



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

Applications are invited for one post of Deputy Secretary reserved for OBC in the University Grants Commission. The applications in the prescribed proforma addressed to the Chairman, UGC Bahadur Shah Zafar Marg, New Delhi-110 002 giving name of 2 persons to whom reference may be made by the Commission should reach the office within one month from the date of publishing the Advertisement. Persons already in employment should send their applications through their employer alongwith no objection certificate 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, age etc are as under :

Qualifications:

- Essential: (i) First or second class Master Degree of a recognized University with a good academic record.
- (ii) 7 years experience of teaching at University or college level or equivalent experience of Educational Administration.

Desirable: Doctorate Degree.

Duties: Mainly educational administration and organizational Management. Work is largely concerned with internal management in UGC and processing and evaluation of development and research proposals in Sciences, Social Sciences and Humanities & Engineering/ Technology areas of Universities and Colleges. It also includes preparation of status reports, initiation, implementation and coordination of higher educational programme. These would also include innovative education and quality improvement schemes, examination reforms, evaluation techniques and

all other aspects essential for the function, improvement and coordination of standards of higher education. Such other duties as may be assigned by the Commission from time to time. The officer selected for the post is liable to be posted any where in the country in the Region offices of the University Grants Commission.

Scale of pay: Rs.12000-375-16500 Plus usual allowances as admissible to Central Govt. Offices in the corresponding posts.

Age limit: 45 years (Relaxable by 5 years for employees of Central and State Govt., Universities and Autonomous Bodies). The candidate will submit OBC certificate issued by the concerned authority.

Age of retirement: 60 years

Period of probation: 1 year

The posts are temporary likely to become permanent as and when available. The employees are also 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. The decision of Screening Committee, appointed for the purpose to short list the candidates from amongst the total number of applications received will be binding on all. Incomplete applications will not be considered. The Commission reserves the right to make the selection or not to fill up the post and its decision in this regard shall be final.

UNIVERSITY GRANTS COMMISSION

**Post applied for
Category**

Space for the
passport size
photograph

1. **Name of the Applicant**
(In BLOCK LETTERS)

Address

(i) Correspondence

Tele no: Office

Resi.

Mobile

Fax

E.Mail

(ii) Permanent

3. Nationality

4. Sex

Male / Female

5. Martial Status

Married / Single

6. Date of birth

D D M M Y Y

7. **Father' s/Husband's Name**

8. Category

SC ST OBC Unreserved

(Attach attested copy of the
certificate in cast of SC/ST/OBC)

9. Qualifications (in chronological order starting from SSLC/HSC onwards)
(Attach attested photocopies of each certificate)

Deg/Dip Board/Univ Year of Passing Subject Marks & % Obtained Div/ Grade

