



विश्वविद्यालय अनुदान आयोग
UNIVERSITY GRANTS COMMISSION
शिक्षा मंत्रालय, भारत सरकार
MINISTRY OF EDUCATION, GOVT. OF INDIA
बहादुर शाह ज़फर मार्ग, नई दिल्ली: ११० ००२
BAHADUR SHAH ZAFAR MARG, NEW DELHI – 110 002



Dated: 22nd May, 2023

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 charged with coordination, determination and maintenance of standards of higher education in India.

University Grants Commission, New Delhi invites applications from Indian nationals for hiring the services of Consultant to perform the various functions of the Commission. The details of the field of specialization, the education qualifications and other details are given hereunder:-

1.	Name of Post	Consultant
2.	Number of Post	01 (One)
3.	Method of Recruitment	Contract based
4.	Period of Contract	The engagement shall be initially for a period of six months.
5.	Professional Fee	A consolidated amount of Rs.70,000/- to Rs.90,000/- per month based on merit; which will be decided at the time of selection.
6.	Educational Qualification & Experience	<p>Qualification</p> <p>i. Essential - Master's degree in Civil Engineering or Architecture from a recognized university/institute.</p> <p>ii. Desirable –</p> <ul style="list-style-type: none">• Excellent Communication Skill• Proficiency in Computer Application• Strong interpersonal and organisational skills <p>iii. Experience - The Candidates having expertise in civil engineering or architecture related work/ projects with minimum five (05) years of experience.</p>
7.	Job description	<p>The Consultant will be engaged for priority repair-maintenance/renovation of UGC headquarters and for coordination with CPWD officials and other authorities for work/project including monitoring and supervision of work/project.</p> <p>Further, the Consultant may also be accorded other responsibilities from time to time.</p>

General Information

1. The duly completed application in prescribed proforma at Annexure-I should be sent by Registered Post/ Speed Post in a closed envelop super scribed "APPLICATION FOR THE POST OF CONSULTANT" to the following address: The Under Secretary (Admn.), Room No.206, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002. **The application must reach on or before 05.06.2023 till 05:30 PM.**

No other mean of submission of application will be entertained. Any application received after the last date of submission will not be entertained.

2. Application should be enclosed with self-attested copies of Educational Qualification, Experience, and others (if any). These documents will ALONE be considered for screening and have to be produced in originals as and when called for interview.
3. Only Indian Nationals are eligible to apply for the above positions.
4. 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.
5. 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 accredited institutions.
6. Candidates working in Government organization must route their application through proper channel, if their department rules require so.
7. Engagement of Consultant will be on full working day basis and their place of work shall be UGC headquarters.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. It is to be clearly noted that no travel entitlement/support shall be provided for attending interview, if shortlisted.

APPLICATION FOR THE POST OF CONSULTANT

Pleas affix recent
Passport size
photograph

Sl. No.	Particulars	To filled by the applicant
1.	Full Name (in BLOCK LETTERS)	
2.	Father's/ Husband's Name	
3.	Date of Birth (dd/mm/yy)	
4.	Mobile Number	
5.	E-mail ID	
6.	Aadhar Card Number	
7.	Permanent Address	
8.	Correspondence Address	
9.	Category (UR/OBC/SC/ST)	
10.	Whether physically handicapped	
11.	Education Qualification	
12.	Brief particulars of experience (assignment-wise). Other relevant experiences may also be provided. [A separate sheet may be annexed.]	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the University Grants Commission. I have read the general information of this advertisement.

Place:

Date:

Signature

(Full name of the applicant)