

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE -----

PROFORMA FOR APPOINTMENT OF
PART-TIME CO-ORDINATOR/PROGRAMME IN-CHARGE

1. Name (block letters) :

2. Designation :

3. Address (Residence) :

Address (Office)

4. Date of Birth :

5. Pay Scale/Pay Allowances :

6. Academic Qualification :

Degree	Subject	University	Year	Division
Doctoral Degree				
Masters Degree				
Bachelor Degree				
Any other (PI specify)				

7. Experience :

a. Total teaching experience at UG/PG level:

b. Details of teaching experience during the last 5 years

	Subject	Year/s with date	
		From	To
Research level			
PG Level			
UG Level			
Any other (PI specify)			

- c. Administrative/Supervisory Experience
- d. Experience of work connected with IGNOU
Activities such as Course Writing, Counselling,
Asstt. Co-ordinator etc.
- e. Research Experience

Research projects/Studies undertaken (Pl. Specify)

Signature of the candidate

Name

Recommendations of the Principal/Head of the host Institution

Signature of the Principal/
Head of the host Institution

Name

Seal

To be filled by Regional Director

Based on the self-attested photocopies of the received documents the credentials of _____ stand verified. He/she is recommended for appointment as Part-time Coordinator/PIC at IGNOU SC _____ / the proposed centre.

Signature of Regional Director

Name

Seal