



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, NCT OF DELHI- 2**

Gandhi Smriti & Darshan Samiti, Rajghat, New Delhi-110002

Phone No-23392376 & 23392377 Email: rcdelhi2@ignou.ac.in

PROFORMA FOR APPOINTMENT OF BED PART TIME ASSISTANT COORDINATOR

A) GENERAL DETAILS:

1. Name of the Prog. Study Centre :
 2. Code Number :
 3. Programme for which activated :
 4. Total Enrolment of the current year (Previous year's :
Enrolment need not be mentioned
 5. Present position of staff at the
Study Centre

1. Asstt. Coordinator	:
2. Faculty-1 (SBA)	:
3. Faculty-II (POT)	:
4. Assistant	:
5. Attendant	:
6. Sweeper	:
-

B) Particulars of the proposal:

1. Post :
2. Name of the person recommended:
3. Age :
4. Qualifications :
5. Employment Status :
 _____Employment_____Unemployed,_____Retired
6. If employed:
 - a) Name of the Institution
 - b) Post Held
7. Remuneration recommended:
8. The date from which appointment
Is recommended :
9. The reason for appointment
If a replacement, indicate the name
Of person in whose place the appointment
Is being proposed, date and terminated etc.

Signature of the Coordinator
(With Stamp)

.....

C) Recommendations of the Regional Director:

Signature of Regional Director

Note : SBA: School Based Activities, POT Practice of Teaching.