1. **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 and 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.

2. RECRUITMENT OF NON-TEACHING STAFF:

The Indira Gandhi National Open University (IGNOU) invites Online applications for recruitment to the non-teaching post of Junior Assistant cum Typist (JAT) and Stenographer from the eligible candidates, in the prescribed application form available on the Website https://recruitment.nta.nic.in/ and www.ignou.ac.in/ (https://ignourecruitment.nta.nic.in/) as per details given below. Tentative notified vacancies are mentioned against the posts as on date of advertisement and the same may be liable to change.

3. Details of Post & Qualifications:

Sl. No.	Name of the post	Pay Matrix	Age Limit	Vacancy Category-wise					Total No. of		orizontal servation		Essential Qualifications
			(in years)	UR	SC	ST	OBC	EWS	Posts	PwBD	Ex- Serv ice man	Merito rious Sports person	
1.	Junior Assistant –cum- Typist (JAT)	(19900- 63200) Level 02 of 7 th CPC	18-27	19	08	04	14	05	50	02 (01 for 'b' and 01 for 'd&e' category	05	03	(i) 10+2 or equivalent (ii) Typing test with a speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer Desirable: A bachelor's degree from a recognized university
2.	Stenograp her	(25500- 81100) Level 04 of 7 th CPC	18-30	23	07	03	14	05	52	02 (01 for 'a' and 01 for 'b' category	05	02	(i) 10+2 or equivalent (ii)typing test with a speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer and (iii) Shorthand Test @ 80 w.p.m. Desirable: a. A bachelor's degree from a recognized university b. Knowledge of Computers.