



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

(Department of Higher Education, MoE, Government of India)



**INDIRA GANDHI NATIONAL OPEN  
UNIVERSITY MAIDAN GARHI,  
NEW DELHI-110068**

**INFORMATION BROCHURE & GUIDELINES  
FOR  
FILLING OF ONLINE APPLICATION FORM FOR  
RECRUITMENT OF NON-ACADEMIC POSITIONS IN  
IGNOU**

**NTA Helpline numbers 0120-6895200 between 09:00 am to 6:00 pm**

**IMPORTANT INFORMATION AND DATES**  
**AT A GLANCE**

**Fee Details and Important Dates:**

Online Submission of Application Form	<b>1<sup>st</sup> Dec, 2020 to 31<sup>st</sup> Dec 2020</b>
Last Date of Successful Transaction of Fee through Credit/Debit Card/Net-Banking	<b>31<sup>st</sup> December 2020 (up to 11:50 pm)</b>

<b>Fee Payable by candidates in INR</b>	
<b>Unreserved (UR)</b>	<b>Rs.1000/-</b>
<b>SC, ST, EWS, OBC(NCL), FEMALE, PwD</b>	<b>Rs. 600/-</b>

Issue of Hall Ticket/admit card/Downloading of Admit Cards from NTA website	<b>11<sup>th</sup> January, 2021</b>
Date of Examination	<b>24<sup>th</sup> January, 2021</b>
Duration of Examination	<b>03 Hours</b>
Timing of Examination	<b>9.00 am to 12.00 noon</b>
Centre of Examination	<b>As indicated on the Admit Card</b>
Website	<a href="https://recruitment.nta.nic.in">https://recruitment.nta.nic.in</a>

1. Before filling the online application form, please read carefully regarding the eligibility details available at <https://recruitment.nta.nic.in>.
2. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website <https://recruitment.nta.nic.in>. Candidates not complying with the instructions shall be summarily disqualified.
3. Candidates must ensure that e-mail address and Mobile Number provided **in the Online Application Form are of their own** and keep them active during the entire recruitment process, as all information/ communication will be sent by NTA through e-mail on the given e-mail address or SMS on the given mobile number only.
4. To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA/IGNOU will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

5. Candidate's Photograph (latest Passport size front side of face)	<b>File size must be between 10 kb to 200 kb.</b>
Candidate's Signature in running hand	<b>File size must be between 4 kb to 30 kb.</b>
All other documents	<b>File size must be between 50 kb to 300 kb.</b>

6. Candidates are advised to visit IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in) at regular intervals for updates.

## **INTRODUCTION :**

Indira Gandhi National Open University (IGNOU), the world's largest University, was established by an Act of Parliament in 1985 to advance and disseminate learning and knowledge by a diversity of means, including the use of information communication technology, to provide opportunities for higher education to a larger segment of the population and to promote the educational well being of the community generally, to encourage the Open University and distance education systems in the educational pattern of the country and to coordinate and determine standards in such system.

## **AIMS AND OBJECTIVES :**

The University has continuously striven to build a knowledge society through inclusive education. It has tried to make a mark in the higher education scenario of the country by offering high quality teaching through the Open and Distance Learning (ODL) mode. The University began by offering two academic programmes in 1987 with strength of 3084 students. The present enrolment has already crossed 1 million. IGNOU offers its academic programmes through its 21 Schools of Studies and a network of 67 Regional Centers and around 3500 Learner Support Centers (LSCs). The University currently has cumulative student strength of over 3.0 million learners. The educational principles and practices being adopted are those which are best suited to the needs of the nation.

## **RECRUITMENT OF NON-ACADEMIC STAFF :**

The Indira Gandhi National Open University (IGNOU) invites Online applications for filling the post from the eligible candidates, in the prescribed application form available on IGNOU's Website [www.ignou.ac.in](http://www.ignou.ac.in) (<https://recruitment.nta.nic.in>) for Recruitment of the Non-Academic posts as per details given below. Tentative notified vacancies are mentioned against each post as on date of advertisement and the same may be liable to change.

### **Details of Post & Qualifications:**

Advertisement No. 58/2020/Admn.

S.No.	Name of the post	Pay Matrix	Upper Age Limit as on 1.12.2020 (in years)	Category	No. of Posts	Essential Qualifications
1.	Assistant Registrar	(56100-1,77,500) Level 10 of 7 <sup>th</sup> CPC	42	UR-13, ST-01, OBC-05, EWS-02	21	A Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
2.	Security Officer	(56100-1,77,500) Level 10 of 7 <sup>th</sup> CPC	42	UR-01	01	A Master's 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. Should be a released Short Service Commissioned Officer or serving as such after having completed his initial period of assignment of 5 years of military service and whose case the Ministry of Defence issues certificate that he would be released within 3 months of selection from the date of receipt of offer of appointment.

## **GENERAL CONDITIONS**

- i) A relaxation of 5% of marks shall be provided (from 55% to 50%) for all the posts at the Master's level for the candidates belonging to SC/ST categories.

