

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
COMMUNITY COLLEGE UNIT,
REGIONAL SERVICE DIVISION**

Date: 10.06.2016

Sub: Engagement of Administrative Associates on contract basis in Community College Unit.

The Community College Unit, RSD IGNOU desires to engage Administrative Associates (purely on contract basis). The engagement shall be initially for a period for a six months and extendable further as per the requirement of the University. The job responsibilities involve completion of pending activities of Community College Unit related to examinations and results, to deal with the various issues and queries/discrepancies of Community Colleges/Students, processing of result data, RTI cases and other administrative tasks. The engagement can be discontinued without assigning any reasons thereof.

No. of positions : Two

Essential Educational Qualification and Experience:

Graduate in any discipline from a recognized University with atleast 55% marks.

Experience:

Two years of working experience in a University/ Higher Education Institution with adequate knowledge of working on Computer/online exam

Desirable Qualification & Experience:

- i) Diploma in Computer Application
- ii) Experience in dealing with RTI
- iii) Experience in processing of Examination results in the online interface.
- iv) Knowledge about learner support system and the Community College Scheme

Maximum age limit:

60 years as on the date of the interview scheduled

The interested candidate may apply in the Performa attached with this advertisement to Nodal Officer, CCU, Block 1, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068. The last date of receipt of application is 30th June, 2016.

Note:

Mere fulfilling the essential qualification and experience will not automatically entitle the candidate to be selected for the position. No TA/DA will be paid for appearing in the Interview.

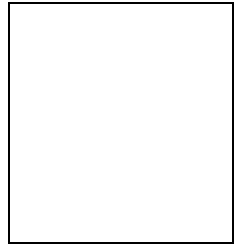
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Applications are invited for engagement of two Administrative Associates (purely on contract basis) in CCU, initially for a period of six months and extendable further as per the requirement of the University.

The interested candidate may apply in the prescribed application form. The last date of receipt of application is 30th June, 2016.

For eligibility criteria and other details, please [click here](#).

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
COMMUNITY COLLEGE UNIT**



APPLICATION FOR CONTRACTUAL ENGAGEMENT OF ADMINISTRATIVE ASSOCIATES

1.	Name	
2.	Present Address with PIN Code	
3.	Permanent Address	
4.	Telephone No./Mobile No./e-mail/Fax no. (if any)	
5.	Nationality	
6.	Date of Birth	
7.	Sex (Male/Female)	
8.	Marital Status	
9.	Category (SC/ST/PH/General)	
10.	Educational Qualification	
11.	Technical Qualification	

12.	Language Known	
13.	Previous Work Experience including name of the institutions, duration and nature of work done (attach an extra sheet, if required)	
14.	Two references	1. 2.

Date:

(Signature of the Applicant)