

Engagement of Consultant in Student Registration Division on contractual basis

IGNOU desires to recruit a Consultant, preferably retired Govt. Officer purely on contractual basis initially for a period of six months and extendable further as per requirement of the University. The services may be terminated without assigning any reason thereof.

Name of Post : Consultant
No. of Post : 01
Remuneration : Rs.30,000/- per month consolidated
Age Limit : 65 years

Essential Educational Qualification & Experience:

- Bachelor's degree
- 15-20 years of experience in Student admission in the Universities/ Higher educational institutions and Equivalence/recognition of Degrees/Diplomas of sister universities/higher educational institutions.
- Proficiency in correspondence.

Job Profile:

- Student Admission related matters
- Equivalence/Recognition of Examinations conducted by Sister Universities/ Higher Educational Institutions in the country and abroad.
- Convening meeting of the Equivalence Committee
- Correspondence with Sister Universities//State Public Service Commissions/ Public Works Departments/ Public Sector Undertakings/Banks/Insurance Companies/ pertaining to recognition of IGNOU Degrees and Diplomas
- Correspondence with regulatory bodies pertaining to recognition of Educational qualifications of Foreign Universities
- To compile a Manual bringing out all the activities of Student Registration Division including the Rules and Regulations of Admissions, Reservation policy, Scholarship etc.

Medical Fitness: Selected candidate will have to produce a medical fitness certificate to the effect that he/she is fit to render the job.

IGNOU reserves the right to relax any qualification/experience prescribed for the post.

Note: Interested candidates are requested to bring detailed curriculum vitae, original copy of educational and experience certificates for verification. Candidates are also requested to report for **interview before the Selection Committee at 11.00 am** on 26/12/2014 at the Conference Room, Block-7, IGNOU, Maidan Garhi, New Delhi-110068.

No TA/DA will be paid for appearing in the interview.

Registrar (SRD)