



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



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

Applications are invited from eligible candidates 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 for the aforesaid 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' Degree with 5-7 years experience in handling disciplinary cases in Central Government/ Central University Retired personnel at the level of Deputy Secretary and above.	Rs.50,000-70,000/- to be decided by the Selection committee

Terms and Conditions:

01. The terms of engagement 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 selected Senior Consultant will not divulge/disclose information pertaining the matters dealt in the University to any other source outside the University.
03. The Intellectual Property Rights (IPR) of the data or proceedings shall be the property of the University.
04. No TA/DA will be paid for appearing in the interview.
05. During the engagement, consultant shall not act as representative in any case or not give opinion/advice to others in respect of matters dealt during the period of his/her assignment.
06. Applications received after the closing date of advertisement 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 **15.09.2025**. The candidate should mention "Application for the engagement of **Sr. Consultant (Full-time) for 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)**

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 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. _____