

Advertisement for staff of Skill Training Cell, IGNOU

IGNOU desires to engage staff purely on contractual basis, initially for a period of 6 months, and extendable further on satisfactory performance and requirement of the Project at IGNOU Head quarters located in New Delhi.

SN	Name of Post and Job responsibility	Number of Post	Duration	Honorarium	Essential and desirable educational qualification and experiences
1	<p>Consultant (F & A)</p> <p>Look after the finance and administrative function of the Skill training Cell including maintenance of all records and correspondences.</p>	1 (One)	Initially for a period of 6 months; to be extended as per the requirement of project.	Rs. 40,000/- to Rs. 50,000/- per month (consolidated)	<p>Essential Qualification: Graduate having working experience at Assistant Registrar level for at least 5 years.</p> <p>Preference will be given to retired persons and those having work experience in F&A in ODL system.</p>
2	<p>Consultant (IT)</p> <p>Designing of web support service for the students, designing software for learning management system, student monitoring system and monitoring of student activities for project related skill development/academic programmes in addition to liaisoning with concerned divisions of IGNOU for admission and evaluation.</p>	2 (Two)	Initially for a period of six months; to be extended as per the requirement of the project.	Rs. 40,000/- to Rs. 60,000/- per month (consolidated)	<p>Essential Qualification :Master degree in computer sciences / MCA/ B. Tech in Computer sciences</p> <p>Programming language/Framework: HTML, .Net, C #, DHTML, XML, MCV, LINQ, WCF, Browser Scripting, Java Script, AJAX, JSON, JQuery, SQL Server, Operating system and Web (Windows and IIS Server 7.0)</p> <p>Desirable: Experience in website design and development</p>
3	<p>Administrative Associate (Computer Operator)</p> <p>Composing of study material and other print materials related to Skill Training Cell. Routine official activities related to word processing, power point presentation, works in excel sheets, etc.</p>	2 (Two)	Initially for a period of six months; to be extended as per the requirement of project.	Rs. 20,000/- to Rs. 30,000/- per month (consolidated)	<p>Essential Qualification: Graduate with good knowledge of English with minimum of 2 years of experience in page maker/adobe-in design, corel draw, Adobe Photoshop, MS-Office (MS-Word, Power Point, MS-Excel) under DTP/book publishing.</p>

Candidates who fulfill the above criteria and are desirous of applying for the post(s) may send their application through the online link at <https://goo.gl/8qdyxo> within **28th November 2018**. Applicants will require a valid Google account to submit the form.

Note:

1. Interested candidates are required to bring detailed curriculum vitae, original copy of educational and experience certificates for verification.
2. **The signed resume submitted through the link at <https://goo.gl/8qdyxo> should contain complete details of qualification, experience (including nature of work in the current/previous assignment, in addition to personal details.**
3. Only shortlisted candidates will be called for interview. Interview will be held in the first week of December 2018. However, exact date, time and venue of the interview will be informed to the short-listed candidates by email.
4. No TA/DA shall be paid for appearing in the interview.
5. IGNOU reserves the right to relax any qualification/experience prescribed for the post.

For any query, please write to directorstc@ignou.ac.in