



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NATIONAL CENTRE FOR INNOVATIONS IN DISTANCE EDUCATION (NCIDE)

ADVERTISEMENT

Engagement of Consultant in National Centre for Innovations in Distance Education (NCIDE) on Contractual Basis – Regarding

Indira Gandhi National Open University (IGNOU) desires to engage one Consultant in the National Centre for Innovations in Distance Education (NCIDE) (With reference to IG/PIU/ACD-14/2025-26) purely on a contractual basis. The candidate selected will be involved in setting-up of an Incubation Centre at Headquarters and Innovation Hubs across Regional Centres and related activities. The engagement shall initially be for a period of six months and may be extended further, based on the requirements of the University, up to a maximum period of two years. However, the services can be terminated any time without assigning any reason thereof:

Name of Post: Consultant (Full-Time)

Number of Posts: 1

Remuneration: ₹40,000 – ₹60,000 per month (Consolidated)

Age Limit (maximum): 62 Years as on the date of advertisement

Location: NCIDE, IGNOU, New Delhi (with coordination across Regional Centres)

Essential Qualification: A Master's degree in Management, Public Policy, Entrepreneurship, Innovation or a related field is required.

Role Overview: The consultant will be involved in setting-up of an Incubation Centre at Headquarters and Innovation Hubs across Regional Centres and related activities. The Consultant will play a key role in designing the institutional, legal, and operational frameworks, and ensuring effective implementation aligned with statutory and governance requirements.

Key Responsibilities

- Design the institutional, legal, and operational frameworks for the incubation ecosystem
- Facilitate the establishment of a Section 8 Company
- Develop a comprehensive implementation roadmap for:
 - HQ Incubation Centre
 - Innovation Hubs at Regional Centres
- Draft and formulate:
 - Policies, SOPs, and governance structures
 - Incubation policy and startup selection framework
 - IP (Intellectual Property) and equity policies
 - Financial management and audit frameworks
- Ensure compliance with the Companies Act, 2013
- Develop operational models including:
 - Incubation lifecycle processes
 - Fund flow mechanisms
 - Digital platform requirements for incubation management

Experience

- Minimum 5 years of relevant experience in:
 - Startup incubation / accelerator programs
 - Institutional development or policy design
 - Consulting in governance, legal structuring, or innovation ecosystems
- Experience in setting up incubation centres, Section 8 companies, or similar entities is highly desirable
- Proven experience in drafting policies, frameworks, and operational guidelines

Technical Proficiency

- Proficiency in:
 - Policy drafting and documentation
 - Financial planning and governance frameworks
 - Digital tools/platforms for incubation management
- Excellent analytical, report writing, and presentation skills

Last Date of Receiving Application: 21 days from the date of advertisement in the IGNOU website.

Interested Candidate should fill the Google form as link given here.

Google form: <https://forms.gle/AU9Qngp6Hbq65edW8>



Important Note:

- Interested Candidate needs to fill the Google Form and submit **detailed Curriculum Vitae, including self-attested Copies of Educational qualification, Experience Certificates, employment details etc.** through e-mail to directornside@ignou.ac.in on or before 21 days from the date of advertisement in the IGNOU website
- The engagement shall initially be for a period of six months and may be extended further, based on the requirements of the University, up to a maximum period of two years.
- The position is purely contractual.
- Selected Candidate will have no right whatsoever to claim absorption/regularization in the University.
- Only shortlisted candidates will be called for interview.
- NO TA/DA will be paid for appearing in the interview.

Director, NCIDE