### **1. AGE RELAXATION:**

- a. Cut-off date to determine eligibility in terms of age of candidates will be the start date of Online submission of applications i.e. 01-12-2020.
- b. 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.
- c. Age relaxation is permissible to various applicants is as under:-

S.No.	Category	Age Relaxation permissible beyond the Upper age limit (beyond 42 years).
1.	SC/ST	5 years
2.	OBC(NCL)	3 years
3.	PwD	10 years, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
4.	PwD + OBC(NCL)	13 years, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
5.	PwD + SC/ST	15 years, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
6.	Government officials, Ex-Servicemen and commissioned Officers including ECO/SSCOs	5 years

### **2. Caste/Category Certificates**

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2020-2021, therefore, valid NCL-OBC certificate issued during the period from 1.4.2020 to 31.3.2021 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e 1.4.2020 to 31.3.2021), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. 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. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer.
- (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application i.e. **31.12.2020**. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

3. Those who are in employment with State/Central 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.
4. Canvassing in any form will be a disqualification.
5. After selection on any advertised posts, place of posting will be at HQ or any of the Regional Centers spread across the Country
6. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
7. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by IGNOU before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.
8. Based on the declaration made by the candidate in their Online Registration form/application form, they will be provisionally declared eligible to appear for Online (Computer Based Test) Recruitment Examination. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
9. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents.

### **REGISTRATION AND APPLICATION PROCESS:**

1. The posts carry usual allowance as admissible to Central Government Servant of similar status.
2. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line applications can be done through IGNOU web site [www.ignou.ac.in](http://www.ignou.ac.in) (<https://recruitment.nta.nic.in>) from **01-12-2020 to 31-12-2020**. No documents including the Registration Slip of on-line application form are required to be sent in Physical form. **However, all the applicants are advised to keep a copy of registration slip with them, along with proof of payment for their record.**
3. The candidature of such applicants who fail to complete the online application by the stipulated date will not be considered and rejected. No correspondence in this regard will be entertained.
4. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications, failing which their application will be summarily rejected. Required educational qualification/ experience should be completed on or before last date of online submission of application. Recruitment Rules of IGNOU as amended from time to time will be applicable for selection.
5. The candidate must ensure that images of the photo and signature should be as per the Guidelines mentioned in the **‘Upload Image Instructions’** and are clearly visible in preview at the time of filling of application in online mode. If photo/signature image is not as per instructions given in the **‘Upload Image Instructions’** in that case, your application will be rejected. Due diligence and care should be taken while uploading images of photo and signature.

In order to fill the application form candidates are required to apply online as per procedure detailed below. The Application Form other than online mode will not be accepted. Before filling and submitting the online form, candidates should download the Information Brochure, advertisement and read them carefully. Candidates must follow the instructions strictly as given in the Information Brochure and on NTA website. Application Forms not complying with the instructions are liable to be rejected.

**The candidates are advised to ensure the following points before filling the Online Application Forms:**

- (i) The candidates shall ensure their eligibility before filling the Online Application Form. If found not eligible at a later stage, he/she stands rejected and no claim will be entertained.
- (ii) The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are of their own (which cannot be changed later)** as communication may be sent by NTA through **e- mail or SMS**.
- (iii) The Candidate should not give the postal address, Mobile Number or e-mail ID of Coaching Centre in the Online Application Form.
- (iv) Online submission of application may be done by **accessing the NTA official website: <https://recruitment.nta.nic.in>** -
- (v) Online Application Form cannot be withdrawn once it is submitted successfully.
- (vi) Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- (vii) A candidate is allowed to **submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled**.
- (viii) **Request for change in any particular in the Application Form shall not be entertained under any circumstances.**
- (ix) **The City for examination will be chosen by the applicants after submission of examination fees on first come- first serve basis. However, before submitting the fee, candidate can check the availability of the seat. It may be noted that if the last few seats are available in a city, these may get filled by the time of completing the payment formalities.**  
**The applicants can choose any available city which will be immediately allotted to the applicant. Please note that this will be active only after payment of fees.**  
**There will be a drop down list of States then choose the city where the applicant wishes to give the examination in online computer based test mode.**  
**The city of examination once chosen and allotted cannot be changed and any request in this regard will not be entertained.**  
**NTA will allocate the examination centre in the chosen city, which will be displayed in the admit card.**  
**NTA may change the chosen city and/or the allocated centre for logistic and administrative reasons.**

**Steps to Complete the Application Process:**

**Application Form may be submitted in the following four simple steps:**

Step I	<b>Registration for online application</b> and note down the system generated Application number for future Reference
Step II	Filling of Online Application Form
Step III	Upload scanned images of Candidate's Photograph (between 10 kb – 200 kb) and Candidate's Signature (between 4 kb – 30kb) in JPG/JPEG format.
Step IV	Make payment of fee using suitable mode of payment as per details given in this section and keep as proof of fee paid.
Step V	Choice of city for the examination

**Note:**

1. The final submission of Online Application Form will remain incomplete if Step-3 and Step-4 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.
2. No request for refund of fee once remitted/paid by the candidate will be entertained by NTA/IGNOU under any circumstances.
3. The entire application process is online. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/By Hand.

