विश्वविद्यालय अनुदान आयोग
UNIVERSITY GRANTS COMMISSION
शिक्षा मंत्रालय भारत सरकार
MINISTRY OF EDUCATION, GOVT. OF INDIA
बहादुरशाह ज़फर मार्ग नई दिल्ली 110 002
BAHADUR SHAH ZAFAR MARG, NEW DELHI–110 002
PHONE:011-23604181,011-23604203

सत्यमेव जयते

ज्ञान-विज्ञान विमुक्तये

ADVERTISMENT NO- 46/2026

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 Professionals (Various Functions of the Commission)	03	Rs. 60,000-Rs. 70,000/- p.m.
Senior Hindi Translator	01	Rs. 50,000 – 70,000/- p.m.
Junior Hindi Translator	01	Rs. 30,000- 50,000/- p.m.
System Officer (Networking)	01	Rs. 35,000- 45,000/- 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 21 days from the publication of Advertisement.

Secretary, UGC

ADVERTISEMENT

University Grants Commission is a statutory body established by an Act of Parliament under 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 Professional (Various Functions of the Commission), Senior Hindi Translator, Junior Hindi Translator & System Officer (Networking)** to perform the various functions of the Commission. The details of the field of specialization, education qualifications, and other details are given here under:

A. Domain Professional (Various Functions of the Commission)

Name of Post	**Domain Professional (Various Functions of the Commission)**
Number of Posts	03 (Three)
Method of Recruitment	Contract based through an Open Selection
Age Limit	Candidates should not be more than 45 years of age as on the closing date of submission of application.
Period of Contract	The engagement shall be initially for a period of one year. Based on a review of performance and conduct, an extension may be granted for a further period of one year. No further extension will be considered.
Remuneration	A consolidated amount of Rs. 60,000–70,000 per month, as decided at the time of selection.
Educational Qualification	i. Master's Degree with a minimum 60% marks (First Division) from a UGC recognized university. ii. PhD from a UGC recognized university.
Experience	Minimum one year of experience in a relevant field/working in a similar position. **Preference will be given to the candidates with more years of experience.** **Note:** Should have sound domain knowledge in areas of Education/Higher Education/Policy/Planning/Management/Administration/Social relevant domains. Desirable: i. Excellent Communication Skills. ii. Proficiency in Computer Applications. iii. Strong interpersonal and organizational Skills.
Selection	The selection shall be made by interview and purely on the recommendations of the duly constituted Selection Committee.

B. Senior Hindi Translator

Name of Post	**Senior Hindi Translator**
Number of Posts	01 (One)
Method of Recruitment	Contract based through an Open Selection
Age Limit	Candidate should not be more than 58 years of age as on the date of publication of the advertisement.

Period of Contract	The engagement shall be for a period of one year initially. Based on review of performance and conduct, extension may be granted further for a period of one year. No further extension will be considered.
Remuneration	A consolidated amount of Rs. 50,000–70,000/- p.m. as decided at the time of selection.
Educational Qualification	1. Post Graduate degree in Hindi from any recognized University with Hindi as a compulsory or optional subject up to Graduation level; or Hindi and English as main subjects at Graduation level (in some form, either compulsory or optional) 2. The applicant must have Hindi and English as main subjects in all three years of B.A. and not just one paper. 3. Diploma or Certificate in Translation from a recognized HEI.
Experience	1. 5 years' work experience (English to Hindi and Hindi to English translation) in Central or State Government offices including Corporations/Bodies/Autonomous Institutions of the Government of India etc. is mandatory. 2. **Preference will be given to the candidates with more years of experience.** Proficiency in Hindi (Unicode) and English typing, good knowledge of Computer (Microsoft Word, Excel) and ability to work independently on computer along with typing.
Skill Test	The invited candidates will have to appear for Typing Test in Hindi (Unicode) at the rate of 30 words per minute, which will be held at University Grants Commission on the specified date. The candidates who qualify for the skill test will be selected by interview at the final stage.
Selection	The selection shall be made by interview and purely on the recommendations of the duly constituted Selection Committee.

