

**Advertisement for the post of Consultant, Distance Education Bureau (Serving/ Others)/ Consultant (Legal) at University Grants Commission, New Delhi-110 002.**

**1. CONSULTANT IN DISTANCE EDUCATION BUREAU (SERVING OTHERS)**

- i. Number of positions : 02**
- ii. Location : New Delhi**
- iii. Eligibility Criteria, Qualifications, Experience etc.**

**Essential**

- The applicant should have Ph.D with first class Master's Degree in Sciences, Social Sciences, Languages etc.
- 15 years experience of teaching/research/educational administration

**Desirable:**

- Knowledge of Distance Education Programmes offered in Central/State Open Universities/Recognized Institutions working in the field of Distance Education.
- Experience of evaluation of project proposals.

**iv. Remuneration**

For serving personnel, the pay drawn in the parent organisation will be protected as per existing rules and for others the remuneration will commensurate with the qualifications and experience as would be recommended by the Selection Committee and as per the slabs fixed by the Commission for Consultants.

**vi. Job profile**

May involve all or some of the following roles :-

- Assist the Commission in handling academic and administrative work related to Distance Education Institutes and Schools of Open Learning in accordance with the Regulations and relevant rules and also handling RTIs and Court cases related to the Distance education along with any other work assigned by the competent authority.
- Assist in monitoring Universities/ Institutions offering programmes in distance education mode.

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- Maintenance of data related to release of grants and other related matters regarding SOUs and DEIs.
- Liaise with State Governments/ Ministry of Human Resource Development on matters related to Distance Education.

## **2. CONSULTANT (LEGAL)**

**i. Number of position : 02**

**ii. Location : New Delhi**

**iii. Eligibility Criteria, Qualifications, Experience etc.**

- The applicant should have a degree in Law from a recognized university in India with five years of practicing experience at Bar/ have been a legal consultant to Government/Higher Educational Institutions/ Government Agencies/ Regulatory Authorities etc.

**OR**

- Retired Law Officers/Judges with five years of experience

**iv. Remuneration**

Remuneration will commensurate with the qualifications and experience of the candidate as recommended by the selection committee and as per the slabs fixed for Consultants by the Commission.

#### v. Job profile

May involve all or some of the following roles :-

- Assist the Commission in dealing with Legal matters including documentation, assistance in empanelment of advocates, briefing advocates, verification and vetting of legal opinions, drafting of counter affidavits and giving legal opinion and overseeing the work of legal bureau etc.

#### Procedure for applying

The application form is to be filled online at [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs). The candidates are requested to go through the application process available on the above website. Merely filling up online form does not mean that the application has been submitted. The applicants are requested to fill up the online form, take a print of the PDF file generated by the online software and get the printed copy duly forwarded through proper channel along with the necessary documents so as to reach UGC office by the stipulated last date.

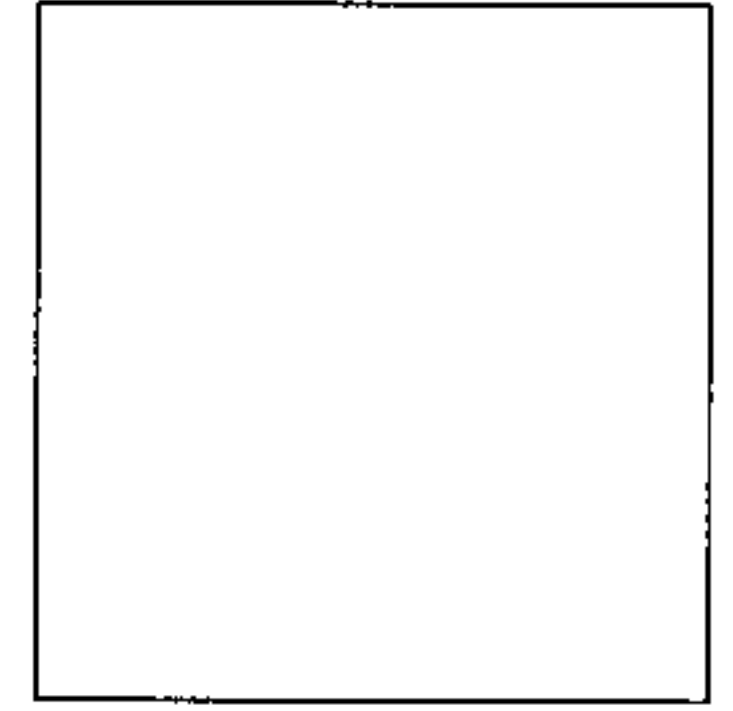
The application complete in all respect should be sent by post to **the Joint Secretary (Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002**. Incomplete applications and/or application not in the prescribed proforma shall not be entertained. The application received after due date will not be considered. UGC will not be responsible for any postal delay.

