

**GUIDELINES FOR  
Emeritus Fellowship  
DURING XII PLAN  
(2012-2017)**



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

**Website: [www.ugc.ac.in](http://www.ugc.ac.in)**



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

## **Emeritus Fellowship**

### **1. Introduction**

The University Grants Commission floated the Scheme of “Emeritus Fellowship” in order to provide an opportunity to the superannuated teachers who have been actively engaged in research and teaching programmes in the preceding years to undertake research, without any restriction of position or pay scales.

### **2. Objectives**

To provide an opportunity to superannuated teachers to pursue active research in their respective field of specialization in Indian Universities/Colleges/ Institutions as indicated below:

- i) Universities/Institutions/Colleges under section 2(f) and 12(b) of UGC Act, 1956.
- ii) Deemed to be Universities under section 3 of the UGC Act, 1956 which are eligible to receive grant in aid from UGC.
- iii) Universities/Institutions/Colleges funded by Central/ State Govt.
- iv) Institutes of National Importance.

### **3. Target Group and Eligibility**

**Target Group-** Highly qualified and experienced, superannuated teachers of recognized universities/ colleges/institutions.

- i) **Eligibility** - The eligibility will be based on the quality of research and published work contributed by the teacher in his/her service career. The awardee (superannuated) can work under this scheme with a well defined time bound action plan upto the age of 70 years or upto two years (non-extendable) of the award whichever is earlier. No extension under the scheme is admissible and hence the proposal should be well defined with a time bound action plan so that it is completed within the prescribed tenure.

#### **4. Aadhaar Seeding**

The Ministry of Human Resource Development, Government of India vide its letter D.O. No. 18-7/2013-U1A dated 10<sup>th</sup> June, 2016 has instructed the University Grants Commission that from the financial year 2016-17 onwards the Aadhaar has been made mandatory for disbursement of all Government subsidies/Scholarships/Fellowships which are to be disbursed directly into the beneficiary's account. Accordingly, Aadhaar will be used as an Identifier for release of grant under the scheme.

#### **5. Nature of Assistance Available under the Scheme**

The number of slots available under the scheme is 100 for Science streams and 100 for Humanities, Social Sciences and Languages (total 200 slots) at any one given time basis. The assistance available under the scheme is:

- i) Honorarium of Rs. 31,000/- p.m. for two years (non-extendable)

**\* The revised rate of honorarium is applicable w.e.f. 01.12.2014.**

- ii) Contingency grant (non-lapsable) of Rs. 50,000/- p.a. towards secretarial assistance, travel within the country connected with the research project, stationery, postage, consumables, books and journals and equipments. However, books, journals and equipments etc. procured out of the contingency grant will be the property of the university/college/institute.
- iii) Foreign visit in connection with the approved research work of the awardee will be limited to once in a year with the prior approval/no-objection of the Institution/University where the project work is being undertaken along with that of UGC. This will be further subject to no financial liability on the part of UGC.
- iv) The expenditure would be accounted for audit by the university department concerned like any other departmental expenditure. The Emeritus Fellow would be entitled to such other privileges including medical facilities as available to the university faculty members, but not housing.

#### **6. Leave**

All kinds of leaves should be approved at the level of the University/Institution/College.

#### **7. Procedure for Applying for the Scheme**

Applications are invited through on line mode once in a year through advertisement in leading newspapers & employment news. Short notification is also uploaded in the UGC website.

#### **Note:**

- i) Candidates have to apply strictly as per the instructions given in the online portal. Incomplete application will not be considered.

- ii) Candidates applying for Emeritus Fellowship must upload the Undertaking Certificate from the proposed research centre duly signed by the HOD and Registrar/Principal/Director of the University/College/Institute as per **Annexure-I**.
- iii) In case of multiple applications, the latest will be considered.

## **8. Selection Procedure**

- i) Emeritus Fellowship is awarded on the basis of recommendation of the Expert Committee constituted by the Commission for the purpose. The applicant should not be holding any other post or be gainfully employed anywhere at the time of joining the Emeritus Fellowship Award. The award is subject to UGC guidelines and will be effective from 1st April of the selection year or the actual date of joining in the University/College/Institute, whichever is later.
- ii) The Commission reserves the right to withdraw/cancel the award without assigning any reason.

## **9. Joining of Fellowship**

The candidate should join the fellowship within 3 months from the date of issue of Award letter, failing which the award will be treated as cancelled.

## **10. Procedure for Release of Grants**

The fellowship amount shall be disbursed through UGC designated Bank into the bank account of the awardee directly. The list of designated branches of UGC identified bank is available on the UGC portal.

The awardee is required to approach the designated branch along with a Copy of the Award Letter and Joining Report with photograph, address and contact number in the prescribed proforma **Annexure-II**. The awardee is also required to submit the following documents to the designated branch of the UGC designated Bank at the stipulated period interval. The approved Agency may verify the genuineness of records before disbursement of funds.

- i. At the end of every three months a 'Continuation Certificate' in the prescribed proforma. **Annexure-III**. This will make the awardee eligible to draw the fellowship for the next three months.
- ii. After completion of one year of the award of fellowship, the concerned fellow/awardee shall submit and present the abstract of its Progress Report in about 1000 words.
- iii. The Fellow/awardee shall also submit and present accounts of contingency grants in the proforma prescribed by the UGC as given in **Annexure-IV**.

