

UNIVERSITY GRANTS COMMISSION
NEW DELHI – 110 002

Applications are invited for filling up five temporary posts of Data Entry Operator (likely to be permanent) (General-4 and OBC-1) in the office of the University Grants Commission. The applications in the prescribed proforma addressed to the **Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002, within 30 days of the publishing of the advertisement in the Employment News/Rozgar Samachar.** Persons already in employment should send their applications through their employer; otherwise their applications will not be entertained. Incomplete applications, and applications received after the last date, will not be entertained. The details of the qualifications, scale of pay and age of retirement is given as under :

QUALIFICATIONS: (i) Matriculation from a recognized Board. (ii) One year Diploma / Certificate of Data Entry Operator from a recognized Institution. (iii) Data entry speed of 8000 key depression per hour. (iv) Two years experience of Data Entry in any Electronic Data Processing Organization.

SCALE OF PAY : Rs.5,200-20,200 + Rs.2,400 (grade pay)

AGE : 30 years (Relaxable for employees of Central and State Government, Universities and autonomous bodies upto 40 years for general candidates and upto 45 years in the case of candidates belonging to the Reserved categories including OBC).

AGE OF RETIREMENT : 60 years

PERIOD OF PROBATION : 2 years

- (a) In case the candidate belongs to OBC, he/she will submit a certificate from the concerned issuing authority.
- (b) The candidates will be covered under the new pension scheme made applicable to the autonomous bodies. PSUs under various Central Ministries/Departments. The Data Entry Operator shall be liable to be posted in any of the Regional Offices of UGC. The details of the Regional Offices could be obtained from the website: www.ugc.ac.in

The employees will be entitled to the benefits of CGHS and allotment of residential accommodation in the General Pool in their turn. The employees of the UGC are also eligible for the Life Insurance Corporation Group Saving Linked Insurance Scheme as made applicable from time to time. It is important to note that possession of mere eligibility conditions will not entitle a person for consideration of the Selection Committee/ Screening Committee to short list the candidates from amongst the total number of applications received. The UGC reserves the right not to fill up the posts and its decision in this regard shall be final.

Method of Selection: The candidates short listed by the Screening Committee will be **required to appear in** the Written Examination. The qualified candidates who qualify the written examination, will have also to pass the skill test followed by an interview.

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002



Post applied for _____

1. Name of the Applicant
(In BLOCK LETTERS) _____
2. Date of Birth _____
3. Address
(i) Correspondence _____

Tel. No. Office _____ Resi. _____
(ii) Permanent _____

4. Nationality _____
5. Sex Male / Female
6. Marital Status Married / Unmarried
7. Father's/ Husband's Name _____
8. Category Unreserved / OBC
(Attach attested copy of the
Certificate in case of OBC)
9. Qualifications (in chronological order starting from HSC/SSLC onwards)
(Attach attested photocopies of each certificate)

Degree/ Diploma	Board / Univ.	Year of Passing	Subject	Marks & obtained	Division / Grade
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10. Details of work experience

Name & Address of Employer	Post Held (Scale /Basic/ Salary)	Period of Service		Description of the work
		From	To	

11. Any other information which the candidate wishes to add :

12. Name and address of two persons to whom reference may be made by the Commission:

1. _____

2. _____

DECLARATION

I solemnly declare that above contents of the application form are true and correct to the best of my knowledge and belief.

Place : _____

(Signature of Applicant)

Date : _____