



UNIVERSITY GRANTS COMMISSION
Bahadur Shah ZafarMarg
New Delhi-110002



No.

**HIRING OF 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. 40,000 – 50,000/- 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. Last date for filling up the online application is 30.11.2018. Last date for receiving the hard copies of application through proper channel (if applicable) is 07.12.2018. The application may be sent to the Deputy Secretary (Admn.), Room No. 326, University Grants Commission, Bahadur Shah ZafarMarg, New Delhi – 110 002.

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 recognised University with minimum 55% marks.
- ii. Person of the rank of an Assistant Professor or an educational administrator of equivalent level.
- iii. Preferably with broad knowledge of Distance Education/Online Education offered in the country.
- iv. Well versed in use of computers involving MS-Office/Excel/Use of internet, etc.
- v. 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 all or some of the following duties:-

- a. Assist the Commission in handling academic and administrative work related to Distance Education in Higher Education Institutes and Schools of Open Learning in accordance with the Regulations and relevant rules.
 - b. Assist in monitoring Universities/Institutions offering programmes in distance education mode.
 - c. Maintenance of data related to release of grant and other related matters regarding SOUs and DEIs.
 - d. Liaise with State Governments/Ministry of Human Resource Development 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.
3. **Period of engagement :Six months (extendable). However, the appointing authority reserves its right to terminate the engagement at any time.**