



Advertisement No. 66/2023/Admn.

The Indira Gandhi National Open University (IGNOU) invites Online applications for recruitment to the non-teaching posts of Technical Manager and Technical Assistant from the eligible candidates, in the prescribed application form available on the Website www.ignou.ac.in as per details given below :

Name of the Post	Maximum Age	SC	ST	OBC (NCL)	EWS	UR	Total*	PWD	Ex-SM	
		Vertical Reservation						Horizontal Reservation		
Technical Assistant	37 years	01	00	02	00	05	08	00	00	
Technical Manager	42 years	00	00	01	00	03	04	00	00	

* The total number of vacancy(s) as indicated above is provisional and may vary according to the actual requirements.

ABBREVIATIONS : CBT: Computer Based Test; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; NCL: Non Creamy Layer; EWS: Economically Weaker Section; UR: Unreserved; PWBD: Persons With Benchmark Disabilities; ESM: Ex Service Man;

Qualification & Pay scales of the advertised posts.

POST WITH SCALE	ESSENTIAL QUALIFICATIONS
<p><u>Technical Assistant</u> Pre-revised Pay Scale: (Rs.9300-34800) PB-2, GP- Rs.4800 Revised Scale as per 7th CPC: Level-8 (A) Total Posts (06) LMS-2 (Two) Posts Data Base Management -1 (One) Post Online Admission -1 (one) Post Online Examination/ Evaluation – 2(Two) Posts.</p>	<p>(A) Essential: 1. MCA/ B.Tech/B.E (CS/IT)/M.Sc in Computer Science/IT from a recognized University with 55% marks. AND 2. At least 3 years of experience in Industries/PSU/GOI Projects or Pvt. Sector company of repute or ODL of a University system in : Networking Cloud Services, OR Software Application development and Deployment OR Database Management (Data Extraction, Transformation and Loading, Specialized Data Handling, Database backup and Recovery, Security/Authentication, Capacity Planning, Performance Monitoring and Tuning Desirable : <ul style="list-style-type: none"> • Preferably worked in open-source technology viz. Java,PHP, PostgreSQL, MySQL, MariaDB, MongoDB,Agile Model Development Life Cycle. • For networking and Cloud Management: Palo Alto, F5 and HCI Infrastructure. • Strong working and deployment knowledge in deployment LINUX Servers. </p>
<p><u>Technical Assistant</u> Pre-revised Pay Scale: (Rs.9300-34800) PB-2, GP- Rs.4800 Revised Scale as per 7th CPC: Level-8 (B) Total Posts (02) Web Designing – 1 (one) Post Graphic Artist- 1 (one) Post</p>	<p>(B) Essential: 1. MCA/ B.Tech/B.E (CS/IT)/ M.Sc in Computer Science/IT / OR BCA/B.Sc.(Multimedia)/B.Voc. (Multimedia)/B.A(Multimedia), from a recognized University with 55% marks. AND 2. At least 3 years of experience in Industries/PSU/GOI Projects or Pvt. Sector company of repute orODL of University system. Desirable for Web Designing: <ul style="list-style-type: none"> • Strong working and deployment knowledge on LINUX environment • HTML, CSS, JSP, Javascript, HTML5, JQuery, UI and Visual Design, UX, Responsive Design,Colour Theory. Desirable for Graphic Artist: <ul style="list-style-type: none"> • Strong working and deployment knowledge on LINUX environment • Animation, 2D/ 3D Graphic Designing. </p>

