



## **ADVERTISEMENT**

### **Re : Engagement of Consultant in Academic Coordination Division (ACD) on Contractual Basis – Regarding**

IGNOU desires to engage Consultant in Academic Coordination Division (ACD) purely on contractual basis initially for a period of six months and extendable further as per requirement of the University. The service can be terminated without assigning any reason thereof:

Name of Post	:	Consultant
Number of Posts	:	One
Remuneration	:	Rs. 40,000-60,000 (Full Time)
Age Limit	:	65 Years

### **Essential Educational Qualification and Experience in the relevant Field:**

1. Retired Government Officer having Bachelor Degree, preferably SAS qualified.
2. At least 15 years of experience in examining the cases related to Accounts matter with reference to FRSR, Pension Rules, Leave Rules, TA Rules, LTC Rules, etc. including two years of experience of University Administration.

### **Job Profile**

To examine the Pension Cases, Pay Fixation, Counting of Past Service, Calculation of Leave Salary and Pension Contributions, Leave Rules, LTC, Combination of Appointments and all related Accounts matters.

### **Medical Fitness**

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

### **Note:**

1. Interested candidates are requested to bring detailed Curriculum Vitae, Original Copy of Educational and Experience Certificates for verification or any proof relating to superannuation. Candidates are also requested to report for Interview before the Selection Committee on **03<sup>rd</sup> July 2015 at 02:30 PM** in the Board Room, VC Block, IGNOU, Maidan Garhi, New Delhi-110 068.
2. No TA/DA will be paid for appearing in the Interview.

**Director (ACD)**