deputation basis

Dear Madam/Sir,

PU/Regr/No. 6344
Dt/ / /20

Greetings from Indira Gandhi National Open University (IGNOU)!

I take this opportunity to bring to your kind notice an advertisement for the following three Senior Positions in the University on deputation basis:

1. **Director, P&DD - (Reserved for SC-01)**
2. **Director, Academic Coordination Division - (Unreserved-01)**
3. **Director, International Division - (Unreserved-01)**

I request you to kindly circulate this information widely in your University.

The details of advertisement and application form may be downloaded from IGNOU website: www.ignou.ac.in

With regards,

Yours sincerely,

(Debal K SinghaRoy)
Director, ACD

DR (Admin T)

शैक्षिक समन्वय प्रभाग
Academic Coordination Division
T : +91-11-29534231
F : +91-11-29533417, G : IGNOU

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
Indira Gandhi National Open University
मैदान गढ़ी, नई दिल्ली - 110068, भारत | www.hindi.ignou.ac.in
Maidan Garhi, New Delhi - 110068, INDIA | www.ignou.ac.in

ADVERTISEMENT NO. 53/2014

Indira Gandhi National Open University (IGNOU) invites filled-in applications in the prescribed Form for Academic Posts in Grade Pay of Rs. 37400-67000 with AGP Rs. 10000/- PB-IV as detailed below. Separate application is required to be filled up for each post. Appointment for these positions will be made on tenure basis for three years on Deputation/Contract terms with a provision of renewal of the same for a further term of three years, if necessary.

Name and No. of the Post(s) and Job Profile	Pay Band and Grade Pay	Maximum Age Limit	Essential Educational/ Professional Qualification and Experience
Director, P&DD - (Reserved for SC-01) Job Profile: <ul style="list-style-type: none"> Planning and monitoring of national resources for the Open and Distance Learning (ODL) System. Setting up short and long term goals for the University. Monitoring the total quality management in all areas of IGNOU's operation. Coordinating Five Year Plan and Annual Plan with other Divisions and Schools. Coordinating activities related to Planning Board of IGNOU. Undertaking periodic research/study on ODL System in particular and educational policy of the country in general. Monitoring of IPR policy, externally funded research projects and awards. Any other jobs related to planning as may be assigned by the University from time-to-time. 	Grade Pay of Rs. 37400-67000 with AGP Rs. 10000/-	59 Years on the closing date of receipt of application	Essential: <p>(a) Post Graduate in any Discipline with PhD Degree</p> <p>OR</p> <p>An outstanding professional with established credentials in the field of Planning in Educational Institution/Government/PSUs, who has made significant contributions to the knowledge in the concerned field/relevant Discipline (to be substantiated by credentials).</p> <p>(b) At least ten years experience in Teaching/ Research and/or education extension including five years of professional experience at senior supervisory level (AGP/GP Rs. 8,000 and above) in the areas of Educational Planning, Management and Development including Institution Building and System Development, etc.</p> Desirable: <p>(a) Relevant experience in the Distance Education System.</p> <p>(b) Administrative experience at senior supervisory level.</p>
Director, ACD - (Unreserved-01) Job Profile: <ul style="list-style-type: none"> Monitoring faculty development and administration. Dealing with personnel matters related to Teachers and Academics. Coordinating activities of Academic Council of IGNOU. Initiating and finalizing recruitment and promotion of Teachers and Academics and recruitment of Consultants and project staff. Preparing and maintaining database for Teachers and Academics. Any other matter related to Academic Coordination as may be assigned by the University from time to time. 	Grade Pay of Rs. 37400-67000 with AGP Rs. 10000/-	59 Years on the closing date of receipt of application	Essential: <p>(a) Post Graduate in any Discipline with PhD Degree</p> <p>OR</p> <p>An outstanding professional with established credentials in the field of faculty development and educational administration, who has made significant contributions to the knowledge in the concerned field/relevant Discipline (to be substantiated by credentials).</p> <p>(b) At least ten years experience in Teaching/ Research and/or education extension including five years of Professional experience at senior supervisory level (AGP/GP Rs. 8,000 and above) in the areas of educational administration, Management and Development including Institution Building and System Development, etc.</p> Desirable: <p>(a) Relevant experience in the Distance Education System.</p> <p>(b) Administrative experience at senior supervisory level.</p>
Director, ID - (Unreserved-01) Job Profile: <ul style="list-style-type: none"> Promoting academic programmes of the University abroad. Organizing training programme/ workshops for the personnel of Open Universities/ Institutes internationally. Coordinating international programmes with the regional and international agencies. Monitoring delivery of IGNOU academic programmes including students admissions and examination abroad. Coordinating and Strengthening International Collaborations. Any other matter related to international academic and developmental issues as may be assigned by the University from time-to-time. 	Grade Pay of Rs. 37400-67000 with AGP Rs. 10000/-	59 Years on the closing date of receipt of application	Essential: <p>(a) Post Graduate in any Discipline with PhD Degree</p> <p>OR</p> <p>An outstanding professional with established credentials in the field of Management of International Programmes, who has made significant contributions to the knowledge in the concerned field/relevant Discipline (to be substantiated by credentials).</p> <p>(b) At least ten years experience in Teaching/ Research and/or education extension including five years of professional experience at senior supervisory level (AGP/GP Rs. 8,000 and above) in the areas of Educational Planning, Management and Development including Institution Building and System Development, etc.</p> Desirable: <p>(a) Candidate with relevant experience in Distance Education System will be preferred.</p> <p>(b) Experience at the international level in educational project/collaboration or assignment with international organizations;</p> <p>(c) Administrative experience at senior supervisory level.</p>