<p>Technical Manager</p> <p>Pre-revised Pay Scale: (Rs.15600-39100) PB-3, GP-Rs 5400 Revised Scale as per 7th CPC: Level-10</p> <p>Total Post -04 (Four)</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. MCA/ B.Tech(CS/IT)/ B.E(CS/IT) / M.Sc (CS/IT) from a recognized University with 55% marks. and 2. At least 04 years of experience in Industries/PSU/GOI projects of private company of repute in ODL of University system. Networking/Cloud Services, <p style="text-align: center;">OR</p> <p style="text-align: center;">Software Application development and deployment</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Database Management (Data Extraction, Transformation and Loading, Specialized Data Handling, Database backup and Recovery, Security/Authentication, capacity planning, Performance monitoring and Tuning.</p> <p>Desirable :</p> <ol style="list-style-type: none"> 1. Preferably worked in open-source technology viz. Java, PHP, Postgre SQL, MySQL, MariaDB, MongoDB, Agile Model Development Life Cycle. 2. For networking and Cloud Management: Palo Alto, F5 and HCI Infrastructure. 3. Strong working and deployment knowledge in deployment. LINUX servers.
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IMPORTANT DATES

ONLINE REGISTRATION OF THE APPLICATION	FROM 10.07.2023 TO 08.08.2023 TILL 23:59:59 HRS.
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NATIONALITY/CITIZENSHIP :

1. A candidate must be either:

- a) a citizen of India, or
- b) a subject of Nepal, or
- c) a subject of Bhutan, or
- d) a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India, or
- e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

2. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

3. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

AGE RELAXATION:

1. Cut-off date to determine eligibility in terms of age of candidates will be (closing date of application).

2. SC/ST/OBC(NCL)/PWD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/PWD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

3. Age relaxation is permissible to various applicants is as under:-

S.No.	Category	Age Relaxation permissible beyond the Upper age limit
1.	SC/ST	5 years
2.	OBC(NCL)	3 years
3.(i)	PWBD	10 years,
(ii).	PWD + OBC(NCL)	13 years,
(iii)	PWD + SC/ST	15 years,
4.	Ex-Servicemen and commissioned Officers including ECO/SSCOs	Period of Military service plus 03 years

Caste/Category Certificates

1. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite SC/ST/OBC/EWS/PwBD category certificate from the Competent Authority in the prescribed format. The formats of the certificates for SC/ST/OBC/EWS/PwBD categories are annexed with the notice of this examination. Certificates in any other format are liable to be rejected.
2. Crucial date for claim of SC/ST/OBC(NCL)/EWS/PwBD status or any other benefit viz. fee concession, reservation, age relaxation etc., where not specified otherwise will be the closing date for receipt of online application i.e. **08.08.2023**.
3. Candidates must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the Competent Authority when such certificates are sought at the time of document verification, failing which their candidature will be cancelled.
4. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India and their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.
5. EWS candidate must ensure that they have a valid EWS certificate as prescribed on the crucial date of submission of application.
6. Candidate may also note that in respect of above, their candidature will remain provisional till the verification of concerned document. Candidates are cautioned that they will be debarred from the examination in case they fraudulently claim SC/ST/OBC/EWS/PwBD etc. status or avail any other benefit.
7. Those who are in employment with Central/State Govt./PSU must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
8. Canvassing in any form will be a disqualification.

