

IGNOU
Research Unit

Advertisement for the engagement of a Full-Time Administrative Associate (Non-Academic) in Research Unit

Applications are invited from eligible candidates for the engagement of full-time Administrative Associate (Non-Academic) in Research Unit at IGNOU, Madian Garhi, New Delhi, on Contract 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	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 10 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 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 release the advertisement.

(Bijayalaxmi Mishra)
Director, Research Unit