**Before beginning the process of filling the Online Application Form, please keep the following information ready with you:**

- Govt. Identity Details like Election Card (EPIC No.)/Passport Number/ Ration Card Number/ PAN Number/ Other valid Government identity proofs.
- Address for communication, Mobile Number, email id, etc.
- Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only
- Scanned image of Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only
- Scanned images of all other documents (size of 50 kb to 300 kb) in PDF format only

- Bank details for payment of Fee, for uploading as part of submission of online application.
- Copy of Board/ University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth

### **Step I: Registration for Online Application:**

- **Fill in the basic information and note down the system generated Application Number**
- **Candidate's Name/ Mother's Name/ Father's Name:** Provide Candidate's Name, Mother's Name, Father's Name as given in the 10<sup>th</sup>/Matric/Secondary School Examination or equivalent Board/ University Certificate.
- **Date of Birth:** Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University certificate in 'dd/mm/yyyy' format.
- **Mobile Number and e-mail Address:** Candidates must provide own Mobile Number and e-mail address. (Please note only one e-mail address and one Mobile Number are valid for one application)

### **Step II: Filling the Online Application Form:**

- Other Backward Classes (OBC)- Non Creamy Layer as per the Central list of Other Backward Classes is available on National Commission for Backward Classes (NCBC), Government of India website (www.ncbc.nic.in). Thus, the candidates falling in this list only may mention OBC in the Category Column. State list of OBC Candidates who are not in OBC-NCL (Central List) must choose 'General'.
- Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address).
- **Under no circumstance, the chosen city for Test Centre filled in the Application Form will be changed.**

### **Step III: Uploading the Scanned Images & Selection of Test Centre:**

#### **(a) Uploading the Candidate's Photograph:**

- Passport size photograph is to be used for uploading on Online Application Form and also required for pasting on Attendance Sheet at the time of examination centre.
- The candidate should scan his/her passport size photograph for uploading. **File size must be between 10 kb to 200 kb** in JPG/JPEG format.
- The photograph must be taken on or after **1<sup>st</sup> October, 2020**. Photograph should not be with cap or goggles.
- Spectacles are allowed if being used regularly.
- **Polaroid and Computer generated photos are not acceptable.**
- Applications not complying with these instructions or with unclear photographs are liable to be rejected.
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made or morphed, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size colour photographs with white background.

#### **(b) Uploading Candidate's Signature:**

- The candidates are required to upload the full signature in **running hand** writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as "**signature**" and the Application Form would be rejected. Further, unsigned Online Application Forms will also be rejected.
- The candidate should put his full signature on white paper with Black Ink pen and scan for uploading. **File size must be between 4 kb to 30kb** in JPG/JPEG format.

#### **(c) Uploading all other documents:**

- The candidates are required to upload all other documents after scanning them with a file size between **50 kb to 300 kb** in PDF format.

<b>Stage IV: Payment of Fee</b>	
<b>Fee Payable by candidates</b>	
<b>UNRESERVED</b>	<b>Rs.1000/-</b>
<b>SC, ST, EWS, OBC(NCL), FEMALE, PwD</b>	<b>Rs.600/-</b>
<b>Method of Fee Payment</b>	
<p>After completing Step III of online Application Form, candidates may remit the examination fee (Step IV) by choosing the following options:</p> <ol style="list-style-type: none"> <li>1. Through Debit/Credit card – Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/Credit Card.</li> <li>2. Through Net Banking - Check the balance in account and keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.</li> <li>3. Through Paytm and UPI</li> </ol> <p>Note: In case, the fee payment status is not 'OK' the candidates are advised as following:</p> <ol style="list-style-type: none"> <li>1. If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status.</li> <li>2. For cancelled transactions, the amount will, automatically, be refunded to concerned credit/debit card within 15 days of last date of submission of Application Form.</li> </ol>	
<b>Stage V: Choice of city</b>	
<ul style="list-style-type: none"> <li>• A list of States and Cities for Test/Examination is given in the following pages at Annexure–I.  <p>The City for examination will be chosen by the applicants after submission of examination fees on first come- first serve basis. However, before submitting the fee, candidate can check the availability of the seat. It may be noted that if the last few seats are available in a city, these may get filled by the time of completing the payment formalities.  The applicants can choose any available city which will be immediately allotted to the applicant. Please note that this will be active only after payment of fees.  There will be a drop down list of States then choose the city where the applicant wishes to give the examination in online computer based test mode.  The city of examination once chosen and allotted cannot be changed and any request in this regard will not be entertained.  NTA will allocate the examination centre in the chosen city, which will be displayed in the admit card.</p> </li> </ul> <p>NTA may change the chosen city and/or the allocated centre for logistic and administrative reasons.</p> <ul style="list-style-type: none"> <li>• The Admit Card will be uploaded on NTA website <a href="https://recruitment.nta.nic.in">https://recruitment.nta.nic.in</a>. Please check the admit card carefully for your Name, Date of Birth, Gender, Examination Centre Name, City, and Category, etc.</li> <li>• In case of any problem related to Admit card, please contact the given helpline numbers <b>0120- 6895200</b> between 09:00 am to 6:00pm.</li> </ul>	

Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully. To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA/IGNOU will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.



