

**GUIDELINES FOR XII
PLAN**

**RAJIV GANDHI NATIONAL FELLOWSHIP
FOR SC CANDIDATES**

2012-2017



UNIVERSITY GRANTS COMMISSION

RAJIV GANDHI NATIONAL FELLOWSHIP (RGNF) FOR SCHEDULED CASTE CANDIDATES

1. INTRODUCTION:

The Rajiv Gandhi National Fellowship (RGNF) Scheme for Scheduled Caste is formulated and funded by Ministry of Social Justice & Empowerment. The scheme is open to candidates who belong to Scheduled Caste and are pursuing higher studies such as regular and full time M.Phil. and Ph.D. degrees in Sciences, Humanities, Social Sciences and Engineering & Technology. There are 2000 slots for Scheduled Caste every year for all the subjects. 3% fellowships are reserved for Persons with Disabilities candidates belonging to SC categories as per provision laid down by the Government of India.

2. OBJECTIVE:

The objective of the scheme is to provide five year fellowships in the form of financial assistance to students from SC categories, as notified by the Central Government to pursue higher studies such as M.Phil. and Ph.D. at Indian Universities/Institutions/Colleges as indicated below:

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

3. TARGET GROUP:

The candidates belonging to one of the SC categories who have passed the post graduation examination in concerned subject and who are pursuing full time research without JRF of UGC-NET or UGC-CSIR NET.

4. ELIGIBILITY:

A candidate has to fulfil the following conditions to be eligible for award of this fellowship:-

- i. The candidate should belong to SC/ST and should have passed the Passed the Post Graduate Examination.

- ii. The Candidate must be registered for M.Phil./Ph.D.
- iii. Transgender candidates are eligible to apply under the scheme. The reservation shall be followed as per government of India norms.

5. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:

The tenure of fellowship is initially for five years under the RGNF-SC Scheme. Before expiry of this period, the work of the Fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the University/Institution/College.

If the research work is found satisfactory, his/her tenure will be extended further for a period of five year under the enhanced emoluments of the Rajiv Gandhi National Fellowship SC. The recommendation of the Committee shall be submitted to the UGC designated agency for Upgradation to the level of RGNF-SRF in the prescribed proforma (**Annexure- VI**)

The work done and the time spent on scholarship or fellowship of any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D.

In case the work for the first two year is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as Rajiv Gandhi National Junior Fellow. In such cases work will be evaluated again before third year of the tenure, and if improvement is found the Fellow will get two more year RGNF at enhanced rates (SRF). In case the candidate is not considered suitable for upgradation, the fellowship for the remaining tenure will be at JRF rates.

6. DISTRIBUTION OF FELLOWSHIP:

- i. The total number of fellowship each year will 2000.
- ii. In case the numbers of candidates exceed the number of available slots, UGC will select the candidates for the fellowship based on the percentage of marks obtained by them in their qualifying Post Graduation examination.
- iii. The reservation for differently abled students shall be made as per UGC norms and in a horizontal manner.
- iv. Scholars will be selected under the scheme in all domains of knowledge.

7. DURATION OF FELLOWSHIP:

Name of the Course	Maximum duration	Admissibility of JRF and SRF	
		JRF	SRF
M.Phil.	2 years or submission of dissertation whichever is earlier	2 years	Nil
M.Phil./Ph.D.	5 years from commencement of fellowship or submission of Ph.D. thesis whichever is earlier	2 years	Remaining 3 years
Ph.D.	5 years or submission of Ph.D. thesis whichever is earlier	2 years	Remaining 3 years

8. AMOUNT OF FELLOWSHIP:

The rate of fellowship for JRF and SRF will be at par with the UGC Fellowship as amended from time to time. Presently these rates are as follows:-

Fellowship (w.e.f. 1st December, 2014)

Fellowship in Sciences, Humanities, and Social Sciences	@Rs. 25,000/-p.m. initial two year @Rs.28,000/- p.m. for remaining tenure	JRF SRF
Contingency	@Rs.10,000/-p.a. for initial two year (JRF) @Rs.20,500/-p.a. for remaining tenure(SRF)	Humanities & Social Sciences
Contingency	@Rs.12,000/- p.a. initial two year (JRF) @Rs.25,000/-p.a. for remaining tenure (SRF)	Science, Engg. & Technology
Escorts/Reader assistance	@Rs.2,000/- p.m. in case of physically handicapped & blind candidates.	All Subjects
HRA	As per Govt. of India norms.	All Subjects

9. HOUSE RENT ALLOWANCE:

9.1 Suitable single-seated hostel accommodation may be provided to the candidates in the institutions. In such cases, the fellow is eligible to draw only hostel fees excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Director/Principal. HRA is not permissible for those candidates who are staying in Hostel accommodation.

