



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

Applications are invited for filling up 2 posts of Education Officers (General-1, OBC-1) in the office of the UGC. The posts are temporary likely to become permanent as and when posts are available. The applications in the prescribed proforma addressed to the **Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002** giving names of 2 persons to whom reference may be made by the Commission should reach the office of the UGC within 30 days of the publishing of the advertisement. 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, age and age of retirement is given as under:

Qualifications: (i) Minimum 2nd Class Master's Degree with 55% of the marks from a recognized University (ii) 5 years of 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 on selection is liable to be posted to any Regional Offices of the UGC located at Pune, Kolkata, Bangalore, Guwahati, Bhopal, and Hyderabad in the country / Headquarters.

Scale of pay: Rs.10000-325-15200 plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts.

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

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 authority.
- (b) The candidate will be covered under the new pension scheme made applicable to the autonomous bodies. PSUs under various Central Ministries / Departments vide OM No.1(13) EV/2001, Ministry of Finance, Department of Expenditure dated 13th November, 2003.
- (c) The Education Officers 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 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/ 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.

UNIVERSITY GRANTS COMMISSION

Post applied for _____
Category _____

Space for the
passport size
photograph

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

2. 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 case 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 _____
11.

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			
		From	To	T	R	E	A

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 _____

12. Why the candidate believes that he/she is suitable for this post.

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

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

15. 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: _____