

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 online application from Indian nationals for hiring the services of **Young Professionals (Various Functions of the Commission), Senior Hindi Translator & Junior Hindi Translator**. The details of the field of specialization, education qualifications and other details are given here under: -

Young Professionals (Various Functions of the Commission)

1.	Name of Post	Young Professional (Various Functions of the Commission)
2.	Number of Post	03 (Three)
3.	Method of Recruitment	Contract based through Open market
4.	Age Limit	Candidate should not be more than 40 years of age as on the date of publication of advertisement.
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 -70000/- p.m. as decided at the time of selection.
7.	Educational Qualifications	i. Essential - Master's Degree with minimum 60% (First Division) from a recognized university. ii. Desirable Doctor of Philosophy (PhD) from a recognized university.
8.	Experience	Minimum one year experience in relevant field/working in a similar position. Note: Should have sound domain knowledge in areas of Education/Higher Education/Policy/Planning/Management/ Administration / Social relevant domains. Desirable <ul style="list-style-type: none">i. Excellent Communication Skillii. Proficiency in Computer Applicationiii. Strong interpersonal and organizational skills

Senior Hindi Translator

1	Name of the Post	Senior Hindi Translator
2	Number of posts	01
3	Method of Recruitment	Contract based through Open market
4	Age Limit	Candidate should not be more than 64 years of age as on the date of publication of advertisement.
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. 50000 -70000/- p.m. as decided at the time of selection.
7	Educational Qualification	<ol style="list-style-type: none">1. Post Graduate degree in Hindi or English from any recognized University with Hindi or English 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 Institute.
8	Experience	<ol style="list-style-type: none">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 Government of India etc. is mandatory.2. Proficiency in Hindi (Unicode) and English typing, Good knowledge of Computer (Microsoft Word, Excel) and ability to work independently on computer along with typing.
9	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.
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Junior Hindi Translator

1	Name of the Post	Junior Hindi Translator
2	Number of posts	01
3	Method of Recruitment	Contract based through Open market
4	Age Limit	Candidate should not be more than 50 years of age as on the date of publication of advertisement.
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. 30,000 -50,000/- p.m. as decided at the time of selection.
7	Educational Qualification	<p>1. Post Graduate degree in Hindi or English from any recognized University with Hindi or English as a compulsory or optional subject up to Graduation level.</p> <p style="text-align: center;">Or</p> <p>Hindi and English as main subjects at graduation level (in some form either compulsory or optional).</p> <p>2. The applicant must have Hindi and English as main subjects in all three years of B.A. and not just one paper. Diploma or Certificate in Translation from a recognized Institute.</p>
8	Experience	<p>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.</p> <p>2. Proficiency in Hindi (Unicode) and English typing,</p>

		Good knowledge of Computer (Microsoft Word, Excel) and ability to work independently on computer along with typing.
9	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.

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 Number 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 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 date of the publication of advertisement.
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 **Young Professional (Various Functions of the Commission)**, **Senior Hindi Translator & Junior Hindi Translator** 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 seek any other temporary/permanent employment with UGC.
14. For further details, please visit www.ugc.ac.in/jobs.
15. It is to be clearly noted that no travel entitlement/support shall be provided for attending interview, if shortlisted.
16. The last date for filling up the online applications would be 15 days from the date of publication of advertisement.