IMPORTANT INFORMATION & INSTRUCTIONS FOR THE APPLICANTS

1. Before filling up the Online Recruitment Application Form on www.ignou.ac.in , the applicants must go through the detailed Advertisement and satisfy themselves that they possess the minimum Essential Qualifications, are below the upper age limit prescribed and possess relevant experience required for the post applying for. Application(s) received from ineligible candidates shall be out rightly rejected. Applications received through modes other than online also stand rejected.
2. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites www.ignou.ac.in only. The university will not send any further information/call letters by post/newspapers in this regard. IGNOU will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e- mail, SMS and IGNOU websites for updates.
3. The date for determining the eligibility of all the candidates (i.e. age, qualifications and experience etc.) shall be the prescribed closing date for submission of Online Recruitment Application, unless specified otherwise.
4. All the educational qualifications mentioned should be from a University/Institute recognized by Govt. of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date of submitting the online Application Form.
5. The prescribed Essential Qualifications are the minimum and mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (whatever is applicable).
6. The printed hard copy of the Application form along with self attested copies of testimonials/certificates etc.. kept in an envelope duly superscripted **“Application for the post of Technical Manager/Technical Assistant”** separately must reach the office of **“The Deputy Registrar (Recruitment Cell) Room No. 13 Block 7, IGNOU, Maidan Garhi, New Delhi-110068on or before date 23.08.2023 by 05:00 PM.** After this date form shall not be entertained under any circumstances. University shall not be responsible for any postal delays.
7. The reservations/relaxations to SC/ST/OBC(NCL)/PWD/EWS Candidates will be provided as per the existing Govt. of India policy. The SC/ST/OBC(NCL)/PWD candidates while applying for the post reserved for their categories will be considered subject to submission of valid certificates as per format prescribed by the Government of India and issued by competent authority.
8. Benefits of reservation & relaxation to SC/ST/ OBC(NCL) category will be admissible only when post is reserved for their category. If the post being applied for is not reserved for their respective category, candidate can apply against unreserved vacancy. Any candidate belonging to SC/ST/OBC(NCL) category who wishes to apply for any unreserved post, will not be given any relaxation of marks, age etc. However, a relaxation of 5% of marks shall be provided as per R & P Rules (from 55% to 50%) in the essential qualification for SC/ST candidates provided the post applying for is reserved for those categories.
9. Candidate will be required to produce all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or interview. In case the candidate fails to submit the original documents for verification of the certified/ Xerox copies of the enclosures to his/ her application, he/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further notice or communication in this regard.
10. Candidate(s) claiming experience has to produce Certificate(s) to this effect in the prescribed proforma from the Head(s)/Authorised person of Organization(s)/Department(s) for the entire experience claimed,

clearly mentioning the duration of employment (date, month & year) indicating the basic pay, pay scale, level Matrix as per 7th CPC and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) with duration(s).

11. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for CBT/Written Test/Skill Test/Interview, as the case may be.
12. The candidates may apply for more than one post, subject to fulfilling eligibility for the post(s).
13. Candidates also note that their candidature will remain provisional till the genuineness of the document related to Age, Education, Experience; Caste etc. are verified from issuing Authority.
14. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, 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.
15. Candidate(s) will have to make the payment of Application Fees through the On-Line Mode as under:-

Unreserved/OBC(NCL)/EWS	Rs 1000/-
For SC/ ST/Ex Servicemen/ Women	Rs 600/-
Physically Handicapped	Exempted

Note: Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained. Fee once paid shall neither be refunded nor the fee be adjusted under any circumstances. Any tax or Bank charges will borne by the candidate(s).

16. Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained. Fee once paid shall neither be refunded nor the fee be adjusted under any circumstances. Any tax or Bank charges will borne by the candidate(s).
17. The application form is integrated with the payment gateway and the payment process can be completed by using Debit Cards (Rupay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
18. The University reserves the right to short list the candidates on merit, experience, written and/or skill test, as the case may be. The University reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for interview/written test on receipt of huge number of application. Decision of the University in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of Written Test/Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.
19. If the University decides to hold a written recruitment test, the option for choosing the test centers and display of syllabus will get activated, therefore the applicants are advised to keep in touch with the university website on regular basis for any updates.
20. The facility of SCRIBE will be governed in accordance with the guidelines issued vide OM No. F. NO. 34-02/2015-DD-III dated 29th August, 2018 issued by Ministry of Social Justice and Empowerment "*Guidelines for conducting written examination for Persons with Benchmark Disability*".
21. In cases where more than one candidate secures the equal aggregates marks, tie will be resolved by applying the following methods one after another: i) Date of Birth, with older candidates placed higher. ii) Alphabetical order in which names of the candidates appear.

22. The maximum number of candidates to be invited for interview among the merit list based either on written test or the criteria followed by the screening committee, whichever may be the case, for a post shall not be ordinarily exceed 15; and for every additional posts 05 candidates each, subject to sufficient number of candidates from the community against the post reserved for.
23. At the time of written examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the University.
- 23 Applications received incomplete or without signature, fee and other enclosures, will be rejected.
- 24 Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Courts at Delhi only.
- 25 For general queries, please contact:

Recruitment Section
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi – 110068
Ph : 011-29571713
Email: recruitmentcell@ignou.ac.in.

REGISTRAR
(ADMINISTRATION)

