

Dr. R.K. Chauhan
Additional Secretary /
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विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

D.O.No.F.5-6/2006(Admn.I/A&B)

22nd November, 2006

Dear Sir/Madam,

The UGC has to fill up a temporary post of Joint Secretary in the scale of pay of Rs.14300-400-18300 plus usual allowances on the basis of deputation for a period of one year without any possibility of permanent absorption in UGC Services. The post is to be filled for the UGC Regional Offices of the UGC which are located at Pune, Bhopal, Hyderabad, Guwahati, Kolkata, Bangalore.

Besides managerial functions the job responsibilities of the Joint Secretary would be in the area of Educational administration requiring processing of development proposals and other schemes, implement various approval programmes, disburse grants, follow up of the utilization there of and monitor and implement different programmes.

We request you to please forward the applications alongwith bio-date and CR Dossiers for the last five years or your evaluation of the potential of such of the incumbents when you find suitable for the post. The person should be interested to join this post on deputation. The incumbents will be treated an usual deputation terms as applicable in the Govt. of India. The candidates recommended may have the following eligibility conditions :-

Age : Not more than 50 years (relaxable by 5 years for employees of Central and State Govt. Universities and autonomous bodies.

Qualification :

Essential :

- (i) First or second class Master's degree or a professional degree.
- (ii) About 10 years experience of teaching/ research or educational administration.

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Desirable :

Doctorate in any discipline or a Master's degree in any professional subject

The incumbents who wish to apply should be working on a position in the scale of pay of Rs.12000-375-16500.

The application of the candidates may please be forwarded to the undersigned by **15.12.2006**.

With regards.

Yours sincerely,



(R.K. Chauhan)

All Vice – Chancellors
Directors of AIUs & All Deemed Universities
Education Secretaries