## **11. Disbursement of fellowship for Non-DBT/Legacy cases**

UGC has developed a dedicated web portal (<https://scholarship.canarabank.in/AdminLogin.aspx>) for capturing data for eligible scholars/fellows through which the legacy cases (Non-DBT) shall be transferred on DBT platform. The Universities/ Colleges/ Institutions will submit the master data of the eligible beneficiaries on the portal with a unique users profile (user name and password). The bank account numbers of the beneficiaries will be validated through PFMS for creation of beneficiary ID.

The Universities/Institutions/ Colleges shall update the information in the master data of the beneficiaries on monthly basis. Based on the master data received from the concerned Universities/Institutions/Colleges the payment of the fellowship will be made to the beneficiaries through DBT platform only.

## **12. Feedback**

- (i) Emeritus Fellow under the Emeritus Fellowship Scheme of UGC the beneficiary will have to submit a feed back in form of the report on the Research work done.
- (ii) After completion of the Research work, the Emeritus Fellow will submit his/her research work in the INFILIBNET Centre repository alongwith the research paper published by the end of the tenure must be submitted. The fellow will be issued an Emeritus Fellowship Completion Certificate after successfully submitting comprehensive report of research work and publication in INFLIBNET repository.

**Note: The last 2 installments will be released only after submission of the feedback and Research work in the Repository.**

## **13. Transfer of the Research Place**

Transfer of the Research Place should be done by concerned University/College/Institute under the intimation to UGC and designated agency. Transfer of Research place will be allowed only once during the entire tenure

## **14. Resignation**

Resignation of the Emeritus Fellow will be forwarded by the concerned University/College/Institute to the designated agency under intimation to UGC office. The grant will be released upto the date of resignation tendered by the fellow.

## **15. Cancellation of Award**

The award is liable to be cancelled in the following cases:

- (i) If the awardee is found to be ineligible to receive the award, at any point of time during the entire duration of the fellowship.
- (ii) Any false information furnished by the applicant
- (iii) Misconduct of Awardee
- (iv) Unsatisfactory progress of research work of the awardee

**University Grants Commission**

**Undertaking Form for Emeritus Fellowship**

I certify that

- a) General Physical facilities, such as furniture/space etc. are available in the related research department of the University/College/Institute.
- b) I/We shall abide by the rules governing the scheme in case assistance is provided to me/us from the UGC for the above project.
- c) I/We shall complete the project within the stipulated period. If I/We fail to do so and if the UGC is not satisfied with the progress of the research project, the Commission may terminate the project immediately and ask for the refund of the amount received by me/us.

**Name & Signature of applicant**

**Registrar/Principal/Director  
(Official seal)**



**UNIVERSITY GRANTS COMMISSION  
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NEW DELHI – 110002  
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Paste Passport  
Size  
Photograph

**“JOINING REPORT”**

**Emeritus Fellowship**

Name of Fellow:

Award letter number and date :

This is to certify that Dr. .... has joined the Department of..... under the University/College/Institute .....  
.....under the above scheme of University Grants Commission with effect from..... (FN/AN). He/She belongs to ..... category. He/She will be provided with all necessary facilities during her tenure of award. The terms and conditions of the offer are acceptable to Fellow. He/She has superannuated on dated.....

Also certified that she is not a recipient of emoluments from any other source after joining the above fellowship.

Signature

Name

Date :

**Name of the Candidate**

**Ph. /Mobile No.**

**e-mail :**

**Bank A/c No.**

**IFSC Code :**

**12-digit unique (aadhaar) number, if any:**

Signature

Name

Date :

**Head of the Deptt.**

**(Seal)**

**Ph. No.**

**MICR Code:**

Signature

Name

Date:

**Registrar/Director/Principal**

**Seal of University /Institution**

**Ph. No.**





**UNIVERSITY GRANTS COMMISSION  
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**CONTINUATION CERTIFICATE**

**Emeritus Fellowship**

This is to certify that Dr. \_\_\_\_\_ has  
continuously working in the Department \_\_\_\_\_ under the  
above mentioned scheme for the quarter from \_\_\_\_\_ to \_\_\_\_\_ .

Signature  
Name  
Date :  
**Name of the Candidate**

Signature  
Name  
Date :  
**Head of the Deptt.  
(Seal)**

Signature  
Name  
Date:  
**Registrar/Director/Principal  
(Seal of University/Institution/College)**



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**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE  
UTILISATION CERTIFICATE**

1. Name of Emeritus Fellow:
2. Award letter number and date:
3. Name of the scheme under which she is working:
4. Period to which the accounts of contingency grant relates:
5. Expenditure

From: .....to.....

Amount Dated

A - Books and allied items :

B- Typing:

C- Stationery :

D- Postage :

E- Chemical and electrical/electronic goods :

F- Travel/fieldwork :

Certified that the expenditure of Rs..... (Rupees.....  
.....) out of the contingency grant of Rs.....  
Rupees .....) in respect of..... has  
been utilized for the purpose for which it was sanctioned in accordance with the terms and  
conditions laid down by the University Grants Commission.

**If, as a result of check or audit objection, some irregularity is noticed at a later stage, action  
will be taken to refund, adjust or regularize the objected amount.**

Signature

Name

Date :

**Name of the Candidate**

Signature

Name

Date :

**Head of the Deptt.  
(Seal)**

Signature

Name

Date:

**Registrar/Director/Principal  
(Seal of University/Institution/College)**

N.B. For any correspondence in this regard, the Commission's letter number and date may please be  
quoted without fail.