



विश्वविद्यालय अनुदान आयोग
UNIVERSITY GRANTS COMMISSION
शिक्षा मंत्रालय भारत सरकार
MINISTRY OF EDUCATION, GOVT. OF INDIA
बहादुरशाह ज़फर मार्ग नई दिल्ली 110 002
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HIRING OF VARIOUS POSTS ON CONTRACTUAL BASIS

The University Grants Commission (UGC), New Delhi invites online applications for the following posts:

Post Title	No. of Posts	Remuneration range*
Domain Professional (Various Functions of the Commission)	11	Rs. 60,000-70,000/-p.m.
Domain Professional (Social Media Specialist)	01	Rs. 60,000-70,000/-p.m.
Domain Professional (Legal)	05	Rs. 60,000-70,000/-p.m.

* To be decided by the Competent Authority at the time of selection

Eligibility criteria, qualification, online application and other details can be accessed from UGC website ugc.gov.in/Tenders/Jobs

The last date for filling up the online application would be 15 days from the publication of Advertisement.

Secretary, UGC

Advertisement

University Grants Commission is a statutory body set up by the Department of Higher Education, Ministry of Education, Government of India, in accordance with the UGC Act 1956, and is responsible for the coordination, determination, and maintenance of standards of higher education in India.

University Grants Commission, New Delhi, invites online applications from Indian nationals for hiring the services of Domain Professionals to perform the various functions of the Commission. The details of the field of specialization, education qualifications, and other details are given hereunder:

1.	Name of Post	Domain Professional (Various Functions of the Commission), Domain Professional (Social Media Specialist), Domain Professional (Legal)
2.	Number of Posts	11(Various Functions of the Commission) +01(Social Media Specialist) +05(Legal)
3.	Method of Recruitment	Contract based on an Open selection
4.	Age Limit	Candidates should not be more than 45 years of age as on the closing date of submission of application.
5.	Period of Contract	The engagement shall be initially for a period of one year. Based on review of performance and conduct, extension may be granted further for a period of one year. No further extension will be considered.
6.	Remuneration	A consolidated amount of Rs. 60000/- to 70000/- per month, as decided at the time of selection.
7.	Educational Qualification	<p>Qualification</p> <p>For Domain Professional (Various Functions Of the Commission)</p> <ol style="list-style-type: none">Master's Degree with minimum 60% marks (First Division) from a UGC recognized university.PhD from a UGC recognized university. <p>For Domain Professional (Social Media Specialist)-</p> <ol style="list-style-type: none">Essential-master's degree in mass communication/ social media /digital media /media management with minimum 60% marks (First Division) from a UGC recognized university.Desirable-Additional training or certification in social media management, social media analytics, etc. <p>For Domain Professional (Legal)-</p> <ol style="list-style-type: none">Essential-LLB with minimum 60% marks (First Division) from a UGC recognized university.

		ii. Desirable-practicing experience at Bar/have been a legal consultant to Government/Higher Education Institutions/Government Agencies/Regulatory Authorities etc.
8.	Experience	<p>Experience-Minimum one year of experience in a relevant field/working in a similar position</p> <p>Note:</p> <ol style="list-style-type: none"> For Domain Professional (Various Functions of the Commission), should have sound domain knowledge in areas of Education/Higher Education/Policy/ Planning/Management/ Administration/Social relevant domains. For Domain Professional (Social Media Specialist and Legal) Should have sound domain knowledge in the relevant field. For all Domain Professionals Desirable <ol style="list-style-type: none"> Excellent Communication Skills Proficiency in Computer Application. Strong interpersonal and organizational skills.

General Information

- Only online applications will be accepted. Application Format is available at www.ugc.gov.in/Tenders/Jobs.
- Only Indian Nationals are eligible to apply for the above positions.
- The candidates are advised to have a valid e-mail ID and a Mobile number on which all the communication shall be forwarded to them, and should keep it active to receive timely communication. No other mode of communication shall be adopted.
- The prescribed qualification and experience should be acquired on or before the last date stipulated for the receipt of the application. Qualifications should be from the approved/recognized institutions.
- Candidates should not be above the prescribed age as on the closing date of submission of application.
- Documents in support of (i) Qualification, (ii) Experience, (iii) Age, (iv) Nationality, have to be uploaded while applying online. These documents will “ALONE” be considered for screening and have to be produced in “originals” as and when called for an interview.

7. Multiple applications from the same applicant will not be taken into consideration.
8. Candidates working in a Government Organization must route their application through the proper channel, if their department rules require so.
9. Engagement of Domain Professionals will be on full working day basis and their place of work shall be UGC offices in Delhi.
10. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will summarily be rejected at any stage of the selection process.
11. Candidates are informed that mere submission of applications shall not give them any right to be called for interview / selection. Call letters and intimations connected with this recruitment will be sent to shortlisted candidates by email and will also be uploaded on the website. The applicants should ensure that the e-mail id given in the online application is maintained active.
12. UGC reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also increase or decrease the number of posts, as per its discretion without assigning any reason thereof.
13. The selection shall be made on the recommendation of a duly constituted selection committee. UGC reserves the right to fill up or not to fill up the advertised position.
14. It is to be clearly noted that the above appointments are purely on contractual basis. The engagement does not confer any claim on the candidate to see any other temporary/permanent employment with UGC.
15. For further details please visit www.ugc.gov.in/Tenders/jobs.
16. It is to be clearly noted that no travel entitlement/support shall be provided for attending an interview, if shortlisted.
17. The number of positions may increase/decrease as per the requirements.
18. UGC reserves the right to fill up or not to fill up the advertised positions.
19. The Courts at Delhi and the Delhi High Court alone shall have the jurisdiction in case of any disputes.
20. The last date for filling up the online applications would be 15 days from the date of publication of the advertisement.