

(Issue)

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI - 110 002.**

Applications are invited for filling up 2 posts of Education Officer (SC-1 and PH-1) in the Office of the UGC. The application in the prescribed proforma addressed to Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002, giving names of 2 persons to whom reference may be made by the Commission, should reach the office of the UGC within one month from the date of Publication of the advertisement. Persons already in employment should send their applications through their employer otherwise 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 and age of retirement is given as under:-

- Qualification:** i) Minimum 2nd Class Master's Degree with 55% from a recognized University.
- ii) 5 years experience of Teaching/Research/Educational Administration

Nature of duties: The work is largely concerned with processing and evaluation of development and research proposals of Universities and colleges, preparation of status reports, initiation, implementation and co-ordination of higher educational programmes. These may include also innovative education and quality improvement schemes, examination reform, evaluation techniques and other aspects essential for the improvement and co-ordination of standards of higher education. The officer will be posted on selection at UGC Regional Offices at Pune & Kolkata. However, he/she is liable to be transferred and posted to any Regional Offices of the University Grants Commission in the country/Headquarters. /

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Scale of Pay: Rs.10000-325-15200

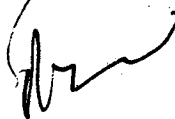
Age: 40 years (Relaxable by 5 years for employee of Central and State Govt., Universities and Autonomous bodies and candidates belonging to SC/ST/ category as per rules on the subject)

Age of retirement : 60 years

Period of Probation : 2 years

- (a) In case the candidate belongs to SC/ST category, he/she will submit a certificate from the concerned District Magistrate, SC/ST Commission.
- (b) In case the candidate is Physically Handicapped he/She will submit a certificate from the Physically Handicapped Board duly certified by the Civil Surgeon/Govt. Hospital.
- (c) The candidate will be covered under the new pension scheme made applicable to the autonomous bodies. PSUs under various Central Ministries/Departments vide O.M. No.1 (13) EV/2001, Ministry of Finance, Department of Expenditure dated 13th November, 2003.

The posts are temporary but likely to continue. 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 appointed for the purpose 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.



PROFORMA FOR APPLICATION

Post applied for _____
 Category _____

Space for the
 passport size
 photograph

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

2. Address
 (i) Correspondence

Pin _____ Tel. _____ Fax _____

(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	PH
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(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)

Degree/ Diploma	Board/ Univ.	Year of passing	Subject	Marks & % obtained	Division/ Grade

10. (a) Total Experience in Years _____ Months _____

NOTE: The period spent for doing research for obtaining PhD. degree is not counted for experience)

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

T: Teaching, R: Research, E: Extension, A: Educational Admn.
 * Tick the relevant type of experience

Detailed Break-up of your earnings in your last/present job:

Scale of Pay _____ Basic Pay: _____ Total Emol.: _____

Period in the present job: From _____ To _____
Total Period _____ Years _____ Months _____

11. Why the candidate believes that this post is suitable to him/her.

12. No. of Publications: Books : _____ Research Papers _____ Articles _____

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

14. REFERENCES :

1.

2.

DECLARATION

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

Place: _____

(Signature of Applicant)

Date: _____