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13 JAN 2022
M/107A

IGNOU
Research Unit

Re-advertisement for the engagement of a Full-Time Administrative Associate (Non-Academic) in Research Unit on contractual basis.

Applications are invited from eligible candidates for the engagement of one full-time Administrative Associate (Non-Academic) in Research Unit at IGNOU, Madian Garhi, New Delhi, on contractual basis initially for a period of **Six Months**. Further extension may be given on the basis of satisfactory performance. The maximum period of the term will be **two years** from the date of appointment. The educational qualification, experience and other eligibility conditions for the post are given below:

| S. No. | Name of the Post | Pay | Essential Educational Qualification and Experience | Age Limit | No. of post |
|--------|---|---|--|------------|-------------|
| 01 | Administrative Associate (Non-Academic) | Rs.30,000 to Rs.50,000/- (Consolidated) | 1. Bachelor's Degree in any discipline 2. Minimum 05 years of Experience in Student Support Matters, Financial and Administrative work in University System. 3. Working knowledge of Excel, M.S. Word etc. | Age No Bar | 01 |

Eligible candidates may send their Curriculum Vitae bearing recent passport size colour photograph along with copies of their duly attested certificates and testimonial to the Director, Research Unit, Room 03, Culinary Arts Building, Opposite Guest House, IGNOU, Maidan Garhi, New Delhi-110068 within 21 days from the date of this advertisement.

Note: Those who had applied for the post of Administrative Associate (Full-Time) in response to earlier advertisement no. IG/PIU/RU-11/2021 dated 12.10.2021 need to apply afresh.


19/11/22

(Bijayalaxmi Mishra)
Director, Research Unit

डॉ. बिजयलक्ष्मी मिश्रा
निदेश (अध्ययन एवं शोध)
Dr. Bijayalaxmi Mishra
Director (Research Unit) IGNOU