## **Admit Cards :**

- The Admit Card is issued provisionally to the candidates, subject to their fulfilling/satisfying the eligibility criteria/conditions laid down.
- The candidates can download the Admit Card from the NTA website w.e.f. 11<sup>th</sup> January 2021 onwards and appear for the Examination at the given Centre on the Date and Timing as indicated in their Admit Card.
- No candidate will be allowed to appear at any examination centre, on Date and Timings other than that allotted to her/him in the Admit card.
- In case candidates are unable to download Admit Cards from the website, the candidate should approach the Help Line 0120-6895200 between 9:00 am to 6:00 pm on all working days.
- **The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.**
- In case of any discrepancy in the particulars of the candidate on his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 9:00 am to 6:00 pm** on all working days. **In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.**

### **Important Notes:**

- a. Candidate may please note that Admit Cards will not be sent by post.
- b. *In no case, the duplicate Admit Card for Recruitment test/Examination would be issued at the Examination Centers.*
- c. *Candidate must not mutilate the Admit Card or change any entry made therein.*
- d. *Candidates are advised to preserve their Admit Cards in good condition for future reference.*
- e. *No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.*
- f. *Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of Recruitment process*

- In case of any technical issue or due to a natural disaster, if an examination in a particular shift has to be rescheduled, NTA may follow the process of normalization of the two test forms as per policy.**
- Allowing the candidates to appear in the test is provisional subject to being found otherwise eligible at the time of verification of documents and will be called for interview, if found eligible in all respect.
- The maximum number of candidates to be invited for interview among the merit list based on written test for a post shall not be ordinarily exceed 15; and for every additional post 05 candidates each subject to sufficient number of candidates from the community against the post reserved for.
- In case a candidate is found providing incorrect information or the identity is proved to be false at any time/ stage in the future, the candidate shall face penal action as per the law and their candidature would be treated as cancelled.
- Please keep the following safely with you till the admission process is completed:
  - i. At least **four printouts** of the Confirmation Page of Online Application Form.
  - ii. Print Proof of fee paid.
  - iii. Photographs (**same as uploaded on the Online Application Form**) – 6 to 8 passport size photographs need to be kept aside.
  - iv. Copy of the Admit Card.

## **Scheme of Examination for Direct Recruitment to the post of Assistant Registrar**

The following shall be the scheme of examination, components of written test and its syllabus etc. for recruitment to the post of Assistant Registrar under direct recruitment:

### **I. Scheme of the Examination:**

<b>Written Test</b>				<b>Interview</b>
<b>Objective Type</b>	<b>Time : 3 hours</b>	<b>No. of Questions 200</b>	<b>Max. Marks 200</b>	<b>Max. Marks 100</b>

### **II. Components of Written Test:**

<b>Components</b>		<b>No. of Questions</b>	<b>Max. Marks</b>
(A)	Test of General Studies	50	50
(B)	Educational Administration and Management	150	150
<b>Total</b>		200	200

#### **Notes:**

1. The questions shall generally be on the minimum qualification level.
2. There shall be negative marking of 0.25% for each wrong answer.

### **III Syllabus:**

#### **Section A : Test of General Studies**

Questions will be designed to test the ability of the candidate's General Studies viz. General Science, current events of national and international importance, History of India and India National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian Agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social Systems and Economic Development in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

#### **Section-B : Educational Administration and Management**

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent development in the field, basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Coordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personal Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

#### IV. Interview :

The interview shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

### Scheme of Examination for Direct Recruitment to the post of Security Officer

The following shall be the scheme of examination, components of written test and its syllabus etc. for recruitment to the post of Security Officer under direct recruitment.

#### I. Scheme of the Examination:

Written Test				Interview
Objective Type	Time : 3 hours	No. of Questions 200	Max. Marks 200	Max. Marks 100

#### II. Components of Written Test :

Components		No. of Questions	Max. Marks
(A)	Test of General Studies	50	50
(B)	Professional	150	150
<b>Total</b>		200	200

#### Notes:

1. The questions shall generally be on the minimum qualification level.
2. There shall be negative marking of 0.25% for each wrong answer.

