

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

COMMUNITY COLLEG UNIT

ADVERTISEMENT

Appointment of Junior Consultants

Applications are invited for the post of Junior Consultants on contract basis in the following specified areas at Community College Unit, IGNOU for a period of six months (extendable on the basis of performance)

Sl. No	Jr. Consultants for	No. of Posts	Educational Qualification		Experience
			Essential	Desirable	
1	Administrative Work	01	Graduate in any discipline	Working proficiency in MS Office, Excel, Emailing, Net Surfing etc	02 years experience in Administrative field such as processing files, noting and drafting etc.
2	Finance & Accounts work	01	Graduate in any discipline	Working proficiency in MS Office, Excel, Emailing, Net Surfing etc	02 years experience in Finance and Accounts related work
3	RTI and related work	01	Graduate in any discipline	Working proficiency in MS Office, Excel, Emailing, Net Surfing etc	02 years experience in RTI related field and RTI replies.
4	Computer related work	02	BCA/BE Computers/ Graduate in any discipline with Diploma in Computers	Working proficiency in MS Office, Excel, Emailing, Net Surfing etc	02 years experience in Information Technology (IT) related work

Maximum Age Limit : 60 years as on last date of submission of the application.

Salary : In the range of Rs. 15,000-22,500 (Consolidated) per month, as per IGNOU norms, depends on the qualification and experience of the candidate.

Last date of receiving of application : 26.11.2012 up to 4.30 PM

The appointment to the above posts will be purely on contract basis and the selected candidates will have no claim for regularization of their services, under any circumstances.

In case, number of applications is too large, for any post mentioned above, written test may be conducted for selection, in addition to the interview, as per the decision of Nodal Officer, CCU.

The application along with Curriculum Vitae and requisite Certificates/Testimonials duly self attested should be forwarded at the following address.

Dr. Satish,
Assistant Director,
New Academic Complex, F Block,
Room No.107 A,
Community College Unit (CCU),
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110 068
[Tel:011-29535140](tel:011-29535140) (O), 29572735 (D),
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