FLOW CHART

Eligibility Criteria:

Employees of Central Ministries/ Departments or faculty of State Apex Institute. Admission form to include Annexure 'A' as it is mandatory.



Please keep watching the Announcement of Admissions by IGNOU that is usually announced during March-April for July Session and August-September for subsequent January Session.



Select Programme of your choice (only one programme permitted at a time). For programme details and eligibility visit:

http://permin.nic.in/otraining/ignou.asp (check the link at sl.no. 2 and 3).



Apply for the selected Programme (limited to 50 seats per programme) in response to IGNOU's admission notification. Submit the duly filled admission form along with Annexure-A, requisite documents and fee DD (in favour of IGNOU payable at concerned Regional Centre) either On-line or submit to respective Regional Centre by post/in person. (For list of nearest IGNOU Regional Centre and Study Centre activated for your desired programme, kindly visit the link: (http://www.ignou.ac.in/ignou/aboutignou/studycentre/centre/64)



Download admission form from IGNOU website or purchase from IGNOU Headquarter or respective Regional Centres and fill-up the admission form. **Annexure-A*** to be signed by an officer of the level of Under Secretary or above from your current office.



Complete the Programme successfully within the prescribed period.



- (i) Receive the Provisional Certificate /PG Certificate/ Diploma and Grade Card (GC/PC).
- (ii) Apply for fee reimbursement with the above GC/PC to

^{*}Annexure-A can be downloaded by visiting "http://persmin.nic.in/otraining/ignou/ignou.asp"