#### Section-A

TOPICS	DETAIL SYLLABUS	
General Intelligence & Reasoning	<ol style="list-style-type: none"> <li>1. Analogy</li> <li>2. Coding and Decoding</li> <li>3. Correct Mathematical Sign</li> <li>4. Distance and Direction Sense Test</li> <li>5. Human relation</li> <li>6. Inserting Correct Mathematical Sign</li> <li>7. Mathematical Operation</li> <li>8. Mutual Relation Problem</li> </ol>	Non-Verbal Reasoning Number Ranking Odd Man Out Similarities and Differences Tallest Youngest Relation Time Sequence Test Data sufficiency
Numerical Aptitude	Arithmetical Operations Averages Computation of Whole Numbers Decimals and Fractions Discount Interest Mensuration Number System	Percentage Profit/Loss Ratio & Proportions Ratio & Time Relationship B/w Numbers Tables and Graphs Time and Distance
General Awareness	<u>Environmental Awareness</u> <ol style="list-style-type: none"> <li>1. Environment concept; natural and mandate environment, concept of biosphere, urban and rural environment.</li> <li>2. Natural Resources: types, what makes them continually available; their conversation aspects, renewable, non-renewable resources, biodegradable, non-biodegradable and very slow degrading substances; bio-geo chemical cycles in nature; water cycle.</li> <li>3. Environment and Society:: development related issues; sustainable development health problems due to the degradation of environment.</li> </ol>	<ol style="list-style-type: none"> <li>4.Environmental Issue and Concerns: air, water, soil, noise and radiation pollution; outdoor and indoor pollution global warming and climate change; loss of biodiversity emerging environmental problems – radio frequency radiation pollution; pollution at higher altitudes; pollution in the outer space. Marine pollution.</li> <li>5.Environmental management : disposal of hazardous wastes; eco friendly practices; environmental legislations and laws; environment impact assessment</li> </ol>

		(EIA) studies; eco-levels; ISO 14000 standards.
	<p><b>Computer Awareness</b>  <b>Basic of Computer Hardware</b>, functioning of the computer  Components of a computer and their role i.e. CPU, ALU, number system  Codes ASCII Unicode  Concept of instruction  2. Memory System  : Type of memories and their characteristics  Need of memory hierarchy  Concept of Main Memory, Cache, Secondary Memory  3. I/O devices and their functions  I/O devices  Current trends in I/O  <b>2. Basics of Computer Software</b>  1. Different type of software  System and application software  Utility software  Perverse software – Computer Virus  Open Source software  2. Operating System Concepts  Need and Functions  3. Computer Applications  Concepts of Open Source Software  Philosophy – licensing, copyright  Philosophy – licensing, copyright  Project Management Software  Timesheet system  Introduction of Office Applications  Word Processing_ Spread sheet,  Database – data records, a form, a query and a report, Email- Sending mail to number of people in a group.  2. Word Processor  Basic Operations (Font selection, justification, Spell check, Table, Indentation)  Table of Contents, Track Changes and Commencing.  Mail Merge, Printing, Practice session.  3. Spread Sheet  Concept of worksheet, Workbook and cell  Data entry, Data editing and Formula Graphics.  4. Presentation Software  Basics operation, Animation and Sounds  5. E-mail  Basic Operation, Address Book, Spam and Filtering  6. Browsing and Discussion Forum  Browsing and Search, Discussion Forum, Wiki and Google Doc</p>	<p><b>3. Internet Technologies</b>  1. Networking and Internet  Basic of Networking Concepts, Advantages of Networking  TCP/IP, Web addresses  2. Web Applications  Browsing, E-mail, E-Learning and wiki  3. Cyber Law  <b>4. Computer Application Software</b>  1. Operating System Basic Operations Windows, Linux  2. Word Processor  Basic Operations (Font selection, Justification, Spell check, Table, Indentation)  Table of Contents, Track Changes and Commenting.  Mail Merge, Printing, Practice session.  3. Spread Sheet  Concept of Worksheet, Workbook and cell  Data entry, Data editing and Formula Graphics  4. Presentation Software  Basic operation, Animation and Sounds  5. Email  Basic Operation, Address Book, Spam and Filtering  6. Browsing and Discussion Forum  Browsing and Search, Discussion Forum, Wiki and Google Doc</p>
	<p><b>Distance Learning</b>  1. The definition and role of Distance Learning in India.  2. The multi-media approach of Distance Learning.  3. Difference between distance learning, correspondence course and conventional.  4. Advantages of distance learning.  5. Student Support Service in distance learning.  6. E-learning and m-learning  7. Internet based learning.</p>	

