



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
SCHOOL OF HUMANITIES  
MAIDAN GARHI, NEW DELHI - 110068**

**Advertisement for the post of one Consultant (Administrative) at ACD, IGNOU**

Applications are invited from eligible candidates for the position of Consultant (Full-Time) in Academic Coordination Division (ACD), Indira Gandhi National Open University (IGNOU), Maidan Garhi, New Delhi- 110068 on contract basis, initially for a period of six months and extendable further as per requirement of the University.

The educational qualifications, experience and the eligibility conditions for the said post are given below:

<b>Name of Position</b>	<b>No. of post</b>	<b>Remuneration</b>	<b>Educational Qualification and Experience</b>
Consultant (Administrative) (Full-Time)	1	Rs. 40,000 – 60,000	<b><u>Essential</u></b> <ul style="list-style-type: none"><li>• Degree from a recognized University</li><li>• Officer retired from Govt. service/CSS/Universities etc. with at least 25 years of experience out of which at least 10 years should have been at the level of Section Officer. and above</li><li>• At least 10 years' experience of handling Establishment matters including recruitment, Career Advancement, Pay Fixation, Disciplinary Matters, Legal Matters etc.</li><li>• <b><u>Proficiency of working on Computers</u></b></li><li>• <b><u>Maximum Age of application: 65 years</u></b></li></ul>

**Job Profile**

The nature of work would involve activities pertaining to Establishment Matters including Recruitment & Career Advancement cases of Teachers & Academics.

Interested candidates may send their applications alongwith their Curriculum Vitae and copy of certificates of education and experience by Email/by Post to the undersigned so as to reach within 15 days from the date of publication of advertisement in newspapers OR latest by 05/10/2023, whichever is later, at the below mentioned address:

**The Director,  
Academic Coordination Division  
Dr. APJ Kalam Bhavan  
Maidan Garhi, New Delhi-110068  
Email: [directoracd@ignou.ac.in](mailto:directoracd@ignou.ac.in)**

**Note**

1. Applications may also be sent by mail to [directoracd@ignou.ac.in](mailto:directoracd@ignou.ac.in) and should be accompanied by soft copies of certificates/mark sheets as attachments.
2. Only shortlisted candidates will be invited to appear for the personal interview. No TA/DA will be paid for appearing in the interview.
3. Candidates may also mention their e-mail address and contact telephone numbers if sending application by post.

**Director, ACD**