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GUIDELINES FOR ELEVENTH PLAN

POST DOCTORAL FELLOWSHIP TO WOMEN CANDIDATES



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

2010



XI PLAN GUIDELINES

UNIVERSITY GRANTS COMMISSION

POST DOCTORAL FELLOWSHIP TO WOMEN CANDIDATES

1. Introduction

The UGC has changed the name of the old scheme “**Part Time Research Associateship for Women**” as “**Post Doctoral Fellowship for Women candidates**”. The unemployed women candidates holding Ph.D. degree in their respective subject areas with an aim to accelerate the talented instincts of the women candidates to carry out the advanced studies and research.

2. Objective

The objective of this award is to provide an opportunity to carry out the advanced studies and research in science, engineering and technology, humanities and social sciences in Indian Universities and Colleges recognized under Section 2 (f) and fit to receive assistance under section 12(B) of the UGC Act 1956/Institutes of National Importance established by the Central/State Government.

The candidate should not be more than 55 years of age as on 1st July of the year of application. The total duration of the fellowship is five years. There shall be reservation for SC/ST/OBC/Physically Handicapped candidates as per provision of the constitution and instructions issued by the Govt. of India from time to time. 55% marks at UG level and 60% of marks at PG level in case of general/open category, while for reserved category candidates, those will be 50% at UG level and 55% at PG level respectively. Age up to 55 years for the candidates belonging to general/open category and that will be 60 years for reserved category/minority community. Only Ph.D awarded unemployed candidates will be eligible for the award of Post Doctoral Fellowship.

Eligibility/Target

Target Group: Unemployed women with Ph.D. degrees and an aptitude for research.

Eligibility:

The candidate must have a doctorate degree in the relevant subject preferably with published research work to their credit

In case of general/open category, 55% marks at UG level and 60% of marks at PG level. For reserved categories (SC/ST/OBC/PH) candidates, 50% at UG level and 55% at PG level. The upper age limit for applicants is 55 years for the candidates belonging to general/open category and 60 years for SC/ST/OBC/PH/Minority communities, as on 1st July on the year of application.

4. Nature of Assistance available under the Scheme

The number of slots available under the scheme are 100 per year

The tenure of the award is five years with no provision for further extension.

The financial assistance available under the scheme is as follows:

Fellowship	@ Rs.18,000/-p.m. After 2 years @ Rs. 20,000/- p.m. * Revised as decided by the Commission vide Item No.4.09 in its meeting held on 4 th August, 2009 as below: @Rs.25,000/- p.m. for 2 years (fixed) @Rs.30,000/- p.m. after 2 years (fixed)
Contingency	@Rs.50,000/-p.a. for five years
Departmental Assistance	10% of Post Doctoral Fellowship to the host institution
Escorts/Reader assistance	@ Rs. 2000/- p.m. (fixed) in cases of physically disabled & blind candidates

HRA: Post Doctoral Fellowship provided with accommodation in hostel recognized/ maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Director/Principal (**Annexure-II**). If Post Doctoral Fellow makes her own arrangements of accommodation, she may be entitled to draw HRA as per categorization of the cities by the Government of India. The Post Doctoral Fellow will submit a certificate for this purpose to the UGC for claiming HRA through the concerned University/Institution/College.

Medical: No separate/fixed medical assistance is provided. However, the Post Doctoral Fellow may avail of the medical facilities available in the University/Institution/ College.

Leave: Leave for maximum period of 30 days in a year in addition to public holidays may be taken by the Post Doctoral Fellow with the approval of the Head of Department. However, they are not entitled to any other vacations, such as summer, winter and pooja vacations. Women candidates are eligible for maternity leave at full rates of the fellowship for 135 days as per Government of India rules once during the tenure of their award. The fellow in special cases may

be allowed by the Commission leave without fellowship and contingency for a period not exceeding three months during the tenure of award on the recommendation of the Head of department of the institution concerned. The period of leave without fellowship will be counted towards the tenure.

5. Procedure for applying for the scheme

The candidates fulfilling the eligibility conditions are required to apply against the advertisement to be published by the UGC every year in the prescribed format (**Annexure-I**) The selections would be made with the help of an Expert Committee as per the procedure of the Commission.

6. Procedure for Approval by the UGC

The applications received will be scrutinised by the screening committee. Later, the short listed candidates will be called to appear before the selection committee, constituted by the Commission. No TA/DA will be paid for appearing in the interview. The decision of the Commission will be final. The Commission reserves the right to withdraw/cancel the award without assigning any reason.

7. Procedure for release of grant by the UGC

On receipt of Joining Report (**Annexure-III**) of the fellow together with required documents, the UGC office would release the first installment of the admissible grant to the concerned institution. Thereafter, the grant is released on receipt of the Utilisation Certificate and statement of expenditure for the last grant paid (**Annexures- IV, V, VI**). On completion of the award, an audited utilisation certificate is to be submitted by the University/Institution/College where the fellow has worked under the scheme.

