



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI – 110068**

**Consultant for School of Foreign Languages (SOFL)**

The School of Foreign Languages (SOFL) invites applications for the post of consultant in the Discipline of Arabic, initially for a period of six months purely on Temporary/Contractual basis:

1. Name of the School/Centre/Division/Unit: School of Foreign Languages (SOFL)
2. Number of Consultant(s) required: **Full-Time: 1**
3. **Qualification:**

**Essential**

- M.A. in Arabic with 55% marks for general category or 50% marks in reserved category and Net qualified /Ph.D as per UGC guideline.

**Desirable**

- Experience in Open and Distance Learning (ODL)
- Basic knowledge of computer
- Knowledge of English

4. Age Specification: As per IGNOU norms.

5. **Work Experience:**

**Essential**

- Skills in preparation of self-learning Arabic content, editing of Arabic self-learning content, drafting and translation (English into Arabic and vice versa)

**Desirable**

- Experience in Open and Distance Learning (ODL)
- Ability to prepare multimedia learning content in Arabic

6. Proposed Emoluments : Full-time: **Rs. 40,000/- to 60,000/-**
7. If enhancement of Emoluments is proposed please indicate frequency: N.A
8. **Task Specifications:** Preparation and maintenance of Arabic programmes.

The eligible candidates should send their bio-data to Director, SOFL at [director.sofl@ignou.ac.in](mailto:director.sofl@ignou.ac.in) with CC to Programme Coordinator at [saleem@ignou.ac.in](mailto:saleem@ignou.ac.in)

**Application will be accepted upto 15 days from the date of publication of this advertisement.**

**General Conditions**

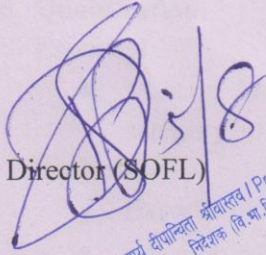
**Term of Engagement:** The engagement is purely on temporary basis on contract which will be initially for a period of six months. Further extension can be considered based on the performance and requirement. However, the term of engagement can be extended upto maximum two years.



Shortlisted candidates shall bring one set of self-attested photocopies of all certificates, original certificates (for verification), address-proof (AADHAR CARD / PASSPORT / Driving License) and a passport size photograph.

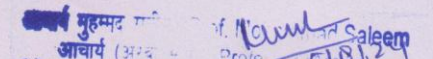
The shortlisted candidates shall be informed through email along with the schedule of interview to their email ID.

No TA / DA will be paid for attending the interview. Outstation candidates shall make their own arrangements for stay at Delhi and the university will not provide any accommodation etc.



Director (SOFL)

आचार्य दीपान्विता श्रीवास्तव / Prof. Deepanwita Srivastava  
निदेशक (वि.भा.वि.) / Director (SOFL)



आचार्य (अध्यक्ष) / Prof. Mohammad Saleem  
विदेशी भाषा विभाग / Director of Foreign Languages  
इ.गॉ.रा.मु.वि., मैदान गढ़ी, नई दिल्ली-110068  
IGNOU, Maidan Garhi, New Delhi-110068