

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 Young Professionals to perform the various functions of the Commission. The details of the field of specialisation, the education qualifications and other details are given hereunder: -

1.	Name of Post	Young Professional (various functions of Commission), Young Professional (Social Media Specialist), Young Professional (Legal)
2.	Number of Post	05(Five)+01(One)+01(One)
3.	Method of Recruitment	Contract based through Open selection
4.	Age Limit	Candidates should not be more than 40 years of age as on 11 th August, 2023
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	Qualification For Young Professional (various functions of Commission) (i) Essential-Master's Degree with minimum 60% marks(First Division) (ii) Desirable-PhD For Young Professional (Social Media Specialist)- (i) Essential-Master's Degree in Marketing with specialization in social media/digital media/media management with minimum 60% marks(First Division). (ii) Desirable-Additional training or certification in CRM, social media management, social media analytics, etc. For Young Professional (Legal)- (i) Essential-LLB with minimum 60% marks(First Division) (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 experience in relevant field/working in similar position</p> <p>Note:</p> <ol style="list-style-type: none"> 1. For Young Professional (various functions of Commission) Should have sound domain knowledge in areas of Education/Higher Education/Policy/ Planning/Management/ Administration/Social relevant domains. 2. For Young Professional (Social Media Specialist and Legal) Should have sound domain knowledge in the relevant field. 3. For all Young Professionals Desirable <ol style="list-style-type: none"> i. Excellent Communication Skill ii. Proficiency in Computer Application. iii. Strong interpersonal and organizational skill.
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General Information

1. Only on-line applications will be accepted. Application Format is available at www.ugc.ac.in/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. Multiple applications from the same applicant will not be taken into consideration; a candidate may only apply for one position.
8. Candidates working in Government organization must route their application through proper channel, if their department rules require so.
9. Engagement of Young 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. The Courts at Delhi and Delhi High Court alone shall have the jurisdiction in case of any disputes.

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.ac.in/jobs.
16. It is to be clearly noted that no travel entitlement/support shall be provided for attending interview, if shortlisted.
17. The number of posts 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 Delhi High Court alone shall have the jurisdiction in case of any disputes.
20. Last date of filling applications is 11th August, 2023