8. Procedure for monitoring the Progress of the Scheme

- The research associate shall submit, through the senior faculty member with whom she is working and the head of the department/university, a half-yearly report on the progress of her research work. (**Annexure-VII**). On completion of the award she will submit to the Commission a comprehensive report and a copy of her published work, if any, and an abstract of the research work in about 500 words.

- If she wishes to leave the associateship before the end of the tenure, it should be done with prior approval of the Commission as per the requirements of the undertaking given by the associate. For appearing in any examination conducted by any university or public body, the prior approval of the Commission should be obtained.
 - An annual progress report of the research work done by the associate may be examined by a departmental research committee constituted by the university/institute and recommendations/comments of the committee may be sent to this office for consideration. In case the progress of the work is found unsatisfactory, the award may be terminated by the Commission at any time during the tenure of the award. The decision of the Commission in this regard will be final.
 - The associate shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award. However, no extension is permissible beyond the total period five years, at the end of which period the awardee ceases to be a UGC part-time research associate with immediate effect. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action.
9. There shall be reservation for SC/ST/OBC/Physically Handicapped candidates as per provision of the constitution and instructions issued by the Govt. of India from time to time.

As per decision of the Chairman, UGC vide F.No. 15-1/2008(SA-II) dated 06.07.2010:

The candidates of SC/ST/OBC/PH categories having 50% marks at UG level and 55% marks at PG level and upto the age of 60 years are eligible to apply under the Scheme. The candidates belonging to Minority category upto the age of 60 are eligible to apply under the Scheme. Only Ph.D. awarded unemployed candidates will be eligible for the award of Post Doctoral Fellowship.

10. Cancellation of Award

The fellowship is liable to cancellation, in case of:

- Misconduct
- Unsatisfactory progress of research work
- Candidate is later found ineligible

UNIVERSITY GRANTS COMMISSION

APPLICATION FOR POST DOCTORAL FELLOWSHIP TO WOMEN CANDIDATES

*Passport size
photo duly
signed by the
candidate on the
front*

1. Name of applicant (BLOCK LETTERS):

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2. Father/Husband’s Name:

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3. Address for communication:

STD Code & Tel.No

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4. Permanent Address:

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5. Date of Birth (Day/month/year):

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6. Academic qualification:

Examination passed	Year	University	% of marks & division	Subject offered
High school				
10+2				
Graduation				
Post graduation				
Ph.D.				

(Please attach copies of the UG,PG and Ph.D Certificates)

7. Subject :

8. Details of JRF/NET examination qualified:

Name of organizer	Roll number	Year of examination

9. Details of research experience (please use separate sheets, if necessary)

Publication of research papers: Yes/No

- (a) If yes, please indicate the number of papers published/accepted in standard refereed journals:
 (i) Indian (ii) Foreign (A list of research papers published/accepted for publication should be attached. It should give, for each publication, the title, name of all authors, name of journal, volume, number, year and pages. Enclose copies of reprints and accepted papers. Photocopy of the letter of acceptance from the editor should be enclosed for papers accepted for publication.)
- (b) Presentation of papers in seminars, workshops, conferences, etc.: (National/International):
 (Attach details indicating the title of the paper presented and name of the conference).
- (c) Teaching/work experience, if any (indicate the number of years)

10. Title of Ph.D. thesis:

11. Proposed topic of post-doctoral research work to be undertaken during Fellowship
 (detailed work plan to be attached):

12. i) - Name & Address of the proposed research Centre:

- Name of the Department:

ii) - Name of the affiliating University, if the proposed Research Centre is College/Institution

iii) - Whether the proposed Research Centre is non-University Institute/Institute of National Importance established by the Central/State Govt:-

13. Whether belong to SC/ST/OBC/PH (write 1 for SC, 2 for ST, 3 for OBC 4 for PH and 5 for General candidates):

(Tick the appropriate category and attach copy of the relevant certificate).

SC	ST	OBC	PH	GENERAL

14. Whether the University/College/Institution where the proposed work is to be carried out is covered under Sections 2(f) and 12(B) of the UGC Act?

15. Any other relevant information:

I certify that I am not in receipt of any other award/fellowship/scholarship/gainful employment and the above particulars are correct to the best of my knowledge and belief.

16. I also undertake to state that all the conditions under the scheme are acceptable to me.

Signature of the Candidate

Name:

Date:

I certify that I am not in receipt of any other award/fellowship/scholarship and the above particulars are correct to the best of my knowledge and belief.

