

**Advertisement No.50/2013**

The IGNOU (Central Autonomous Body) invites applications from the Indian citizens for the following computer cadre (non-teaching) posts for ERP in Computer Division at Hqrs. University has implemented ERP (Peoplesoft/ORACLE) for its back office processes with data centre having blade servers and SAN storage running under Linux. The educational qualifications, age, experience and other eligibility conditions for the posts are furnished below against each post. The selected candidates should have worked, preferably on Peoplesoft modules like FSCM/HRMS, People Tool, Peoplesoft Administration and Oracle DBA in order to execute the specific tasks under ERP.

Name of the post(s)	Pay Band & Grade Pay	Max. Age limit	Essential Educational & Professional Qualification and Experience	No. of post
Deputy Director (Software)	PB-3 : 15600 – 39100 with Grade Pay of ₹ 7600/-	52 years	<b>Essential:</b> 1. MCA or M. Sc. Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. 5 years of administrative experience as Assistant Director (Software) or in an equivalent post with Grade Pay of Rs.6600/- <b>or</b> 4. Comparable experience in research establishment and/or other institutions of higher education.	02 (01-UR & 01-OBC)
Assistant Director (Software)	PB-3 : 15600 – 39100 with Grade Pay of ₹ 5400/-	42 years	<b>Essential:</b> 1. MCA or M. Sc. in Computer Science/IT with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 2. 5% of marks in Master Degree relaxable in case of SC/ST candidates. 3. Minimum of 5 years of experience in software development or ERP, computer programming and in conducting training programme in Computer Science/ Engg. Or IT.	05 (04-UR & 01-OBC)

**Mode of Selection:**

1. For the post of Dy. Director (Software) – Interview.
2. For the post of Assistant Director (Software) – Written Test followed by Interview. The Syllabus of written test is available on IGNOU's website.

**General Conditions:**

1. Application form can be downloaded from the University website at [www.ignou.ac.in](http://www.ignou.ac.in). No other Format except the prescribed Application Form as available on IGNOU's website, will be considered.
2. Application Form (duly filled-in) together with copies of testimonials in support of their claim relating to qualifications, experience, caste, age etc. duly self attested should be sent to the **Assistant Registrar (Recruitment), Administration Division, Block - 7, Room No.13, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068** on or before **31<sup>st</sup> December, 2013**. The candidate should mention "Application for the post of \_\_\_\_\_", in bold letters on top of the envelope.

3. The application processing fee of ₹ 200/- for **General & OBC candidates** and ₹ 100/- for **SC/ST candidates** by means of **Demand Draft/Pay Order** drawn in favour of **IGNOU** payable at New Delhi. However, applicants belonging to women candidates and PWD category with minimum of 40% of disability 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 backside of the Demand Draft/Pay Order, the candidates are advised to write their Name and Date of Birth.
4. Applicants who are in employment should send their applications 'Through Proper Channel'.
5. Candidates from outside Delhi, when called for interview, will be paid to and from 2<sup>nd</sup> Class rail fare only by the shortest route on production of rail tickets.
6. 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.
7. The University reserves the right to relax any of the qualification/experience in exceptional cases or in the case of persons already holding analogous posts in University/Research Institution etc.
8. Maximum age limit, Educational Qualification and Experience etc. in respect of the post specified will be counted as on 31<sup>st</sup> December, 2013, being the last date of receipt of Application.
9. Candidate appointed against the post shall be posted at the University Headquarters at New Delhi.
10. Applications received after the last date OR with incomplete information will be summarily rejected.
11. The original degrees/certificates/proof of date of birth and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidates, at the time of their interview/final selection.
12. IGNOU reserves the right to extend the closing date for receipt of applications. IGNOU also reserves the right to postpone/cancel this recruitment exercise for the post.
13. The University reserves the right to consider the names of suitable candidates who may not have applied for the post.
14. Canvassing in any form shall disqualify a candidate.
15. The jurisdiction for all legal matters for this recruitment will be New Delhi and legal cases, if any, filed in other Courts will not be maintainable.
16. Relaxation in case of SC/ST/OBC/PWD etc. will be given as per the Govt. of India rules.
17. In case of OBC, the caste certificate, inter alia must specify that the candidate does not belong to "Creamy Layer". Form of certificate to be produced by other backward classes (OBC) applying for appointment to posts under the Government of India as per guidelines issued in this regard from time to time.
18. Applications (duly completed/filled-in along with its enclosures) should reach the University on or before the prescribed last date. The last date of receipt of application form is **31<sup>st</sup> December, 2013.**

**REGISTRAR,  
ADMINISTRATION (I/c)**