Last date for filling up the online form is **7<sup>th</sup> May, 2015**.

Last date for receiving hard copies of applications through proper channel is **18<sup>th</sup> May, 2015**.

The University Grants Commission reserves its right to make the appointment or not to fill up the post and the decision of the Commission in this regard shall be final.

**PROFORMA FOR APPLICATION FOR THE POSITION OF CONSULTANT (DEB) IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.**



1.	Name of the Applicant							
2(a)	Present position & official address (if employed)							
(b)	Telephone No.							
(c)	Email id:							
3.	Date of Birth							
4.	Age as on							
5.	Category (SC/ST/OBC/PH/General)							
6.	Details of employment in descending order (for the last 5/7 years)							
	Previous Post	Address of Organization/ Employer's Address	Service period From ..... To.....	Nature of work				
				Teaching	Research	Administration		
7.	Educational Qualifications:							
	S. No	Degree/Diploma	College/University / Board	Year of Passing	Major subjects offered	Marks obtained	Percentage of marks obtained along with Division	Specialization
	1.	SSC						
	2.	HSC						
	3.	Graduation						
	4.	Post Graduation						
	5.	Ph.D						
	6.	Any other (Pl. indicate)						

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8.	Any other relevant information
9.	Name and addresses of two referees:  1.  2.

Declaration

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief. I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

\_\_\_\_\_  
Applicant's Signature with Name

Forwarding by Head of the Institution ( if employeed)

I hereby forward the aforesaid application of Mr./Mrs.....  
working as ..... For the post of .....  
This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending or contemplated against him/her in the office. Attested copies of APAR/ACR for the last 5 years attached. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

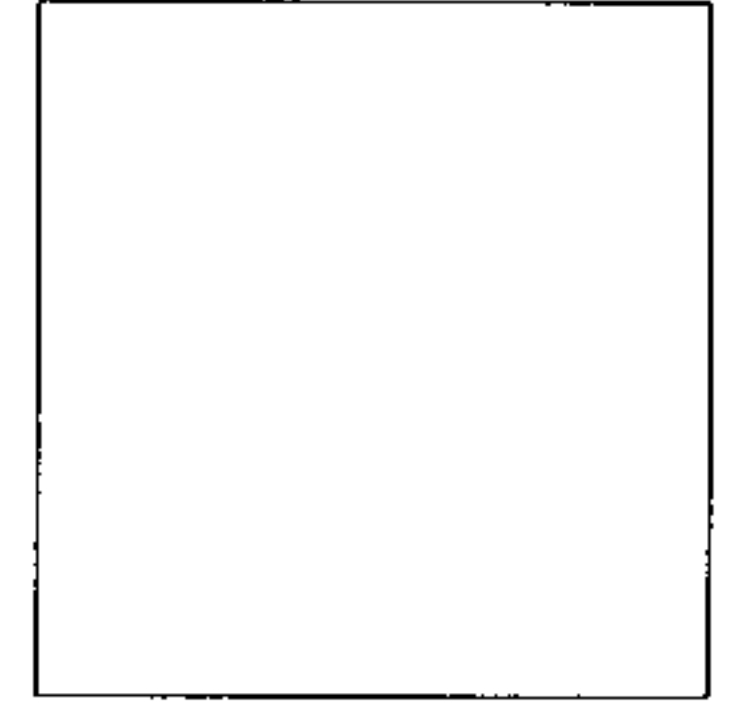
Place :

Name in Block letters .....

Office Seal

Date:

**PROFORMA FOR APPLICATION FOR THE POSITION OF CONSULTANT  
(LEGAL) IN UNIVERSITY GRANTS COMMISSION, NEW DELHI**



1. Name of the person
2. PAN-Permanent Account Number
3. Father's Name
4. Date of Birth
5. Address for Correspondence
6. Permanent Address
7. Educational Qualification

S.No	Degree/Diploma	College/University/Board	Year of Passing	Major subjects offered	Marks obtained	Percentage of marks obtained along with Division	Specialization
1	Graduation						
2	Post Graduation						
3	Any other (Pl. indicate)						

8. Experience

**Verification**

I, \_\_\_\_\_ S/o \_\_\_\_\_

r/o \_\_\_\_\_

hereby declare that whatever has been stated in the above application is true to best of knowledge and belief.

Date :

Signature

Place :

\*Documentary proof to be attached.