17. Certified that:

- (i) I recommend the candidate for the award and undertake to guide/supervise her for the research work. General facilities required such as laboratories, equipment etc. (recommended by UGC Expert Committee) are available in the department and will be provided to the applicant.
- (ii) No foreign exchange is required for taking up this project
- (iii) This research proposal has not been submitted to any other agency for financial assistance.

Signature

Name

Date

Designation of Supervisor

It is certified that the - institution is recognised under Section 2[f] 12[B] of the UGC Act 1956 and the guide/senior faculty member is authorised by the university to supervise the research work.
- the Institute of a national Importance is established by the Central/State Government.

Necessary facilities are available and will be provided for the research work on the above topic during the tenure of the award.

Signature

Name

Date

(Head of the Department)
with seal)

Signature

Name

Date

Seal of Registrar/Director/ Principal

H R A CERTIFICATE

Certificate No.1

Certified that Ms..... is paying house rent of Rs..... and is eligible to draw House Rent Allowance @ Rs..... as per university rules.

Registrar

Or

Certificate No.2

Certified that Ms..... is staying independently and, therefore is eligible to draw House Rent Allowance @ Rs.....minimum admissible to a lecturer as per university rules.

Registrar

Or

Certificate No.3

Certified that Ms..... has been provided accommodation in the hostel. But she could not be provided with single seated flat type accommodation as recommended by the Commission. Hostel fee @ Rs..... per month w.e.f..... is being charged from him/her

Registrar

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	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(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.

UNIVERSITY GRANTS COMMISSION
SELECTION & AWARD BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG, NEW DELHI-110 021

JOINING REPORT

UGC SCHEME FOR AWARD OF POST DOCTORAL FELLOWSHIP TO
WOMEN CANDIDATES

Name of Fellow:

Award letter number and date :

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

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

Signature
Date
Name of the Candidate

Signature
Name
Date
**Head of Department
(Seal)**

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

UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARD BUREAU)
SOUTH CAMPUS, DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI – 110 021.

UTILISATION CERTIFICATE

Certified that an amount of Rs. (Rupees.....
.....) sanctioned vide letter number dated
..... released to Dr. in respect of Post Doctoral
Fellowship/Contingency/ HRA/ Departmental Assistance, etc. under the scheme of Post Doctoral
Fellowship has been utilized for the purpose for which it was sanctioned in accordance with the
terms and conditions laid down by the UGC. Out of the grant sanctioned to
Ms....., the unspent balance of Rs. has been carried
forward/refunded vide demand draft number dated..... for Rs.....

**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	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)

**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARD BUREAU)
SOUTH CAMPUS, DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI – 110 021.**

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

1. Name of Post Doctoral 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 (tracing and ammonia printing):

C- Stationery :

D- Postage

E- Chemical and electrical goods:

F- Travel/fieldwork:

1- Period for which the contingency grant is payable:

Certified that the expenditure of Rs.(Rupees.....) out of the contingency grant of Rs.(Rupees.....) sanctioned vide Commission letter number F..... dated..... 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	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(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.

UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARD BUREAU)
SOUTH CAMPUS, DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI – 110 021.

FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE
AND THE UTILISATION CERTIFICATE UNDER THE SCHEME OF
(UGC POST DOCTORAL FELLOWSHIP)

Name of Post Doctoral Fellow:

Award letter number and date:

Name of the scheme under which she is working

Period to which the accounts of contingency grant relates:

Expenditure :

From: to.....

Amount Dated

- a. Stores:
- b. Purchases:
- c. Technical and clerical assistance:
- d. Repairs: Electricity of which the Departmental Assistance is payable: Period for which the Departmental Assistance is payable:

Certified that the expenditure of Rs.(Rupees.....) out of the Departmental Assistance of Rs. (Rupees.....) sanctioned vide Commission letter number F..... dated..... 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 for utilization of contingency grants.

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	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(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.

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BENITO JUAREZ MARG
NEW DELHI – 110 021.**

HALF YEARLY PROGRESS REPORT

1. Name of the Post Doctoral Fellow:
2. Award letter number and date:
3. Topic of research work:
4. Total number of working days during the period:
5. Number of days the fellow remained on leave (with dates):
 - a. With fellowship, number of days: from..... to.....
 - b. Without Fellowship, number of days: from..... to.....
6. Number of days the Post Doctoral Fellowship remained out of station for fieldwork/travel, with dates and places visited:
 - a. Number of days: from..... to.....
 - b. Places visited.....
7. Number of days the Post Doctoral Fellowship remained present at the University/Institution/College:
8. Publications during the period under report (please enclose a reprint of each): Title of article/paper.
9. Teaching work done during the period under report:
 - (a) Number of periods taken per week at B.Sc./B.A level:
 - (b) Number of periods taken per week at M.Sc./M.A. level:
10. Title of the monograph written during the period under report:
11. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):
12. Comments of the supervisor on the progress of the research work during the period under report:

Signature	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)