



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL SERVICES DIVISION
MAIDAN GARHI, NEW DELHI – 110068**



**PROFORMA FOR APPOINTMENT OF
PART TIME COORDINATOR / PROGRAMME IN-CHARGE**

1. Name (in Block letters) :
2. Designation :
3. Address (Residence) :
- Address (Office) :
4. Date of Birth :
5. Pay Scale/ Pay Allowances :
6. Academic Qualification :

Degree	Subjects	University	Year	Division
Doctoral Degree				
Masters Degree				
Bachelor Degree				
Any other (PL Specify)				

7. Experience

a. Total teaching experience at UG/PG level:

b. Details of teaching experience during the last 5 years :

	Subjects	Year/s with date	
		From	To
Research Level			
PG level			
UG Level			
Any other (Pl. specify)			

- c. Administrative/Supervisory Experience
- d. Experience of work connected with IGNOU
Activities such as Course Writing, Counselling,
Asstt. Co-ordinator etc.
k
- 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. She/he is recommended for
appointment as Part- time Coordinator / PIC at IGNOU SC _____ / the proposed
centre.

Signature of Regional Director

Name
Seal