

**Indira Gandhi National Open University**  
**National Centre for Innovation in Distance Education**

**ADVERTISEMENT**

**Walk-in-Interview**

Suitable candidates are invited for a **walk-in-Interview** on 4<sup>th</sup> December, 2012 at 10.00 am to fill up the following positions purely on contract basis initially for a period of six month, for Pilot **Project on Automated TMA Generation and Assignment Banking System for IGNOU** in NCIDE, New Delhi:

**i) Consultant (Programmer) - one**

**a. Qualifications and Experience :** MCA or equivalent with good second class having at least 3 years of experience in the following areas:

- Programming and development of application based software using ASP.Net
- Data Base Management and Processing using SQL server
- Preparing different types of reports using Cristal report
- Web Designing and server management

**b. Desirable: Experience** of developing applications like online exam, online learning, e-learning etc.

**c. Emoluments:** Rs.30,000/- per month (Consolidated)

**ii) Consultant (Academic) - one**

**a. Qualifications and Experience :** Post Graduate in any discipline with minimum good second division, having at least 3 years of experience in the following areas:

- Organizing and Coordinating meetings/workshops
- Assignment/ Question paper setting/question bank development
- Editing and proof reading both in Hindi and English

**b. Desirable :** knowledge of computers, MS Word, web designing and programming etc.

**c. Emoluments:** Rs.30,000/- per month (Consolidated)

**iii) Jr. Consultant (Academic) - two**

**a. Qualifications and Experience :** Bachelors Degree in any discipline with at least two years experience of working at an educational institute in the area of providing secretarial and administrative support with proficiency in MS word.

**b. Desirable**

1. Masters or BEd degree
2. Teaching experience at school level
3. Work experience at an ODL institute

**c. Emoluments :** Rs.20,000/- per month (Consolidated)

**iv) Data Entry Operators – two**

**a. Qualifications and Experience :** Graduate having minimum 3 Years experience of data entry. Candidates should have good knowledge of typing in English and Hindi with minimum speed of 45 and 35 words per minute respectively.

**b. Desirable:** knowledge of windows operating system, MS word, MS access and Cristal report etc.

**c. Emoluments :** Rs. 15,000- per month (Consolidated)

**Other terms and conditions**

1. The contract for each position will be for six month. The contract engagement to these positions shall not be part of the regular cadres nor, any special preferential treatment would be given to such contractual staff in the matter of recruitment to regular posts.
2. The contract engagement shall have no vested right prior to and after the completion of the contract period to ask for regularization/absorption in IGNOU.

All desirous candidates may walk-in to attend the interview on 4<sup>th</sup> December, 2012 along with a copy of their complete CV giving details of i) name, ii) Father's name, iii) date of birth (age), iv) address with contact no., v) qualifications, vi) experience, etc. supported with the attested copies of the testimonials at **NCIDE, G-Block, New Academic Complex, IGNOU, Maidan Garhi, New Delhi-110068 on 4<sup>th</sup> December, 2012. at 10.00 am** onward.