



## UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg, New Delhi

The University Grants Commission, New Delhi invites online applications for appointment on direct recruitment/Deputation basis for the following posts:

S. No.	Name of the post	Number of the post	Scale of pay
1.	Joint Secretary (Direct Recruitment /Deputation)	<b>Total – 02</b> Direct Recruitment – 01 (Reserved for OBC-01) Deputation – 01 (UR – 01)	Pay Level – 13 Rs.1,23,100-2,15,900/-
2.	Deputy Secretary (Direct recruitment)	<b>Total – 03</b> (UR-02, OBC-01)	Pay Level – 12 Rs.78,800-2,09,200/-
3.	Education Officer (Direct recruitment)	<b>Total – 01</b> (UR-01)	Pay Level – 11 Rs.67,700-2,08,700/-

Eligibility criteria, qualifications, scale of pay and other details can be accessed on UGC website i.e. [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs). The applications can be submitted online through UGC website from **09/03/2018**. Last date for online submission of applications is **20/04/2018** and receipt of hard copy of the application through proper channel is **27/04/2018**.

**Secretary, UGC**

**1. Joint Secretary (02 at UGC-HQ, New Delhi and Regional Offices), One-post on Direct Recruitment on regular basis and one-post on Deputation**

Applications are invited for filling up 02 (two) posts of Joint Secretary, 1 (one-OBC) post on Direct Recruitment basis and 1 (one) post on Deputation in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad as per details given below:

- 1 (one) post on regular basis (UR – 0, SC – 0, ST – 0, OBC – 01).
- 1 (one) post on deputation.
- The number of posts may vary at the discretion of the UGC.

**Qualifications:**

**Essential:**

1. Doctorate in any discipline with First or second class Master's Degree;
2. At least 12 years of experience of teaching/research in any University or college or educational administration in higher education;
3. (i) Holding analogous post on regular basis in the parent cadre/department; or  
(ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in pay level-12, Rs.78,800-2,09,200/- or equivalent in the parent cadre/department.

**Nature of 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 programmes. 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 anywhere in the country in the Regional offices of the University Grants Commission.

**Scale of pay:** Pay Level – 13, Rs.1, 23,100-2, 15,900/- plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts. The candidates drawing higher pay in pay level will be eligible for protection of pay in the pay level attached to the post.

**Age limit:**

**(i) For Direct Recruitment:**

50 years as on last date of receipt of application i.e. **27/04/2018** (relaxable by 5 years for employees of Central Govt., State Govt., Universities, Autonomous Bodies and for candidates belonging to the SC/ST/OBC/PWD and other special categories of persons as specified in the orders/instructions issued by the Central Government from time to time in regard to age relaxation).

**(ii) For Deputation:** 56 years as on last date of application as per DoP Rules.

**Age of retirement:**

**(i) For Direct Recruitment:** 60 years

**(ii) For Deputation:** Maximum five years or 60 years of age, whichever is earlier, initially for a period of one-year which may be extended further on year to year basis on the discretion of appointing authority.

**Period of probation:**

**(i) For Direct Recruitment:**

2 years

**(ii) For Deputation:** Nil

**2. Deputy Secretary (03 at UGC-HQ, New Delhi and Regional Offices) on regular basis.**

Applications are invited for filling up 03 (three) posts of Deputy Secretary in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad.

- 3 posts on regular basis (UR – 02, SC – 0, ST – 0, OBC – 01).
- The number of posts may vary at the discretion of the UGC.

**Qualifications:**

Essential:

- (i) First class Master' Degree of a recognized University with a good academic record;
- (ii) At least 7 years' experience of teaching/ research in University or college or Educational Administration in higher education;
- (iii) (i) Holding analogous post on regular basis in the parent cadre/department; or

(iii) (ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in pay level 11,-Rs.67,700-2,08,700 or equivalent in the parent cadre/department.

**Desirable:** Doctorate Degree.

**Nature of 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 anywhere in the country in the Region offices of the University Grants Commission.

**Scale of pay:**Pay Level – 12 Rs.78,800-2,09,200/-plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts. The candidates drawing higher pay in pay level will be eligible for protection of pay in the pay level attached to the post.

**Age limit:** 45 years as on last date of receipt of application i.e. **27/04/2018**(relaxable by 5 years for employees of Central Govt., State Govt., Universities, Autonomous Bodies and for candidates belonging to the SC/ST/OBC/PWD and other special categories of persons as specified in the orders/instructions issued by the Central Government from time to time in regard to age relaxation).

**Age of retirement:** 60 years

**Period of probation:**2 year

### **3. Education Officer (01 at UGC-HQ, New Delhi and Regional Offices) on regular basis.**

Applications are invited for filling up 01(One) post of Education Officers in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad as per details given below:

- One-post on regular basis (UR – 1, SC – 0, ST – 0, OBC - 0).
- The no. of posts may vary at the discretion of the UGC.

#### **Qualifications:**

- (i) Master's Degree with minimum of 55% of marks from a recognized University;
- (ii) Five 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 also include innovative education and quality improvement schemes, examination reform, evaluation techniques and other aspects essential for the improvement and coordination of standards of higher education.

- The officer on selection is liable to be posted in any Regional Offices of the UGC located at Pune, Kolkata, Bangalore, Guwahati, Bhopal, Hyderabad or at the Headquarters.
- Providing guidance in Legal matters.

**Scale of pay:**Pay level - 11 Rs.67,700-2,08,700/- plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts. The candidates drawing higher pay in pay level will be eligible for protection of pay in the pay level attached to the post.

