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

Engagement of Consultants in Public Information Unit (PIU) Full time on contractual basis

Applications are invited from eligible candidates for engagement of Consultants (Full-time) purely on contractual basis in the Public Information Unit (PIU), IGNOU, Maidan Garhi, New Delhi-110068. The educational qualification, experience, other eligibility conditions and remuneration for the aforesaid are given below:

S.No.	Position	No. of position	Educational Qualification & Experience	Remuneration
1	Consultant - Photography & Digital Content Creation	1 (One)	**PG Diploma in Photography or Master's Degree in Mass Communication or Journalism, or a related field from a recognised University / Institution.** (1) Proficiency in operating DSLR / mirrorless cameras, drone cameras (if certified), and professional lighting equipment. (2) Expertise in photo & video editing using industry-standard software and AI tools (3) Sound knowledge of composition, framing, lighting, colour theory, and visual aesthetics. Also familiar with designing, graphics and animation tools. (4) Familiarity with the style, format, aspect ratios, and trends of content on Instagram Reels, YouTube Shorts, Facebook, and LinkedIn.	Rs.40,000-60,000/- to be decided by the Selection committee
2	Consultant - Social Media & Communication	1 (One)	**PG Diploma in Advertising and Public Relations or Master's Degree in Mass Communication, Convergent Journalism, New Media Communications, Corporate Communication, Media Business Studies, Brand Management, Business Administration, and Marketing, or a related field from a recognised University/ Institution.**	Rs.40,000-60,000/- to be decided by the Selection committee

			(1) Proficiency in managing professional social media accounts. (2) Hands-on experience with social media scheduling and management tools. (3) Working knowledge of web and social analytics tools. (4) Strong written and verbal communication skills in English; working knowledge of Hindi preferred. (5) Ability to produce original creative content (copywriting, basic graphic design, short video/reels). (6) Working knowledge of Search Engine Optimisation principles and their application to social media content. (7) Familiarity with Meta Ads Manager and LinkedIn Campaign Manager for running targeted paid campaigns. (8) Awareness of AI-assisted content creation and marketing automation tools.	
3	Consultant - Journalism	1 (One)	**PG Diploma in Journalism or Master's Degree in Mass Communication or Journalism, or a related field from a recognised University/ Institution.** (1) Strong written and verbal communication skills in English; working knowledge of Hindi preferred. (2) Hands-on experience with social media tools and working on Canva. (3) Ability to copyedit written university news reports; produce original creative content; hold a basic graphic design skill. (4) Familiar with AI-assisted content creation.	Rs.40,000-60,000/- 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 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 delt 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 **11th December, 2026** The candidate should mention "Application for the engagement of **Consultant (Full-time) for Public Information (PIU), IGNOU**" in capital letters on the top of the envelope.

Registrar (Administration)

APPLICATION FORM

Name of the position applied for: _____

Name of the candidate : _____

Father's / Husband's name: _____

Date of birth: _____ **Age as on** 11.12.2026_____

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._____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi

DECLARATION OF VIGILANCE/CRIMINAL PROCEEDINGS

I, _____ (Name), having been engaged/appointed as **Consultants in Public Information Unit (PIU)** 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 : _____