INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDANGARHI, NEW DELHI-110068

ADVERTISEMENT

Ref.: Engagement of One Senior Consultant (Administrative) in Academic Coordination Division (ACD) on Contractual Basis – Regarding

IGNOU desires to engage One Senior Consultant (Administrative) in Academic Coordination Division (ACD) purely on contractual basis initially for a period of six months and extendable further, up to a maximum period of two years based on assessment of performance, as per requirements of the University. However, the services can be terminated any time without assigning any reason thereof:

Name of Post	:	Senior Consultant (Full-Time) (on Contractual basis)
Number of Posts	:	01 (One)
Remuneration	:	Rs.50,000-70,000 (Full-Time)
Age Limit	:	65 years

Essential Educational Qualification and Experience in the relevant field:

1. Retired Government Officials having at least Bachelor's degree and preferably SAS qualified.
2. At least 15 years of experience in handling the Establishment and service matters; accounts; pay fixation; DoPT rules; Pension Rules; Leave Rules; Disciplinary matters etc. out of which at least 5 years should have been at the level of Assistant Registrar (pay level 10) and above.
3. At least five years of experience of working at University/Higher Education Institution with sound knowledge of UGC Regulations on appointment and promotions of teachers and academics.

Job Profile

The person will be responsible for handling the establishment and service matters including Pay & pension Fixation; counting of past services; calculation of leave salary and pension contributions; NPS; combination of appointments; financial audit and disciplinary & legal matters of teachers and academics of the University.

Medical Fitness

Selected candidates will have to produce a Medical Fitness Certificate to the effect that he/she is fit to render the job.

Interested candidates are requested to submit their detailed Curriculum Vitae, including Copies of Educational qualification, Experience Certificates, employment details etc. through e-mail to acdadmin@ignou.ac.in on or before 15.04.2025.

(Dev Kant Rao)
Director, ACD

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDANGARHI, NEW DELHI-110068

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Ref.: Engagement of 02 (Two) Administrative Associates (Full Time) in Academic Coordination Division (ACD) on Contractual Basis – Regarding

IGNOU desires to engage Two Administrative Associates (Full Time) in Academic Coordination Division (ACD) purely on contractual basis initially for a period of six months and extendable further, up to maximum of two years based on assessment of performance, as per requirements of the University. However, the services can be terminated any time without assigning any reason thereof:

Name of Post	:	Administrative Associate (Full-Time) (on Contractual basis)
Number of Posts	:	02 (One)
Remuneration	:	Rs.30,000-40,000 (Full-Time)
Age Limit	:	50 years

Essential Educational Qualification:

1. Post Graduate degree from any recognized University
2. Typing Speed of 40 w.p.m. (English) and working knowledge of computers (MS Office).
3. At least 02 years of experience of handling office files/RTIs/ upkeep of files and maintenance of records /communications with govt agencies etc in a University/Higher Education Institution.

Job Profile

Routine office work including typing of notes/document/data entry/upkeep of files and maintenance of records.

Medical Fitness

Selected candidates will have to produce a Medical Fitness Certificate to the effect that he/she is fit to render the job.

Interested candidates are requested to submit their detailed Curriculum Vitae, including Copies of Educational qualification, Experience Certificates, employment details etc. through e-mail to acdadmin@ignou.ac.in on or before 15.04.2025.

(Dev Kant Rao)
Director, ACD