



**University Grants Commission
Bahadurshah Zafar Marg,
New Delhi-110002**

ADVERTISEMENT FOR THE POST OF SECRETARY, UGC

Applications are invited for filling up the post of Secretary, University Grants Commission in the Pay Level-15 Rs. 1,82,200-2,24,100/- in the Pay Matrix (Pre-revised Rs. 67000-79000/-) plus admissible allowances, as applicable from time to time, by transfer on deputation/contract basis. The application should be **filled online** for which the last date is **28.09.2017**. The hard copy of the filled-in online application along with all the relevant documents should be sent to the Joint Secretary (Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002 through proper channel by **06.10.2017**. The details alongwith proforma for application are available on UGC website www.ugc.ac.in.

Secretary

**ADVERTISEMENT FOR THE POST OF SECRETARY, UGC, NEW DELHI ON
DEPUTATION/CONTRACT BASIS**

Online applications are invited for the post of Secretary, UGC in the scale of pay of Level-15 Rs. 1,82,200-2,24,100/- in Pay Matrix (Pre-revised ₹67000-79000/-) plus admissible allowances as admissible to University Grants Commission employees on deputation/contract basis.

2. The appointment on deputation basis will be subject to the condition laid down by the Government of India DOPT OM No. 06/08/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. The qualification experience and other details required for the post are as under

i.	Method of selection and tenure	By transfer on deputation or on contract.
ii.	Eligibility	<p>1. A person who has served or is serving as a Professor/Scholar in a University or any Institution of Higher Education / Research with at least 10 years experience of teaching at post-graduate level or guiding research and experience of educational administration.</p> <p style="text-align: center;">OR</p> <p>2. Officers of Central/ State Governments or Public enterprises not below the rank of Joint Secretary to the Government of India.</p> <p style="text-align: center;">OR</p> <p>3. Officers of Universities, research institutes and academic organizations not below the rank of Registrar or equivalent with at least 10 years' experience in that capacity.</p> <p><i>Note: Officers of University Grants Commission of the rank of Additional Secretary and equivalent will also be eligible for consideration.</i></p>

3. The appointment will be made on a tenure basis for a term of 5 years, renewable for one more terms of 5 years, both being subject to the age of retirement applicable to the employees of the Organization from which a person is appointed on deputation or on contract.

4. The persons so appointed will be eligible to CGHS facility and residential accommodation under the General Pool of the Directorate of Estates, New Delhi.

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5. Process of application:

The application form is **to be filled online** and print out of complete application form, from the website should be sent to UGC through proper channel along with all necessary documents. The application form can be filled online at www.ugc.ac.in/jobs. The candidates are requested to go through the application process available on the above website.

- The application forms can be filled up online from **31/08/2017**.
- Last date for filling up online form is **28.09.2017(midnight)**.
- Last date for receiving hard copies of applications through proper channel is **06.10.2017**.

Merely filling up online form does not mean that the application has been submitted. The applicants are requested 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 Joint Secretary (Admn.), Universality Gants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002. Incomplete applications and /or application not in the prescribed proforma shall not be entertained. The application received after due date will not be considered. UGC will not be responsible for any postal delay.

6. How to Apply - Guidelines for filling Online Application

- 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.
- Candidates should first scan their photograph in JPEG Format. The digital size of file should be less than 200 kb.
- 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.
- Candidates to visit UGC website i.e. www.ugc.ac.in/jobs and follow the instructions given on the website.
- 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.
- The Candidate must ensure to furnish correct Mobile No. And E-mail Id to receive registration confirmation and other communications from time to time.

While applying online 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 fulfill 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.

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7. The applications complete in all respects along with attested copies of ACR /APAR for last five years be also sent. A certificate to this effect that neither any vigilance/disciplinary enquiry/proceedings held, pending, contemplated against him/her in the office, duly certified by CVO, may be enclosed by the cadre controlling authority while forwarding the application. Details of penalty imposed, if any, during last ten years may also be indicated by the cadre controlling authority.

8. Incomplete applications and/or application not in the prescribed proforma shall not be entertained. 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.

9. The University Grants Commission reserves its right to make the appointment or not to fill up the post and the decision of the Commission in this regard shall be final.

**PROFORMA FOR APPLICATION FOR THE POST OF SECRETARY
IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.**



1.	Post applied for																																																	
2.	Name of the Applicant																																																	
3.	Date of Birth																																																	
4.	Age as on 28.09.2017																																																	
5.	Category (SC/ST/OBC/PH/General)																																																	
6.	Address for correspondence																																																	
7.	Contact Details:																																																	
7.(a)	Telephone No. (Office & Residence)																																																	
7.(b)	Mobile No.																																																	
7.(c)	Email id:																																																	
7.(d)	Fax No.																																																	
8.	Cadre to which belongs																																																	
9.	Title of the substantive post in the parent organization along with scale of pay and grade pay																																																	
10.	Age of superannuation in the substantive post held in parent organization																																																	
11.(a)	Current Post held along with Scale of Pay and Grade Pay																																																	
11.(b)	No. of years for which current scale of pay and Grade pay is drawn																																																	
12.	Educational Qualifications:																																																	
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;">S. No.</th> <th style="width: 15%;">Degree/ Diploma*</th> <th style="width: 15%;">College/ University/ Board</th> <th style="width: 10%;">Year of Passing</th> <th style="width: 10%;">Major subject offered</th> <th style="width: 10%;">Marks obtained</th> <th style="width: 15%;">Percentage of marks obtained alongwith Division</th> <th style="width: 10%;">Specialization</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Under Graduation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Post Graduation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>M.Phil</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>Ph.D.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Any Other (Pl. indicate)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		S. No.	Degree/ Diploma*	College/ University/ Board	Year of Passing	Major subject offered	Marks obtained	Percentage of marks obtained alongwith Division	Specialization	1.	Under Graduation							2.	Post Graduation							2.	M.Phil							3.	Ph.D.							4.	Any Other (Pl. indicate)						
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4.	Any Other (Pl. indicate)																																																	
	* Self attested copies of all relevant documents should be enclosed. Originals are to be produced at the time of Interview.																																																	

13.	Details of employment in descending order (At least for the last 15 years starting from the present post)					
	Previous Post	Address of Organization/Employer's Address	Service period From _____ To _____	Nature of work		
				Teaching	Research	Administration
14.	Whether any vigilance/disciplinary case either pending or contemplated against you? If yes, give details.					
15.	Any other relevant information					

Declaration

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief. I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

Applicant's Signature with Name

Forwarding by Head of the Institution

I hereby forward the aforesaid application of Mr./Mrs. _____ working as _____ for the post of _____. This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

Name in Block letters: _____

Office Seal

Place:
Date: