

**ADVERTISEMENT FOR THE POST OF DIRECTOR
(ADMINISTRATION) UNIVERSITY GRANTS COMMISSION**

Applications are invited for the post of Director (Admn.) in the scale of pay of Rs. 16400-425-20000 (plus usual allowances, as admissible to University Grants Commission employees). The appointment on deputation/contract basis will be subject to the condition laid down by the Govt. of India from time to time. The person on deputation shall be relieved to join the parent organization even before the end of his tenure of appointment in case the parent organization at any stage refuses his continuation and does not extend his deputation. The qualifications, experience, and other details required for the post is as under:-

1. Tenure of the Post: By transfer on deputation or on contract. Deputation/contract period will be normally five years.
2. Eligibility: Officers of the all India services/Central Secretariat Service/Central Secretariat Service (Selection Grade) or in the equivalent grade or immediate lower grade with five years service in the grade. Failing this, UGC officers of the Joint Secretary level will be considered for appointment on transfer on deputation basis.

The persons so appointed will be eligible to CGHS facility and residential accommodation and other facilities as available to other employees of the University Grants Commission.

Applications on a plain paper, mentioning salient features of the Curriculum Vitae, applicant's important contributions, name and address, telephone and fax numbers, date of birth, sex, marital status, nationality, academic qualification, experience, name of present employer, the pay drawn including the scale of pay, together with a statement providing relevant experience/ recognition/ awards/ distinctions conferred/any other information and two passport size photographs be sent under Registered Post to the Private Secretary to the Chairman, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002. No Objection Certificate from the present employer must be submitted. The consent to allow the period of deputation/contract from the present employer be also submitted.

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

The applications, complete in all respect, should reach to the office of University Grants Commission by **30th November, 2005 positively**.