



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, NCT OF DELHI-II
Gandhi Smriti & Darshan Samiti, Rajghat, New Delhi-110002.
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VACANCY

IGNOU Regional Centre Delhi-2 invites applications for the post of **Regional Consultant Assignment (Full Time)** for monitoring of Assignment evaluation in the Region, who will work under the overall supervision of the Regional Director.

Job profile of Regional Consultant (Assignments)

The roles and responsibilities of the Regional Consultant (Assignment) will include:

1. To monitor timely receipt of assignments at the Learner Support Centres,
2. To ensure issue of acknowledgement slips to the learners who have submitted their assignments at the Learner Support Centre ,
3. To ensure maintenance of Assignment Registers in the prescribed format at the Learner Support Centre .
4. To monitor timely distribution of assignments to the evaluators.
5. To monitor receipt of the evaluated assignments in a timely manner from the academic Counsellors,
6. To monitor each assignment received from the Learner Support Centres so as to examine whether there are proper tutor comments and marginal comments and spell out deficiencies as well as corrective measures to the Learner Support Centres.
7. To re- orient the staff at the Learner Support Centres about compilation and maintenance of records pertaining to receipt and evaluation of Assignments as well as compilation and processing of Assignment Awards as per the University's guidelines,
8. To ensure that the assignment marks/grades are sent by the Learner Support Centres to the Regional Centre as per the schedule,
9. To ensure dispatch of evaluated assignments to the learners with feedback,
10. To ensure dispatch of random sampling (02%) of the evaluated assignments course-wise by the Learner Support Centres to the School concerned at the HQ through the Regional Centre,
11. To communicate the responses of the Schools with regard to the assignment evaluation at the Learner Support Centre , to the evaluators at the Learner Support Centre through Regional Centre, and
12. To submit Learner Support Centre -wise monthly report on assignment submission and evaluation in the prescribed format to the Regional Services Division through Regional Centre.

Since the main activity will be of monitoring and coordinating the Assignment evaluation and compilation of awards at the Learner Support Centres, as such regular visits to the Learner Support Centres, would be the expected requirement.

Qualification

Master Degree in any discipline with **55%** of marks may be appointed as **Consultant (Assignment) (Full-Time)** at the **Regional Centres**. Persons having done PGDDE Programme of IGNOU/ a retired college teacher who has been associated with IGNOU as an academic counselor/course writer/evaluator may be preferred.

The Applications should be accompanied by the Bio-data including details of academic qualifications, Experience. In case the applicants have worked earlier with IGNOU, they should mention the necessary details of work experience. The resume should also have a brief write-up on why they consider themselves suitable for the job.

The applications complete in all aspects along with attested copies of documentary proof of academic qualifications and work experience should reach the Regional Centre on or before **10th September 2010**.

(Regional Director)