



UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg
New Delhi-110002



No.

HIRING OF JUNIOR CONSULTANTS (ON CONTRACT BASIS) FOR DISTANCE EDUCATION BUREAU

The University Grants Commission (UGC), New Delhi invites online applications for hiring Consultants in the following category to perform the various functions of Distance Education Bureau (DEB):-

Category	No. of Posts	Range Consultancy fee*
Junior Consultants	08	Rs.50,000 - 60,000/- p.m.

* to be decided by the competent authority at the time of selection

Eligibility criteria, qualification and other details can be accessed from UGC website www.ugc.ac.in/jobs. Last date for filling up the online application is 12.07.2021.

Prof. Rajnish Jain
Secretary, UGC

**Consultants for Distance Education & Online Education in
Distance Education Bureau.**

Requirements

1. Qualifications

- i. Should be a Post Graduate from a recognized University with minimum 55% marks, preferably with broad knowledge of Distance online mode of Education understanding Distance Education/Online Education.
- ii. Well versed in use of computers involving MS-Office/Excel/Use of internet, etc.
- iii. Should be capable of functioning in multi functionality work environment.

2. Maximum age limit : 35 years on last date of submission of application.

3. Duties

May involve; however, not limited to the following:-

- a. Assist the Commission in handling academic and administrative work related to Distance/online Education of Higher Education Institutes in accordance with the Regulations and relevant rules.
- b. Assist in monitoring Universities/Institutions offering programmes in distance/online education mode.
- c. Maintenance of data related to release of grant and other related matters.
- d. Liaise with State Governments/Ministry of Education on matters related to Distance Education/Online Education in DEB.
- e. Handle RTIs and Court cases related to the Distance Education/Online Education in DEB.
- f. Should be able to willingly undertake official tours, if required.
- g. Any other work assigned by the UGC.

4. Period of engagement: Six months which may be extended further on the basis of the review of performance and conduct. However, the appointing authority reserves the right to terminate the engagement at any point of time without assigning any reason.

5. The number of posts may increase/decrease as per the requirements.

6. UGC reserves the right to fill up or not to fill up the advertised positions

7. The Courts at Delhi and Delhi High Court alone shall have the jurisdiction in case of any disputes.