IGNOU
Research Unit

Advertisement for Engagement of Full-Time Administrative Associate (Non-Academic) in Research Unit on contractual basis.

Applications are invited from the eligible candidates for engagement of one full-time Administrative Associate (Non-Academic) in Research Unit, IGNOU, Madian Garhi, New Delhi, on Contractual basis initially for a period of **Six Months.** Further extension may be given on the basis of satisfactory performance. The maximum period of the term will be **two years** from the date of appointment. The educational qualification, experience and other eligibility conditions are given below:

S. No.	Name of the Position	Remuneration	Essential Educational Qualification and Experience	No. of post
01	Administrative Associate (Non-Academic)	Rs.30,000 to Rs.50,000/- (Consolidated)	1. Bachelor's Degree in any discipline from a recognised institute. 2. Minimum 05 years of Experience in Student Support Matters, Financial and Administrative work in University System. 3. Working knowledge of Excel, M.S. Word etc.	01

Eligible candidates may send their Curriculum Vitae bearing recent passport size colour photograph along with copies of their duly attested certificates and testimonials to the Director, Research Unit, Room 03, Savitribai Phule Bhawan, Opposite Guest House, IGNOU, Maidan Garhi, New Delhi-110068 within 21 days of release of this advertisement.

Jsharma 17.11.2025

(Prof. Jaideep Sharma)
Director, Research Unit

प्रो. जयदीप शर्मा / Prof. Jaideep Sharma
निदेशक / Director
अनुसंधान एकक / Research Unit
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