INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068
www.ignou.ac.in

Engagement of Senior Consultant (Administration) Full time on contractual basis

Indira Gandhi National Open University (IGNOU) invites applications for engagement of Senior Consultant (Full-time) purely on contractual basis in the Administration Division, IGNOU, Maidan Garhi, New Delhi-110068. The educational qualification, experience, other eligibility conditions and remuneration are given below:

Position	No. of position	Educational Qualification & Experience	Remuneration
Sr. Consultant (Full-time) in Administration Division, IGNOU, New Delhi-110068	1 (One)	Bachelors' Bachelors' Degree with 5-7 Years of experience in all administrative matters and handling of legal/disciplinary matters in Central Government/Central University. Preferably retired personal at the Level of Under Secretary/Assistant Registrar/ Administrative Officer.	Rs.50,000-70,000/- to be decided by the Selection committee

Terms and Conditions:

01. The terms of appointment are initially for a period of six months and further extendable on performance basis. The maximum period of engagement will be of two years or up to attaining the age of 70 years, whichever is earlier from the date of engagement. The services can be discontinued/terminated without assigning any reason thereof.

02. The University reserves the right to restrict the candidate to be called for interview.

03. Merely fulfilling Educational Qualification and Experience does not a person to be called for the interview.

04. No TA/DA will be paid for appearing in the interview.

05. The selected candidates, after engagement as Sr. Consultant (Full-time) in Administration Division will not divulge/disclose information pertaining the matters dealt in the University to any other source outside the University.

06. The Intellectual Property Right (IPR) of the data or proceedings shall be the property of the University.

07. During the engagement, Sr. Consultant (Full-time) shall not act as representative in any case or not give opinion/advice to others in respect of matters delt during the period of his/her assignment.

08. Applications received after the closing date will not be entertained.

How to apply:
Application Format can be downloaded from IGNOU website www.ignou.ac.in. The complete application along with the testimonials duly self-attested may be sent to the **Deputy Registrar, Recruitment Cell, Administration Division, Block-7, Room No.13, IGNOU, Maidan Garhi, New Delhi-110068** on or before **03.11.2026** The candidate should mention "Application for the engagement of Sr. Consultant (Full-time) in Administration Division, IGNOU" in capital letters on the top of the envelope.

Registrar (Administration)

APPLICATION FORM

Name of the position applied for: **Senior Consultant (Administration)**

RECENT PASSPORT SIZE PHOTOGRAPH

Name of the candidate : _____

Father's / Husband's name: _____

Date of birth: _____

Address : _____

_____

Mobile number:_____

Email ID : _____

Educational Qualification (please attach self-attested copies of documents)

Examination Passed *	Discipline / Specilization / Subjects	Board / University	Year of Passing	Percentage of marks	Division

Experience starting from previous to present:

Total experience_____ Years_____ Months_____ Days

Employer's name and address (also indicate whether Central Govt./State Govt./PSU/Autonomous bodies/Private Sector ($)	Designation	Scale of Pay/Salary per annum	Length of Service		Total Experience in years	Nature of work in brief
			From	To		

$please attached Last Pay Certificate & Experience Certificates, etc.

Continued..2/-

Any other information

I hereby declare that the above information is true to the best of my knowledge and belief, and in case the information is found incorrect at any state, my candidature shall be liable to be cancelled. I understand that my engagement, if engaged for the above position at Administration Division, IGNOU HQ, New Delhi will be purely on contractual in nature and I shall never claim for a regular appointment in the University on the basis of this engagement.

(Signature of the candidate)

Date .....

List of Enclosures:

01._____

02._____

03._____

04._____

05._____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi

DECLARATION OF VIGILANCE/CRIMINAL PROCEEDINGS

I, _____ (Name), having been engaged/appointed as **Sr. Consultant (Administration)** in IGNOU do hereby declare that there is no vigilance or criminal proceedings are contemplating against undersigned at the time of joining as consultant in IGNOU. If any such proceeding found against undersigned IGNOU has full right to terminate my tenure without any notice and will take any legal action against me.

Place:_____ Signature

Date:_____

Name:_____

Designation:_____

Department:_____

Mobile No : _____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi

UNDERTAKING

I, _____ (Name), date of birth _____ S/D/o _____address _____ having been appointed/engaged as having been appointed/engaged as **Sr. Consultant (Administration Division)**, IGNOU do hereby undertake that information given by me at the time of my application and joining in IGNOU are true and correct to the best of my knowledge and belief. In case any information given by me is found incorrect or false at any stage, IGNOU has absolute right to take necessary action including discontinuance of my service without any notice.

Place:_____ Signature

Date:_____

Name:_____

Designation:_____

Department:_____

Mobile No:_____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi

DECLARATION OF FIDELITY AND SECRECY

I, _____ (Name), having been appointed/engaged as **Sr. Consultant (Administration Division)** in IGNOU do hereby declare that I will truly, faithfully and to the best of skill and ability execute and perform the duties with due diligence required for IGNOU.

I will follow all the rules and regulations of the University i.e. IGNOU, which are in force during the period of my assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of IGNOU or any of its regional office therefore, my services shall be discontinued by terminating the contract without assigning reason.

Further, it is declared that during the period of my assignment with IGNOU, it is likely that I may come across certain information of important or secret nature. I shall, therefore, be subjected to the provisions of the Indian Official Secrets Acts, 1923, not only during the period of the assignment but also thereafter. More particularly, I will not divulge any information gathered by me during the period of the assignment but also thereafter. Further, I shall not, except with the previous sanction of the IGNOU or in the bona fide of my duties, publish a book or a compilation of articles or participate in a radio broadcast, either in my own name or anonymously or pseudonymously in the name of the any other person, in such book, article broadcast or letter.

Place:_____ Signature

Date:_____

Name:_____

Designation:_____

Department:_____

Mobile No.: _____