



INDIRA GANDHI NATIONAL OPEN UNIVERSTY
Staff Training and Research Institute of Distance Education
Maidan Garhi, New Delhi – 110068
Website: www. ignou.ac.in



Engagement of Administrative Associate for Indian Journal of Open Learning (IJOL) on contractual basis

IGNOU desires to recruit Administrative Associate for Indian Journal of Open Learning (IJOL) purely on contractual basis initially for a period of six months and extendable further on satisfactory performance, as per University norms at its Headquarters located in New Delhi.

Name of Post	:	Administrative Associate (Full time)
No. of Post	:	01
Remuneration	:	Rs. 30,000/- per month consolidated
Age Limit	:	40 years

Essential Educational Qualifications:

- Master degree in any discipline with minimum 55% marks

Desirable:

- Knowledge in Open distance e-learning (ODeL).
- Knowledge in Areas of Research in Distance Education.
- Knowledge in Web portal.
- Proficiency in computer related work with MS Office package.
- Good writing and communication skills both in English and Hindi

Job profile:

- To Manage web portal of *Indian Journal of Open learning* (IJOL).
- To assist in Publication of IJOL online and offline.
- To Monitor and update Journal website regularly.
- Any other work assigned time to time, by the Chief Editor.

Mode of Selection:

- (i) The candidate is required to write a paragraph (within 200 words) on “Reasons for applying for the post” at the time of submitting application for the post.
- (ii) The candidate is required to appear a skill test on MS-Office
- (iii) Short listed candidates will be invited for interview.

IGNOU reserves the right to relax any qualification/experience prescribed for the post.

The interested candidates are requested to send detailed curriculum vitae alongwith a paragraph (within 200 words) on “**Reasons for applying for the post**” through e-mail (stride@ignou.ac.in). Last date for submission of curriculum vitae on or before 10th January 2017. Date and time of skill test followed by interview will be informed through email. No TA/DA will be paid for appearing in the skill test and interview.

Director (STRIDE)