

IGNOU
Research Unit

Advertisement for Engagement of Full-Time Administrative Associate (Non-Academic) in Research Unit on contractual basis.

Applications are invited from the eligible candidates for 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 are given below:

S. No.	Name of the Position	Remuneration	Essential Educational Qualification and Experience	No. of post
01	Administrative Associate (Non-Academic)	Rs.30,000 to Rs.50,000/- (Consolidated)	<ol style="list-style-type: none">1. Bachelor's Degree in any discipline2. Minimum 05 years of Experience in Student Support Matters, Financial and Administrative work in Open University System.3. Working knowledge of Excel, M.S. Word etc.	01

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

You are requested to fill in the google form the link of which is given below :
<https://forms.gle/Du4fEEdtjUvsys6N8>

S/d-
(Bijayalaxmi Mishra)
Director, Research Unit