



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Finance & Accounts Division**  
**Maidan Garhi, New Delhi - 110068**

Advertisement for the posts of a Consultant (Full Time) in Finance & Accounts Division

Applications are invited from eligible candidates for the position of a Consultant (Full Time) purely on contract basis for Finance & Accounts Division, IGNOU, Block-2, Maidan Garhi, New Delhi. The term of appointment is initially for a period 6 (six) months. Further extension may be given on the basis of satisfactory performance. The period of the term will be of two years OR upto attaining the age of 70 years, whichever is earlier from the date of appointment. The services can be discontinued/terminated without assigning any reason thereof. The educational qualification, experience, other eligibility conditions and remuneration for the post are given below:

1.	Name of the Post	Consultant (Full Time)
2.	Essential Educational Qualification	Bachelor's degree in any discipline – preferably Commerce background or SAS/ICWA qualified person.
3.	Remuneration	Rs.40,000/- to Rs.60,000/- per month (consolidated) to be decided by Selection Committee as per IGNOU Norms
4.	Experience required	Atleast 5-7 years experience in field of Audit and Accounts of the department of Central/State Govt. or Central/State Universities. Retired personnel on the post of Sr. Audit Officers and above from Audit Department (CAG) may also apply.

1. Number of Post (s) : 01 (One)

Interested candidates may send their application along with a copy of his/her Resume in the prescribed proforma (attached) to the following address on or before **30<sup>th</sup> December, 2016.**

**The Section Officer, Recruitment Cell**  
**Administration Division**  
**Block No. 7, Room # 13,**  
**IGNOU Campus**  
**Maidan Garhi, New Delhi – 110068**

Notes:

1. The post is purely contractual and persons selected will have no right whatsoever for absorption/regularization in the University.
2. Only short-listed candidates will be invited for interview. No TA/DA will be paid for appearing the interview.
3. Candidate may also needs to mention their e-mail address and contact telephone number in their application.

## APPLICATION FORM

**Name of the position applied for:-**

1. Name of the candidate :
2. Father's/Husband's name :
3. Date of Birth :
4. Address with telephone number :
5. Educational qualifications (Pl. attach Self-attested copies of documents)

RECENT  
PASSPORT  
SIZE PHOTO

Exam passed	Discipline/ Specialisation/ Subjects	Board/ University	Year of Passing	Percentage of Marks	Division

6. Experience, starting from previous to present:

Total experience: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Employer's Name & address (also indicate whether Central Govt./State Govt./PSU/Autonomous Bodies/Private Sector)	Designation	Scale of Pay/Salary per annum	Length of Service		Total Experience in years	Nature of work in brief
			From	To		

7. Any other information

I hereby declare that the above information is true to the best of my knowledge and belief, and in case the information is found incorrect at any stage, my candidature shall liable to be cancelled. I understand that my engagement, if engaged for the above position at F&A Division, IGNOU HQ, New Delhi will be purely contractual in nature and I shall never claim for a regular appointment in the University on the basis of this engagement.

**(Signature of the candidate)**

Date: .....

Place: .....