

ADVERTISEMENT FOR CONSULTANT POST

The School of Tourism & Hospitality Services Management (SOTHSM), IGNOU requires the services of the following temporary staff for BHM & MHA programmes:

- 1.** Name of the Post : **Consultant**
- 2.** Educational Qualification : Masters in any subject or equivalent
- 3.** Remuneration : Rs. 40,000/- consolidated (per month)
- 4.** Assignment :
 - a). Data entry of Registration / Re-registration of students in the RDTS software.
 - b). Online updation of assignment marks and examination forms.
 - c). Maintenance of admission data of students in RDTS software.
 - d). Preparation and processing of the bills in ODL Software.
 - e). Assisting in smooth conduct of TEE.
 - f). Handling day-to-day queries of the students through mails & phones.
 - g). Any other work assigned by the School.
- 5.** Experience : Demonstrable experience of handling relevant work

N.B.: The above mentioned post is on temporary/contractual basis for a period of six months.

Last date for submission of the application forms is 25th February 2020.

The application may be sent on plain paper or online alongwith a CV to:

The Director
SOTHSM,
Room No. 04, Block – 15-I,
IGNOU, Maidan Garhi,
New Delhi – 110068

OR

<sothsm@ignou.ac.in>

The School reserves the right to change any of the conditions as given above.