

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SILIGURI REGIONAL CENTRE
17/12 J.C. BOSE ROAD, SUBHAS PALLY, SILIGURI – 734 001
PH. : 0353-252 6818, FAX : 0353-252 6829, E-mail : rcsiliguri45@gmail.com

Documents to be Required for Admission to B.Ed. Programme : January 2015
Session

Eligible Candidates whose names reflect in the 'Merit List' must visit the Regional Centre **in person** on **the date and time as mentioned in the counselling schedule** (Reporting Time : 10.00 A.M. /12.10 P.M. / 2.30 P.M. /4.35 P.M as mentioned in the Counselling Schedule) along with below mentioned documents:

1. A Demand Draft (DD) for Rs. **20,000/-** (Rupees twenty thousand only) towards Programme Fee from any Bank. DD must be made in favour of **IGNOU** and payable at **SILIGURI** and **must be valid** for three months. Please **write** your name, and address on the backside of the DD. **Please ensure that the DD is duly signed by official of the concerned Bank.**

2. Photocopies of the following documents duly attested by a Gazetted Officer (please note that no attestation will be done at the Regional Centre) :

- (i) Certificate of Secondary/Madhyamik/10th Examination as age proof.
- (ii) Mark-sheet of Secondary/Madhyamik/10th Examination.
- (iii) Mark-sheet of Bachelor Degree (Graduation must be of 3 years duration . **2 years Graduation without one year Bridge Course will not be accepted for the purpose of admission to B.Ed. Programme of IGNOU.**

Applicants who were appointed after **26.07.2010** must possess 50 % marks in Bachelor Degree of three year duration.

- (iv) Certificate of Bachelor Degree (3 years duration)
- (v) Mark-sheet of Master Degree (Post-Graduation), in case you have passed Master Degree.
- (vi) Certificate of Master Degree, in case you have passed the same.
- (vii) Appointment letter issued by your employer. If you have worked in more than one School, you must submit attested copies of all the appointment letters. **Para-Teachers /Teachers who are governed by Contractual or Renewable terms must enclose copies of RENEWAL letters / Continuation letter(s) as on the date of admission counselling.**
- (viii) Marriage Certificate (in case of married female candidates whose surname differs).
- (ix) Employment-Cum-Experience Certificate obtained from the School (**as per the format enclosed herewith**). In case, you have worked in more than one recognized Schools, you must submit attested copies of experience Certificate(s) obtained from the concerned schools. **If you are Headmaster, issuing of experience and employment certificates, etc. are to be done by the next competent higher authority. You should not do it.**

- (x) Recognition / Affiliation Certificate (issued by CBSE/ICSE/WBBSE/WBCHES etc.) issued to the School indicating the **Registration Number** of your School. If you have worked in more than one Schools, you must submit attested copies of all the Recognition/Affiliation Certificates. Please note that the school must be recognized as on the date of counselling and you have to produce copies of Recognition / Affiliation Certificate accordingly. **Copy of Recognition / Affiliation Certificate must be attested by the Principal / Headmaster / Headmistress of your School (s).**
- (xi) Copy of Salary Statement from your present School.
- (xii) Category (SC/ST/OBC-Non Creamy Layer) Certificate from Competent authority, if applicable.
- (xiii) Domicile Certificate from competent authority (in case of Kashmiri Migrant).
- (xiv) Income Certificate from Tashildar /Gram Panchayat / Municipal Corporation / Zila Parishad / employer (**in case of OBC-Non-Creamy layer, Annual Income : less than (<) Rs.6.0 lakh**). **Certificate should not be older than three years.**
- (xv) Physically Handicapped certificate from competent authority (in case of Physically Handicapped category)
- (xvi) Copy of '**Resolution of the Managing Committee**' of your School regarding your appointment. In case, you have worked in more than one recognized School(s), you must submit attested copies of 'Resolution(s) of the Managing Committees' obtained from the concerned schools.

PLEASE NOTE THAT : All the ORIGINAL Documents (except sl. No. x) as stated above must be brought for verification. Without Original documents, admission will not be given.

The University reserves the right to ask the candidate(s) to produce attested / original copy /copies of any other relevant document(s) not mentioned above at its discretion without assigning any reason whatsoever. In such a situation, the University will give 2-3 days time to the concerned candidate to produce such document(s).

3. Original documents as mentioned below:

- (i) Certificate for providing facilities for practical works duly signed by the Headmaster/Headmistress/Principal of your present School **as per enclosed format. Primary Teachers / Teachers of Junior High School should get this form signed by Headmaster/Headmistress/Principal of a Secondary / H.S. School.**
- (ii) Hall Ticket/Admit Card of B.Ed. entrance Test,2013.
- (iii) This offer letter.
- (iv) Identity Card enclosed at the end of B.Ed. student Handbook & Prospectus, January,2015 – duly filled-in and with a recent photograph pasted at the appropriate place. Please **do not** sign on the photograph. **In case, the I-Card is not available, please bring a recent passport-size photograph.**
- (v) Entrance Test Result : Original or downloaded from website.
- (vi) Anti-Ragging Affidavits (two number) as per standard format on non-judicial Stamp Paper of appropriate value from Notary or from any other competent authority.

No admission will be given under the following circumstances :

(i) If you do not come **in person** on the date and time as mentioned in this letter. **No other date will be considered under any circumstances. Admission will not be given in absentia.**

(ii) ***If you do not bring any of the document(s) as mentioned against Sl. No. 1, 2 and 3.***

(iii) In case your Bachelor Degree is of two years duration. **2 years Graduation without one year Bridge Course will not be accepted for the purpose of admission to B.Ed. Programme of IGNOU.**

(iv) If you have less than two (02) years of teaching experience in a recognized school(s). Even if your experience is less than two years by 01 (one) day, you will not be given admission. Experience in unrecognized school(s) will not be considered towards teaching experience. 2 years teaching experience will be counted as on 15th July, 2014 (i.e. the last date of sending application form to this Regional Centre) .

(v) If presently you are not in Service in a Recognized / Affiliated School.

(vi) If you are working in a School Registered under Societies Registration Act.

(vii) If you are a Voluntary Teacher / Part-Time Teacher / Guest Teacher/Hired Teacher/Honorary teacher.

(viii) In case you were appointed after **26.07.2010** with less than 50 % marks in Bachelor Degree of three year duration /Master Degree.

(ix) In case , you are unable to produce attested copy/copies of 'Resolution(s) of the Managing Committee(s)' of your School(s) regarding your appointment.

(x) In case your degree(s) is /are acquired from an '**Off Campus**' Centre of Private Universities outside the territorial jurisdiction of the concerned state without specific approval of the University Grants Commission (UGC).

Please note that Degrees acquired from an "Off Campus" Centre / "Off-shore" Campus of Central / State / Deemed to be Universities offered through Distance Mode of learning will be accepted for higher studies in IGNOU **provided** these have been obtained as per "**territorial jurisdiction**" of these Central / State / Deemed to be Universities prescribed by the UGC from time to time.

In case of cancellation of admission due to any reason, the offer of provisional admission will given be to the next candidate in order of merit.

Reporting Time : 10.00 A.M. /12.10 P.M. / 2.30 P.M. /4.35 P.M as mentioned in the Counselling Schedule.

- The candidate **must record his / her attendance** on the date of Counselling at the Regional Centre with your signature, date and time.

Regional Director