	<p><b>(D) Current Events</b></p> <ol style="list-style-type: none"> <li>1. Sports Events</li> <li>2. Science Events</li> <li>3. Discoveries</li> <li>4. Indian Economy</li> <li>5. Indian Politics</li> </ol>	<p>Fairs &amp; Festivals Language of India Technological Development Important International Events Health &amp; Education Rural India Events &amp; Schemes</p>
<b>General English</b>	<p><b>(A) Comprehension</b></p> <p>A. Passage of 500 words with MCQ on</p> <ol style="list-style-type: none"> <li>1. Inferring meaning of phrase</li> <li>2. Inferring theme of passage</li> <li>3. Synonyms</li> <li>4. Antonyms</li> <li>5. The reason why.....</li> </ol>	<ol style="list-style-type: none"> <li>6. The author feels that....</li> <li>7. The tone of the passage</li> <li>8. Identifying the overall meaning of test</li> <li>9. Questions testing reasoning</li> <li>10. Topic of discussion from list.</li> </ol>
	<p><b>(B) Vocabulary</b></p> <ol style="list-style-type: none"> <li>1. One word substitution</li> <li>2. Phrase closest in meaning to word</li> <li>3. Make adverb from verb</li> <li>4. Make verb from adverb</li> <li>5. Make noun from adjective</li> </ol>	<p>Make adjective from noun</p> <ol style="list-style-type: none"> <li>7. Choosing correct form of address</li> <li>8. Choosing ending to formal and informal letters.</li> <li>9. Inserting correct article</li> <li>10. Choosing correct spelling of commonly mis-spelt words</li> </ol>
	<p><b>(C) Grammar</b></p> <ol style="list-style-type: none"> <li>1. Selecting the words which best express meaning of the given work</li> <li>2. Selecting the word which best expresses opposite of the given words.</li> <li>3. Filling the blanks by selecting the appropriate words (Adverbs, Conjunctions, Prepositions, Verbs etc.) from the given words.</li> <li>4. Finding out the correct passive form of phrase from a list.</li> <li>5. Finding out the correct active form of phase from a list</li> <li>6. Interpretation of meaning from a list</li> </ol>	<ol style="list-style-type: none"> <li>7. Competing the science by selecting the best option given below.</li> <li>8. Inserting the correct word in a sentence from homonyms (beer, bier, bear)</li> <li>9. Inserting the correct conjunction from a list.</li> <li>10. Inserting the correct preposition from a list.</li> <li>11. Inserting the correct punctuation from a list.</li> </ol>
<b>सामान्य हिंदी</b>	<p>(क) अपठित गद्यांश</p> <p>(ख)</p> <ul style="list-style-type: none"> <li>- क्रिया से क्रिया विश्लेषण बनाना</li> <li>- क्रिया विश्लेषण से क्रिया बनाना</li> <li>- संज्ञा से विश्लेषण बनाना</li> <li>- विश्लेषण से संज्ञा बनाना</li> </ul> <p>(ग) व्याकरण</p> <p>इस खंड में से प्रश्न पूछे जायेंगे</p> <p>(१) दिए गए कथन को एक शब्द से व्यक्त करना</p> <p>(२) विलोम शब्द / विपरार्थक शब्द बताना</p> <p>(३) रिक्त स्थान भरना (दिए गए शब्दों में समुचित क्रियारूप / शब्द साधन (लिंग, वचन, और कारक के अनुसार क्रिया में रूपांतर) सम्बन्धबोधक समुच्चय बोधक चुनना कुछ विदेशी शब्दों में हिंदी लिंग का प्रयोग होता है यहाँ वे भी शामिल होंगे</p> <p>(४) रिक्त स्थान भर कर वाक्य को पूरा करना</p> <p>(५) समुचित कारक चिन्ह का प्रयोग</p>	

	<p>(६) समुचित पुरुषवाचक सर्वनाम का प्रयोग (मैं, मेरा, अपना, आप, वह, उसका, अपना)</p> <p>(७) अशुद्धि शोधन (i) वर्तनी सम्बन्धी (ii) वाक्य विन्यास सम्बन्धी</p> <p>(८) प्रलय-उपसर्ग</p> <p>(९) संधि समास</p>	
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## SECTION – B (Professional)