Note: The age of retirement is 62 years.

GENERAL CONDITIONS

1. Separate application is required for each post and category applied for.
2. Applicants who are in employment should send their application through their employer. An advanced copy may be sent directly but a duly forwarded application should follow immediately.
3. The University may consider the name of any person for appointment even if he/she may not have applied.
4. Candidates from outside Delhi, when called for interview, will be paid to and from second class rail fare only by the shortest route on production of rail tickets.
5. Since applications received may be short-listed, merely possessing the prescribed qualification and requisite experience would not entitle a person to be called for interview/written test.
6. No interim queries regarding tests/interview will be entertained at any stage.
7. The University reserved the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
8. The University will not be responsible for postal delay in any correspondences with the applicants.
9. In case of fake documents, suppression of information, wrongly filled application, etc. are found at the time of appointment or after appointment, services of the candidate in the University shall be terminated.
10. Applications received after the last date shall not be entertained by the University.
11. Incomplete application in any form will not be accepted.
12. Canvassing in any form shall disqualify a candidate.
13. The University may decide to prepare a panel of the selected candidates in anticipation of future need.
14. The University reserves the right to relax any of the qualifications/experience in exceptional cases or in the case of persons already holding analogous posts in a University/Research Institution, etc.
15. Application Forms and other details regarding qualifications, general conditions, etc. for all the posts can be obtained in person from the office of the **Director, Academic Coordination Division, New Culinary Building, Opposite Academic Block, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068** till the last date of submission of duly filled in application on or before 05th September 2014 during office hours on all working days in person and production of a Demand Draft of Rs. 200/- for General and OBC Candidates, Rs. 50/- for SC/ST Candidates drawn in favor of "IGNOU" and payable at New Delhi. Women and PWD applicants are exempted from paying this amount. Applications Forms can also be obtained by post from the above address, by sending a Demand Draft as detailed above and a self addressed stamped envelope (Stamps worth Rs. 50/-) of size 13 cms x 28 cms. Request for Application Forms by post will be entertained only up to 27th September 2014. Application Forms, detailed information and general conditions, etc. relating to the vacant posts can also be downloaded from the University website at www.ignou.ac.in from 12th August 2014 onwards. The downloaded Application Form from the website must be accompanied a Demand Draft of prescribed amount.
16. Application shall be submitted by superscribing the post applied for along with the category on the envelope.
17. Application Forms duly completed together with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc., for all the posts should be sent to the **Director, Academic Coordination Division, New Culinary Building, Opposite Academic Block, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068** on or before 05th September 2014.