

Detailed Process for the Submission of Online Academic Counselor Application

Step1:

Visit Academic Counselor Portal by clicking on

<http://rsd.ignou.ac.in/OACEHome.aspx>

Step2:

Click on Register Yourself and new page will be displayed

(<http://rsd.ignou.ac.in/ACRegistration.aspx>)

Fill all the details in the form like PAN number, Name, Fathers/Mothers/Spouse Name, Email, Mobile Number, Password etc and Click on **SUBMIT** button. All the fields in the registration page are compulsory.

After clicking **SUBMIT** button Registration details of the prospective academic counselor like PAN number, Name etc will be displayed. Besides this prospective academic counselor will also receive an email containing all the details.

Note: PAN number is the USERID for the academic counselor.

Step 3:

Click on Login Here button from same page or Go to Home Page (<http://rsd.ignou.ac.in/OACEHome.aspx>) and click on **LOGIN**. After this enter your user name (PAN Number) and password along with secure code and click on **LOGIN. Dashboard containing all information will be displayed.**

Step 4:

Click on **NEW APPLICATION** and then on **AGREE and CONTINUE**. After this new page containing Nine parts will be displayed.

PART 1 Programme & Course Details

- A. First select State in which Regional Centre of IGNOU for which you would like to apply is located.
- B. Select name of Regional Centre out of list populated in drop down menu
- C. Select Code of the Programme for which you wish to apply for empanelment as academic counselor e.g. BA/BCOM/MAH/MHD/PGDDM/CHR/CFN etc. For details please refer to IGNOU prospectus from following link
<http://www.ignou.ac.in/ignou/studentzone/downloads/3>
- D. Select Code of Study Centre where you would like to be associated as academic counselor. For details please visit respective Regional Centre website (<http://www.ignou.ac.in/ignou/aboutignou/regional/website>)
- E. Select course codes (paper codes) of the selected programme for which you would like to empanel as academic counselor in IGNOU. You can select maximum six courses. For details please refer to IGNOU prospectus from following link
<http://www.ignou.ac.in/ignou/studentzone/downloads/3>
- F. Click on **SAVE**
- G. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 2 Personal Details

- A. Fill all the details like category, official address, residential address, bank details etc. **All fields marks with * are compulsory.**
- B. After filling all entries click on **SAVE**.
- C. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 3 Educational Qualification Details

- A. Fill all the details like Educational Qualification, Additional Educational Qualification, Ph.D., NET & JRF details etc. **All fields marks with * are compulsory.**
- B. After filling all entries click on **SAVE**.

C. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 4 Employment & Experience Details

A. Fill all the details like Employment Details, Teaching Experience, Research Experience and Professional Experience, Educational Qualification, Additional Educational Qualification, Ph.D., NET & JRF details etc. **All fields marks with * are compulsory.**

Note: In the teaching experience mention title of paper(s) which you have taught at undergraduate / post graduate level as mentioned.

B. After filling all entries click on **SAVE**.

C. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 5 Research & Publication Details

A. Fill all the details like Details of last 5 Articles published, Conferences in which papers presented/attended, Books Published as Sole Author /Edited Volume/Chapters, Rese etc.

B. After filling all entries click on **SAVE**.

C. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 6 Other Details

A. Fill all the details like Language Of Counseling, Experience in Open & Distance
etc

B. After filling all entries click on **SAVE**.

C. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 7 Photograph, Signature & PAN Details

- A. Please upload photograph, signature and copy of PAN card.
- B. After upload click on **SAVE**.
- C. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 8 Document Details

- A. Please upload Graduation, Post Graduation, Ph.D., Experience Certificate etc as applicable.
- B. After upload click on **SAVE**.
- C. Now if you wish to change anything then click on **EDIT**, otherwise click on **NEXT**

PART 9 Preview and Submit

- A. In this section please preview your form with reference to all entries made and documents uploaded. If there is any discrepancy remove the same by visiting in that section.
- B. For Final submission of form press **Final Submit**.
- C. Please wait for further communication from IGNOU.
- D. After receipt of the approval of Academic Counselor biodata empanelment letter can also be downloaded from Online Academic Counselor Portal (<http://rsd.ignou.ac.in/OACEHome.aspx>)
- E. For involving in academic activities it is advised to approach coordinator of the study centre after approval.