

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
RESEARCH UNIT**

Date: 05.10.2017

Sub: Engagement of One Administrative Associate on contract basis in Research Unit.

The Research Unit, IGNOU desires to engage one Administrative Associate (purely on contract basis). The engagement shall be initially for a period for a six months and extendable further as per the requirement of the University. The job responsibilities involve registration of MPhil/PhD students, keeping track of students' fee, maintaining files of all scholars, maintaining data base of students'/supervisors' /Disciplines on computer, to deal with various issues and queries/discrepancies of students and other administrative tasks. The engagement can be discontinued without assigning any reason thereof.

No. of positions: One

Essential Educational Qualification and Experience:

Bachelor's Degree in any discipline from a recognized University with at least 50% marks.

Experience:

Five years of working experience in a University/ Higher Education Institution with adequate knowledge of working on Computer.

Maximum age limit:

60 years as on the date of the interview scheduled

The interested candidate may come for walk-in-interview along with duly filled-in application Performa attached with this advertisement in Conference Room, VC Secretariat, IGNOU, Maidan Garhi, New Delhi-110068 on 18th October 2017 at 10.00 a.m.

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.