



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDANGARHI, NEW DELHI-110068
ADVERTISEMENT

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

IGNOU desires to engage Two Senior Consultants (Administrative) 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, as per requirement 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	:	Two
Remunderation	:	Rs.50,000-70,000 (Full-Time)
Age Limit	:	68 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 Establishment matters, Account matters with reference to FRSR, Pension Rules, Leave Rules, TA Rules, LTC Rules, etc. including at least two years of experience of working at University level.

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, Accounts related matters and other establishment related 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.

Interested candidates are requested to submit their detailed Curriculum Vitae, including Copies of Educational qualification, Experience Certificates, employment details etc. through e-mail to directoracd@ignou.ac.in on or before 25.02.2022.

(Dev Kant Rao)
Director, ACD