C. Junior Hindi Translator

Name of Post	**Junior Hindi Translator**
Number of Posts	01 (One)
Method of Recruitment	Contract based through an Open selection
Age Limit	Candidate should not be more than 50 years of age as on the date of publication of the advertisement.
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.
Remuneration	A consolidated amount of Rs. 30,000–50,000/- p.m. as decided at the time of selection.
Educational Qualification	1.Post Graduate degree in Hindi from any recognized University with Hindi as a compulsory or optional subject up to Graduation level; or Hindi and English as main subjects at Graduation level 2. (in some form either compulsory or optional). The applicant must have Hindi and English as main subjects in all three years of B.A. and not just one paper. 3. Diploma or Certificate in Translation from a recognized HEI.
Experience	1. 3 years' work experience (English to Hindi and Hindi to English translation) in Central or State Government offices including Corporations/Bodies/Autonomous Institutions of Government of India etc. is mandatory. 2. **Preference will be given to the candidates with more years of experience.**

	3. Proficiency in Hindi (Unicode) and English typing, good knowledge of Computer (Microsoft Word, Excel) and ability to work independently on computer along with typing.
Skill Test	The invited candidates will have to appear for Typing Test in Hindi (Unicode) at the rate of 30 words per minute, which will be held at University Grants Commission on the specified date. The candidates who qualify for the skill test will be selected by interview at the final stage.
Selection	The selection shall be made by interview and purely on the recommendations of the duly constituted Selection Committee.

D. System Officer (Networking)

Name of Post	**System Officer (Networking)**
Number of Post	01 (One)
Method of Recruitment	Contract based through an open selection
Age Limit	Candidates should not be more than 40 years of age as on the date of Advertisement.
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 1 year.
Remuneration	A consolidated amount of Rs. 35,000–45,000 per month, as decided at the time of selection.
Qualification	BE/B.Tech/M.Sc in CS/CE/IT, MCA
Experience	Minimum 5 years of experience in networking, LAN, WAN, Security/Firewall/TCP/IP/cables hardware, maintenance. (Preferably with Government organization). **Preference will be given to the candidates with more years of experience.**
Selection	The selection shall be made by interview and purely on the recommendations of the duly constituted Selection Committee.
Nature of Work	1. The selection shall be made by interview and purely on the recommendations of the duly constituted Selection Committee. 2. Good knowledge of Sophos firewall, i.e. making rules and policies to protect the organization from outside hackers and intrusions, and monitoring internal users' activity in the organization. 3. Good knowledge of VLAN and NAT configuration. 4. Good knowledge of TCP/IP, Gateways and OSI Layers. 5. Good knowledge of installation of Windows Server 2008, 2012 etc., and configuration of Active Directory and DHCP Server. 6. Good knowledge of L-3 and L-2 switches. 7. Good technical knowledge regarding technical support from the Government and other service providers. 8. To configure, manage and administer Wi-Fi. 9. Good knowledge of maintenance of servers and other important applications related to networking devices. 10. Good knowledge of installation of wires and cables as well as splicing of wires and cables. An understanding of how to disassemble equipment or modify equipment in accordance with to use request. Perform network maintenance and system upgrades, including service packs, patches, hot fixes and security configurations

General Information

1. Only on-line applications will be accepted. Application Format is available at www.ugc.ac.in/Tenders/jobs.
2. Only Indian Nationals are eligible to apply for the above positions.
3. The candidates are advised to have a valid e-mail ID and Mobile no on which all the communication shall be forwarded to them and should be maintained active to receive timely communication. No other mode of communication shall be adopted.
4. The prescribed qualification and experience should be acquired on or before the last date stipulated for the receipt of the application. Qualification should be from the approved/recognized institutions.
5. Candidates should be not above the prescribed age as on the last date of the application.
6. Documents in support of (i) Qualification (ii) Experience (iii) Age (iv) Nationality, will 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 interview.
7. Candidates working in Government organization must route their application through proper channel, if their department rules require so.
8. Engagement of **Domain Professional** (**Various Functions of the Commission), Senior Hindi Translator, Junior Hindi Translator & System Officer (Networking)** will be on full working day basis and their place of work shall be UGC offices in Delhi.
9. 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.
10. 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.
11. 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.
12. 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. The Courts at Delhi and Delhi High Court alone shall have the jurisdiction in case of any disputes.
13. 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.
14. For further details please visit www.ugc.gov.in/Tenders/jobs.
15. It is to be clearly noted that no travel entitlement/support shall be provided for attending interview, if shortlisted.
16. The number of positions may increase/ decrease as per the requirements.
17. UGC reserves the right to fill up or not fill up the advertised positions.
18. The Courts at Delhi and the Delhi High Court alone shall have the jurisdiction in case of any disputes.
19. The last date for filling up the online applications would be 21 days from the date of publication of the advertisement.