1	<ol style="list-style-type: none"> <li>1. Security of Material – <ol style="list-style-type: none"> <li>(a) Gate Pass System</li> <li>(b) Visitors Pass System</li> <li>(c) Identification System</li> <li>(d) Knowledge of various Alarm Systems viz. intruder Alarm, Burglar Alarm, Anti Robbery Alarms &amp; Access Control</li> <li>(e) Cycle/Scooter &amp; Car Token System</li> <li>(f) Security of document/Examination/Question Paper etc.</li> <li>(g) Security Systems for material in general</li> </ol> </li> <li>2. Physical Security – <ol style="list-style-type: none"> <li>(a) Perimeter Security/various systems &amp; devices</li> <li>(b) Building Security</li> </ol> </li> <li>3. Security of Men &amp; Security in Management</li> <li>4. Knowledge of Security &amp; Fire Technology Systems. Equipment &amp; Devices.</li> <li>5. Fire in General (Fighting) &amp; Safety norms.</li> <li>6. Anti-terrorist &amp; Anti Sabotage devise &amp; drills.</li> <li>7. Planning &amp; Preparation of leave &amp; Duty Rosters</li> <li>8. Knowledge of common IPS &amp; DP Acts (Indian panel code &amp; Delhi Police Act)</li> <li>9. Campus Security Management</li> <li>10. Org. structure of District Police</li> <li>11. Important Ingredients of Recording FIR in case of Robbery &amp; Burglary</li> <li>12. Action to be taken as Duty Officer/ASO of the shift in absence of Security Officer in case of- <ol style="list-style-type: none"> <li>(a) Robbery</li> <li>(b) Burglary</li> <li>(c) Suicide</li> <li>(d) Accident</li> <li>(e) Death of a staff member/student</li> <li>(f) Employee/Student found under the influence o liquor/drugs</li> <li>(g) Eve teasing</li> <li>(h) Misbehaviour missense/quarrel of a staff member, student/outsider</li> <li>(i) Theft</li> <li>(j) Murder</li> <li>(k) During Recovery of un-identified dead body</li> <li>(l) Strike, Gherao lock out etc.</li> </ol> </li> <li>13. Patrolling duty/checks to be carried out during a security round</li> <li>14. Security duties in case of <ol style="list-style-type: none"> <li>(a) Functions like Convocations, Workshops, Seminars, International Seminars/Conferences</li> <li>(b) Visit of a VIP/VVIP in the University.</li> <li>(c) Students Week/Festival/Rendezvous</li> </ol> </li> <li>15. How to make a Panch Nama/Confiscation/Seizure Memo</li> <li>16. First Aid</li> <li>17. Fire/Arms/Bomb Threats</li> <li>18. Motor Vehicle (MVs) act, theft or MVs, Traffics Signals rules &amp; Regulations &amp; Traffic Management</li> <li>19. Dealing with contact labour/contractors</li> <li>20. General Knowledge</li> <li>21. Intelligence gathering &amp; reporting system</li> <li>22. Estate Management/Housekeeping Services</li> <li>23. Contractual Security Management</li> <li>24. Formulating &amp; Conduct of Security, Fire Safety training programs</li> </ol>
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### **III Interview**

The interview shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

## Cities for NTA-IGNOU Test on 24<sup>th</sup> January 2021

Annexure-1

Zone	State	City	City Code	Proposed Count for recruitment-Shift 1
East 2	Tripura	Agartala	TA01	100
North 2	Uttar Pradesh	Agra	UP01	500
West 1	Gujarat	Ahmedabad/Gandhinagar	GJ01	1000
East 2	Mizoram	Aizawl	MZ01	50
North 3	Rajasthan	Ajmer	RJ01	250
South 2	Kerala	Alappuzha/Chenannur	KL01	150
North 2	Uttar Pradesh	Aligarh	UP02	200
North 4	Haryana	Ambala	HR01	250
West 1	Maharashtra	Amravati	MR03	300
North 4	Punjab	Amritsar	PB01	250
West 1	Gujarat	Anand	GJ02	250
East 1	Bihar	Arrah	BR09	100
East 2	West Bengal	Asansol	WB01	150
North 2	Uttar Pradesh	Bareilly	UP04	250
South 1	Karnataka	Belagavi(Belgaum)	KK02	250
South 1	Karnataka	Bengaluru	KK04	1500
East 1	Bihar	Bhagalpur	BR02	150
North 4	Punjab	Bhatinda	PB02	250
West 2	Chhattisgarh	Bhilai Nagar	CG01	500
West 2	Madhya Pradesh	Bhopal	MP03	1500
East 1	Odisha	Bhubaneswar	OR04	500
North 3	Rajasthan	Bikaner	RJ05	250
West 2	Chhattisgarh	Bilaspur CH	CG02	250
North 4	Chandigarh	Chandigarh/Mohali	CH01	250
South 2	Tamil Nadu	Chennai	TN01	1200
South 1	Andhra Pradesh	Chirala	AP04	100
South 2	Tamil Nadu	Coimbatore	TN02	1200
East 1	Odisha	Cuttack	OR05	150
East 1	Bihar	Darbhanga	BR04	100
North 2	Uttarakhand	Dehradun	UK01	250
East 2	Assam	Dibrugarh	AM01	100
South 2	Kerala	Ernakulam	KL04	500
North 1	Haryana	Faridabad	HR03	500
East 2	Sikkim	Gangtok	SM01	25
North 1	Uttar Pradesh	Ghaziabad	UP07	750
North 2	Uttar Pradesh	Gorakhpur	UP08	750
North 1	Uttar Pradesh	Noida/Greater Noida	UP09	1000
South 1	Andhra Pradesh	Guntur	AP07	750
North 1	Haryana	Gurugram	HR04	800
East 2	Assam	Guwahati	AM02	600
West 2	Madhya Pradesh	Gwalior	MP06	750
North 2	Uttarakhand	Haldwani	UK02	250
North 4	Himachal Pradesh	Hamirpur	HP03	25



