

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

Applications are invited for the appointment to the post of Secretary, University Grants Commission. The scale of pay is Rs.22, 400-525-24,500.

The appointment shall be made either on deputation or on contract basis, initially for a period of five years, renewable for another period of five years. In case of deputation, the period of appointment shall be subject to the age of retirement as applicable to the employees of the applicant's parent organization and 60 years of age in case of appointment made on contract basis. The person on deputation can, at any time, by giving three months' notice be repatriated to his parent organization without giving any reasons whatsoever. Likewise, the appointment on contract can at any time on three months' notice be terminated without giving any reasons whatsoever. 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. Renewal of appointment for another term of five years shall be at the discretion of the University Grants Commission, which can be refused without giving any reasons whatsoever.

**Eligibility:**

10 years experience in teaching at Post-graduate level/guiding research and experience of educational administration as a Professor/Scholar in a University or any Institution of Higher Education/Research

**OR**

Experience as an Officer in Central/State Government/Public Enterprises which should not be below the rank of a Joint Secretary to the Government of India.

**OR**

Experience of 10 years as the officers of the University/Research Institute/ Academic organization which should not be below the rank of Registrar or equivalent position.

**OR**

Experience as an Officer of the University Grants Commission not below the rank of Additional Secretary or its equivalent.

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 Chairman, University Grants Commission, Bahadurshah Zafar Marg, New Delhi – 110 002**. No objection certificate from the present employer must be submitted. The consent to allow the period of deputation from the present employer be also submitted.

Candidates called for interview shall be paid return AC-II tier rail fare on production of the rail tickets.

**The last date to receive the applications is 31<sup>st</sup> October, 2005.**