



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Maidan Garhi, New Delhi-110068  
[www.ignou.ac.in](http://www.ignou.ac.in)



**Engagement of Consultant Legal (Full time) on contractual basis**

Indira Gandhi National Open University (IGNOU) invites applications for engagement of Consultant Legal (Full Time) at Legal Cell, Administration, IGNOU, Maidan Garhi, New Delhi purely on contractual basis initially for a period of six months and further extendable on performance basis, as per University norms. The details of essential qualification, experience etc. are given below:

Position	No. of position	Educational Qualification & Experience	Remuneration
Consultant Legal (Full Time), IGNOU, New Delhi-110068	1 (One)	<b>Educational Qualification</b>  a) Bachelor's Degree in Law (LLB) from a recognized University. Additional qualification such as a Master of Laws (LLM) or equivalent degree/diploma in the area are preferred. b) Must be registered with the Bar Council of India and possess a valid license to practice law.  <b>Experience/Skills:</b>  1. Minimum 3 years of post qualification experience. Preference will be given to candidates with interest and background in handling service, administrative, arbitration matter etc. of the educational institutions/Universities. 2. Excellent skills in legal drafting, research and presentation is required. 3. Excellent verbal and written communication abilities in English and Hindi. 4. Proficiency in computers. 5. The candidate must be willing to visit various Courts, Tribunals, Commissions and Quasi-Judicial Authority etc. as well as chambers of Advocates for briefing/discussions.	Rs.40,000/-

**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 candidates may apply for the said post and submit / send their applications and Curriculum Vitae along with the latest passport size photograph having details of Name, Father's/Husband's Name, Date of Birth, Address for Communication, Contact No., Nationality, Educational/ Professional / Technical Qualifications, Experience, Salary drawn etc. in the application format attached herewith.

03. Along with the self attested copies of educational qualification and experience certificates to the Dy. Registrar (Admn.), Recruitment Cell, Block No. 7, Room No. 13, IGNOU, Maidan Garhi, New Delhi – 110068 on or before **15.09.2025**.

04. Applications received after the closing date will not be entertained. The candidate should super scribe “Application for the post of **Consultant Legal (Full Time)** (On Contractual Basis) on the top of the envelope. The University reserves the right to restrict the candidate to be called for Interview.

05. Merely fulfilling the selection criterion does not entitle a person to be called for the interview.

06. No TA/DA will be paid for appearing in the interview. The candidate residing in Delhi/NCR will be given preference.

**How to apply:**

Application Format can be downloaded from IGNOU website [www.ignou.ac.in](http://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 **15.09.2025**. The candidate should mention “Application for the engagement of **Consultant Legal** in IGNOU” in capital letters on the top of the envelope.

**Registrar (Administration)**

## APPLICATION FORM

Name of the position applied for: **Consultant (LEGAL)**

Name of the candidate : \_\_\_\_\_

Father's / Husband's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Mobile number: \_\_\_\_\_

Email ID : \_\_\_\_\_

**RECENT  
PASSPORT SIZE  
PHOTOGRAPH**

### **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 Vigilance Clearance Certificate, 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. \_\_\_\_\_