East 2	West Bengal	Hooghly	WB06	150
South 1	Karnataka	Dharwad/Hubbali(HUBLI)	KK10	100
South 1	Telangana	Hyderabad	TL01	1500
East 2	Manipur	Imphal	MN01	150
West 2	Madhya Pradesh	Indore	MP07	1500
West 2	Madhya Pradesh	Jabalpur	MP08	750
North 3	Rajasthan	Jaipur	RJ06	2000
North 4	Punjab	Jalandhar	PB04	100
West 1	Maharashtra	Jalgaon	MR13	100
East 1	Jharkhand	Jamshedpur	JH03	150
North 2	Uttar Pradesh	Jhansi	UP10	100
North 3	Rajasthan	Jodhpur	RJ07	500
East 2	Assam	Jorhat	AM03	100
South 1	Andhra Pradesh	Kakinada	AP09	150
South 1	Karnataka	Kalaburagi(Gulbarga)	KK08	100
East 2	West Bengal	Kalyani	WB08	150
North 4	Himachal Pradesh	Kangra/Palampur	HP04	100
South 2	Kerala	Kannur	KL07	200
North 2	Uttar Pradesh	Kanpur	UP11	750
South 1	Telangana	Karimnagar	TL02	250
North 4	Haryana	Karnal	HR06	250
East 2	Nagaland	Kohima	NL02	50
West 1	Maharashtra	Kolhapur	MR14	300
East 2	West Bengal	Kolkata	WB10	1500
South 2	Kerala	Kollam	KL09	200
North 3	Rajasthan	Kota	RJ08	750
South 2	Kerala	Kottayam	KL11	200
South 2	Kerala	Kozhikode	KL12	200
South 1	Andhra Pradesh	Kurnool	AP10	500
North 4	Haryana	Kurukshetra	HR07	250
North 2	Uttar Pradesh	Lucknow	UP12	1500
South 2	Tamil Nadu	Madurai	TN08	250
South 1	Karnataka	Mangaluru(Mangalore)	KK12	250
North 1	Uttar Pradesh	Meerut	UP14	500
West 1	Gujarat	Mehsana	GJ08	100
North 2	Uttar Pradesh	Moradabad	UP15	100
West 1	Maharashtra	Mumbai/Navi Mumbai	MR16	1000
North 2	Uttar Pradesh	Muzaffarnagar	UP16	100
East 1	Bihar	Muzaffarpur	BR06	200
South 1	Karnataka	Mysuru(Mysore)	KK14	300
West 1	Maharashtra	Nagpur	MR17	1000
West 1	Maharashtra	Nanded	MR18	250
South 1	Andhra Pradesh	Nellore	AP11	200
North 1	Delhi	Delhi/New Delhi	DL01	3500
North 4	Punjab	Patiala/Fatehgarh Sahib	PB08	200
East 1	Bihar	Patna	BR07	2000

East 2	Andaman and Nicobar	Port Blair	AN01	25
North 2	Uttar Pradesh	Prayagraj	UP03	750
West 1	Maharashtra	Pune	MR22	1500
East 1	Bihar	Purnea	BR08	200
West 2	Chhattisgarh	Raipur	CG03	300
South 1	Andhra Pradesh	Rajahmundry	AP13	300
West 1	Gujarat	Rajkot	GJ10	250
East 1	Jharkhand	Ranchi	JH04	750
North 2	Uttarakhand	Roorkee	UK06	200
East 1	Odisha	Rourkela	OR08	150
South 2	Tamil Nadu	Salem	TN11	300
East 1	Odisha	Sambalpur	OR09	50
West 2	Madhya Pradesh	Satna	MP13	150
East 2	Meghalaya	Shillong	MG01	50
North 4	Himachal Pradesh	Shimla	HP06	100
South 1	Karnataka	Shivamogga(Shimoga)	KK15	100
North 3	Rajasthan	Sikar	RJ09	150
East 2	Assam	Silchar	AM04	50
East 2	West Bengal	Siliguri	WB11	250
West 1	Gujarat	Surat	GJ11	300
East 2	Assam	Tezpur	AM05	50
South 2	Kerala	Thiruvananthapuram	KL17	500
South 2	Kerala	Thrissur	KL18	500
South 2	Tamil Nadu	Tiruchirappalli	TN14	250
South 2	Tamil Nadu	Tirunelveli	TN15	150
South 1	Andhra Pradesh	Tirupathi	AP16	300
North 3	Rajasthan	Udaipur	RJ11	200
South 1	Karnataka	Udupi/Manipal	KK17	100
West 2	Madhya Pradesh	Ujjain	MP15	200
West 1	Gujarat	Vadodara	GJ12	300
North 2	Uttar Pradesh	Varanasi	UP18	750
South 2	Tamil Nadu	Vellore	TN18	150
South 1	Andhra Pradesh	Vijayawada	AP17	500
South 1	Andhra Pradesh	Visakhapatnam	AP18	1200
South 1	Andhra Pradesh	Vizianagaram	AP19	200
South 1	Telangana	Warangal	TL07	400
North 4	Haryana	Yamuna Nagar	HR10	100
North 4	Jammu & Kashmir	Jammu	JK02	50