**Age:**Up to 40 years as on 27/04/2018(relaxable by 5 years for employees of Central Govt., State Govt., Universities, Autonomous Bodies and for candidates belonging to the SC/ST/OBC/PWD and other special categories of persons as specified in the orders/instructions issued by the Central Government from time to time in regard to age relaxation).

**Age of retirement:**60 Years.

**Period of Probation:**2 Years

**General:**The selected candidates for EO/DS/JS would be entitled to the benefits of CGHS and allotment of residential accommodation in the General Pool in their turn at Delhi. Residential accommodation of UGC is also available at its Regional Office at CRO-Bhopal and will be provided accordingly. 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.

### **How to Apply - Guidelines for filling Online Application**

1. Candidates should have valid e-mail ID and Mobile Number; this will help him/her in getting information regarding Call Letter/Interview/Acknowledgement by Email and SMS.
2. Candidates should first scan their photograph in JPEG Format. The digital size of file should be less than 200 kb.
3. Candidates also need to scan and upload the Certificate from the CVO of their organization that no vigilance/disciplinary enquiry is pending against him/her.

4. Candidates to visit UGC website i.e. [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs) and follow the instructions given on the website.
5. Candidates are advised to fill the applications carefully. You are also requested to go through the filled in form, before confirming, to ensure that all the information provided in the form is correct. Upon successful filling up of form, candidates should note the reference number displayed on screen. Candidates can re-open the same data, using this reference number for viewing and printing purposes. Once the application is filled completely, the candidate should take a printout of the system generated PDF File and use it for sending application through proper channel.
6. The Candidate must ensure to furnish correct Mobile No. And E-mail Id to received registration confirmation and other communications from time to time.
7. While applying online for the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above and that the particulars furnished by him/her are correct in all respect. In case it is detected at any stage of recruitment that a candidate does not fulfills the eligibility norms or that he/she has furnished any incorrect/false information or has surpassed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after the appointment his/her services are likely to be terminated.

**GENERAL TERMS AND CONDITIONS:**

1. The eligibility of candidate shall be determined as on the last date of submission of application form.
2. Number of posts is tentative, may vary and the UGC reserves the right to increase or decrease number of posts and may or may not fill any post(s) and its decision in this regard shall be final.
3. The UGC reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
4. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the UGC reserves the right to modify / withdraw / cancel any communication made to the candidate.
5. A candidate has to submit separate applications, if he/she desires to apply for more than one post.
6. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test as may be decided by the UGC. Applicants having higher qualifications or merit may be given preference.

7. 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.
8. The candidates so appointed fresh on regular basis will be covered under the Pension/New Pension Scheme as made applicable to autonomous bodies as per DoPT orders.
9. Interested candidates may apply online at UGC website <http://www.ugc.ac.in/jobs>. A copy of duly filled application downloaded from the portal may be sent to the UGC office, duly completed in all aspects and forwarded by the present employer along with requisite supporting documents so as to reach on or before **27/04/2018**.
10. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF \_\_\_\_\_."
11. The candidates short-listed for interview/ test will be informed by website notification. The UGC will not be responsible for any postal delay.
12. Original certificates should be produced only at the time of interview. However, self-attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
13. The UGC shall verify the antecedents and documents submitted by the candidate at the time of appointment or during the tenure of his / her service. In case, it is found that the documents / information submitted by the candidate are fake or the candidate has a clandestine antecedents / background and has suppressed any information, then his / her services shall be terminated.
14. Candidates may send an advance copy of duly filled and downloaded application. However, such an application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish "No Objection Certificate" from the parent department/ present employer at the time of interview.
15. The decision of the UGC in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
16. In case of any dispute /ambiguity that may occur in the process of selection, the decision of the UGC shall be final.
17. The Candidates who have not completed the prescribed "cooling off" period as per DoP&T regulations are not entitled to apply for any of the deputation posts as mentioned above. The terms and conditions of deputation will be regulated in accordance with the Department of Personnel & Training OM No.6/8/2009-

Estt.(Pay) dated 17th June, 2010, as amended from time to time. A person in higher Grade Pay shall not be eligible for appointment to a post carrying a lower Grade Pay.

18. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Clearance Certificate. In case of photocopies of A.C.Rs are sent, these may be attested by an officer not below the rank of Under Secretary/equivalent.
19. In case the candidate belongs to SC/ST/OBC, he/she will submit a certificate to that effect from the prescribed authority concerned.
20. The candidates are advised to satisfy themselves before applying that they possess minimum essential qualifications laid down in the advertisement and should verify the information submitted in the application form, request for any subsequent change will not be entertained.
21. The candidates appointed will be covered under the new pension scheme as made applicable to autonomous bodies. However, incumbents already covered under CCS (Pension) Rules will be allowed to continue in the same scheme on receipt on pro-rata retirement benefits from previous employer.
22. The maximum age limit for appointment by deputation shall be as per the DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05<sup>th</sup> February, 2018.
23. Merely filling up online form does not mean that the application has been submitted. The applicants has to fill up the online form, take a print of PDF file generated by the online software and send the hard copy of the same with necessary documents through proper channel to **the Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002** by the stipulated date. Incomplete applications and/or application not in the prescribed proforma shall not be entertained or will be rejected summarily without assigning any reason. No correspondence in this regard will be entertained. The application received after due date will be rejected. In case, last day happens to be holiday/Saturday/Sunday, the same will be received on succeeding working day.

**NOTE:-**

- (i) **Those who have applied earlier in response to UGC advertisement dated 03-05-2016 for the post of Deputy Secretary/Education Officer need to apply afresh.**
- (ii) **No TA/DA will be paid for attending the interview.**

**Secretary, UGC**