

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

PUBLIC INFORMATION UNIT

SUBJECT: Engagement of consultants on contractual basis in PIU

The Public Information Unit, IGNOU desires to engage consultants on purely contractual basis. The engagement shall be initially for a period of six months and extendable further as per the requirement of the University. The job responsibilities involve handling the advertisements of the university related to appointments, admissions, notifications, tenders, corrigendum, writing press releases, attending university's events, managing university's open letter and other media management and related content writing tasks. The engagement can be discontinued without assigning any reasons thereof.

No of positions: Three

Essential Educational Qualification:

- a. Master degree in any discipline from a recognized university with at least 55% marks.
- b. Diploma/certificate in journalism and mass communication/ public relation/ media from a recognized university or government institution.

Experience:

At least, 5 years of experience in Advertising, press relations, public relations, media management. Those working in higher education institutions shall be preferred.

Desirable:

Working knowledge of computers with content writing skills for press releases and ads, Media relations in print & digital publications, electronic channels etc.

Maximum age limit:

60 years as on 23 June 2017

The interested candidate may apply in the [proforma attached](#) with this advertisement to PIU in charge, Block-11, IGNOU, Maidan Garhi, New Delhi-110068. The last date of the receipt of application is 23 June 2017.

Note:

Mere fulfilling the essential qualification and experience will not automatically entitle the candidate to be selected for the position. No TA/ DA will be paid for appearing in the interview.