

Hiring of Consultants in University Grants Commission (UGC)

University Grants Commission (UGC), an autonomous and statutory body established under the Ministry of Human Resource Development requires Consultants in various fields of its activity. The details of the field of specialization, the education qualifications and other details are given hereunder :-

I Consultant - Finance and Pay Scale Division

1. Number of positions : 03
2. Location : UGC (Hqrs.), New Delhi
3. Job profile :-
May involve all or some of the following roles :-
 - Inquire into the financial needs of Universities
 - Assist the Commission in allocation and disbursement of Funds of the Commission by following the proper procedure as laid down in the rules
 - Fixation of pay of employees
 - Any other work that may be assigned by the Competent Authority.
4. Qualifications, Knowledge and skills required
 - The applicant should have a rich background and experience in the field of Financial Management, especially in the context of Central/State government functioning.
 - Should have sound knowledge of the Government financial Rules, and experience of having worked in the Finance/Accounts Division of the Central/State Government
 - Knowledge of pay and service matters
 - Should be capable of independently functioning in a multidisciplinary environment.
 - Should be able to willingly undertake official tours
 - Should have excellent interpersonal and management skills with ability to work in a deadline driven environment.
 - Should be well versed in MS-Office/Excel and internet.

II Consultant for Establishment Division

1. Number of positions : 01
2. Location : UGC (Hqrs.), New Delhi
3. Job profile :-
May involve all or some of the following roles :-

- Assist the Establishment Bureau in performing its duties and responsibilities including framing recruitment rules, issue advertisements, tendering process, making appointments etc.
4. Qualifications, Knowledge and skills required
- The applicant should have a rich background and experience in Establishment matters, especially in the Government sector.
 - Should possess good knowledge of rules and regulations of Establishment and Administration matters of the Government of India, with rich experience of working in these areas in the Central Government.
 - Should be capable of independently functioning in a multidisciplinary environment.
 - Should be able to willingly undertake official tours if required.
 - Should have excellent interpersonal and management skills with ability to work in a deadline driven environment.
 - Should be well versed in MS-Office/Excel and internet.

III Consultant for Vigilance

1. Number of positions : 01
2. Location : UGC (Hqrs.), New Delhi
3. Job profile :-
May involve all or some of the following roles :-
 - Assist the Commission in dealing with Vigilance matters.
4. Qualifications, Knowledge and skills required
 - The applicant should have a rich background and experience of dealing with Vigilance matters in the Government sector.
 - Should be capable of providing advice to UGC in all vigilance matters
 - Should be able to process vigilance complaints, draft charge sheets and notices to be served to officers/officials as and when required.
 - Should be capable of independently functioning in a multidisciplinary environment.
 - Should be able to willingly undertake official tours if required.
 - Should have excellent interpersonal and management skills with ability to work in a deadline driven environment.
 - Should be well versed in MS-Office/Excel and internet.

IV Consultant for Legal section

1. Number of positions : 01
2. Location : UGC (Hqrs.), New Delhi

3. Job profile :-

May involve all or some of the following roles :-

- Assist the Commission in dealing with Legal matters including documentation, drafting legal opinions, articles, empanelment of Advocates, briefing Advocates, verification and vetting of legal opinions and giving legal opinion on various issues etc.

4. Qualifications, Knowledge and skills required

- The applicant should obtained a degree a degree in Law from a recognized university in India preferably with some experience of both teaching Law and practice at Bar.
- Must have at least 15 years of post qualification experience of working as Head of the Legal Department in a Government / Autonomous body/ Public Sector Undertaking.
- Should have acted as a legal consultant to Governments / Government agencies / any Regulatory authority.
- Should be capable of independently functioning in a multidisciplinary environment.
- Should be able to willingly undertake official tours if required.
- Should have excellent interpersonal and management skills with ability to work in a deadline driven environment.
- Should possess good knowledge of rules and regulations of Establishment matters.
- Should be well versed in MS-Office/Excel and internet.

V Consultant for International Cooperation

1. Number of positions : 01

2. Location : UGC (Hqrs.), New Delhi

3. Job profile :-

May involve all or some of the following roles :-

- Assist the Commission in promoting international engagement in the field of Higher Education.

4. Qualifications, Knowledge and skills required

- The applicant should be able to detail out regulatory, financial and administrative implications of a) collaborative research b) exchange of faculty and researchers c) programmatic collaboration among participating

institutions d) setting up of branch/ off-shore campuses and e) any other related concerns relevant to global engagement with higher education.

- Should be capable of independently functioning in a multidisciplinary environment.
- Should be able to willingly undertake official tours if required.
- Should have excellent interpersonal and management skills with ability to work in a deadline driven environment.
- Should be well versed in MS-Office/Excel and internet.

VI Consultant e Governance

1. Number of positions : 02
2. Location : UGC (Hqrs.), New Delhi
3. Job profile :-

May involve all or some of the following roles :

- Assist the commission in dealing with matter pertaining to issues arising in e-Office and e-governance

4. Qualifications, knowledge and skills required:

- Applicants should have sound knowledge of information technology and have a rich background and more than 10 years IT Industry experience and should have hands on experience of working in the field of e-Governance and web technology especially in the context of central /State Government functioning
- * Should be capable of independently functioning in a multi disciplinary environment
- Should have excellent inter personal and management skill with IT knowledge to work in a deadline driven environment

VII Remuneration

Depending upon suitability, the range of consultancy fee may be decided in any of the four categories as under :

S.No.	Category	Range of Consultancy Fee (per Month)
(i)	Consultant (Junior)	Rs.40,000 - 50,000/-
(ii)	Consultant (Retired Professionals)	Rs.50,000 – 70,000/-
(iii)	Consultant (Serving Professionals)	Pay protection in the parent organization plus Leave Salary cum Pension Contribution (LPSC) liability.
(iv)	Chief Consultant	Rs.70,000 – 90,000/-

VII Schedule for engagement

The initial engagement of Consultants shall be for a period of one year which may be extended subject to requirement and satisfactory performance. The number of Consultants may vary from time to time depending upon the requirement of the office.

VIII How to apply

Applications complete in every aspect, indicating the category of consultants to which they would like to be considered, must reach the Dr Archana Thakur, Deputy Secretary, UGC on or before 18th October, 2013.