



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDANGARHI, NEW DELHI-110068

## ADVERTISEMENT

### **Re.: Engagement of One Senior Consultant and one Consultant in Academic Coordination Division (ACD) on Contractual Basis – Regarding**

IGNOU desires to engage one Senior Consultant and Consultant in Academic Coordination Division (ACD) purely on contractual basis initially for a period of six months and extendable further, up to maximum of two years, as per requirement of the University. However, the services can be terminated any time without assigning any reason thereof:

Name of Post : Senior Consultant (Full-Time)  
Number of Posts : One  
Remuneration : Rs.50,000-70,000 (Full-Time)  
Age Limit (maximum) : 68 years

Name of Post : Consultant (Full-Time)  
Number of Posts : One  
Remuneration : Rs.40,000-60,000 (Full-Time)  
Age Limit (maximum) : 68 years

**For Senior Consultant:** Essential Educational Qualification and Experience in the relevant field:

1. Retired Government Officer having Bachelor Degree, preferably SAS qualified.
2. At least 15 years of experience in examining the cases related to Establishment & Account matters with reference to FRSR, Pension Rules, Leave Rules, TA Rules, LTC Rules, etc. including two years of experience at University level.

#### **Job Profile**

To examine the Pension Cases, Pay Fixation, Counting of Past Service, Calculation of Leave Salary and Pension Contributions, Leave Rules, LTC, Combination of Appointments and all Accounts related matters.

**For Consultant:** Essential Educational Qualification and Experience in the relevant field:

1. Retired Government Officer having Bachelor Degree, preferably retired from a Higher Education Institute/University system, not below the level of Assistant Registrar.
2. At least 15 years of experience in handling the matters related to Establishment/Accounts with reference to FRSR/Pension Rules/Leave Rules/disciplinary/vigilance matters/Academic Council/School Boards/policy matters/University Ordinances etc.

#### **Job Profile**

To examine the matter related to Establishment/Pension/Pay Fixation/Counting of Past Service/Recruitments/CAS etc. of Teachers and Academics and handling Academic Council/School Boards and other Statutory Committees.

**Medical Fitness:**

Selected candidates will have to produce a Medical Fitness Certificate to the effect that he/she is fit to render the job.

Interested candidates are requested to submit their detailed Curriculum Vitae, including Copies of Educational qualification, Experience Certificates, employment details etc. through e-mail to [directoracd@ignou.ac.in](mailto:directoracd@ignou.ac.in) on or before 23.06.2026.

**(Dev Kant Rao)**  
Director, ACD