9.2 In case of non-availability of hostel accommodation, the fellow may be provided with single accommodation by the host institution. In such cases, the rent

paid by the fellow on actual basis may be reimbursed subject to the ceiling of HRA as per Govt. of India norms.

9.3 If the fellow makes her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Govt. of India.

Note : In all the above cases, the fellow will submit a relevant certificate (Annexure-VI) through the concerned University/College/Institute to the identified Agency for settling the claim.

10. MEDICAL:

No separate /fixed medical assistance is provided. However, the fellow may avail of the medical facilities available in the University/Institution/College.

11. LEAVE:

- i. Leave for maximum period of 30 days in a year in addition to public holiday may be taken by the candidate. However, they are not entitled to any other vacation, such as summer, winter and pooja vacations.
- ii. Candidates are eligible for maternity/ paternity leave at full rates of the fellowship as per Govt. of India rules once during the tenure of the award.
- i. **Academic Leave:** The Fellow may be allowed academic leave (without fellowship and other emoluments) for a period not exceeding one year during the tenure of award for academic/teaching assignment /foreign visit in connection with research work.

The expenditure on travel cannot be claimed from UGC. The period of leave without fellowship will be counted towards the tenure.

If the awardee wishes to apply for any other fellowship/paid assignment/examination conducted by a public body during the tenure of the fellowship, he/ she is not required to obtain NOC from UGC. In case of selection, the candidate would be required to tender resignation from the Rajiv Gandhi National Fellowship.

Note:All kind of leave shall be approved by the University/Institute/College.

12. PROCEDURE FOR APPLYING FOR THE SCHEME:

The applications are invited through online mode once in a year through advertisement in leading newspaper and Employment News from, the candidate belonging to SC category fulfilling the eligibility conditions under the scheme. A short notification will also be uploaded on the UGC website www.ugc.ac.in incomplete applications will not be placed before the Expert Committee. Candidates have to apply strictly as per instruction given in online application portal **e-SARTS** (http://www.ugc.ac.in/ugc_schemes/).

13. AADHAR SEEDING:

The Ministry of Human Resource Development, Government of India vide its letter D.O. No. 18-7/2013-U1A dated 10th 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.

14. SELECTION PROCEDURE :

The applications received will be scrutinized by a screening Committee. The decision of the Commission will be final. The Commission reserve the right to withdraw/cancel the award without assigning any reason. Result shall be published on UGC website. Award letters can be downloaded from UGC online application portal. The effective date of release of fellowship shall be 1st April of the selection year or the actual date of joining the fellowship whichever is later.

15. 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.

15. PROCEDURE FOR RELEASE OF GRANT:

The fellowship amount shall be disbursed through UGC designated agency into the bank account of the awardee directly. The list of designated branches of UGC identified agency is available on the UGC portal i.e. www.ugc.ac.in. 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 as at **Annexure-I**. 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 disbursal of funds.

- i. At the end of every three months the fellow shall submit a 'Continuation Certificate' in the prescribed proforma. **Annexure-II**. 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 its Yearly Progress Report in the proforma prescribed by the UGC as given in **Annexure-III**.
- 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**.

- iv. Fellow/awardee shall submit and present its HRA Certificate in the prescribed proforma **Annexure-V**.

Note : The approved Agency may verify the genuineness of records before disbursement of funds

16. DISBURSEMENT OF FELLOWSHIP (old cases/legacy case):

UGC has developed a dedicated web portal (available on UGC website) at <https://scholarship.canarabank.in/AdminLogin.aspx> for capturing data for eligible scholars through which legacy (Non-DBT) shall be transferred on DBT platform. The Universities/Institutions/Colleges will submit the master data of the eligible beneficiaries on the portal with a unique users profile (use name and password). The bank accounts 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 (regarding continuation, HRA, up-gradation, resignation etc.) 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.

17. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME:

i) The fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/selection committee. The fellow shall present to the university, through his/her supervisor, yearly progress reports and the University/Institution/College will maintain a record of progress by obtaining the same.

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

iii) The Fellow with the consent of the guide/head of department, may assist the University/institution/College in its academic work, including tutorials, evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.

iv) If the Fellow is availing any other fellowship/ project from any other organization at the time of selection, he/she shall be required to surrender one award.

v) Feedback:

The Fellow shall have to submit feedback in form of the report on the research work done. After completion of the research work the fellow shall submit research work in the INFLIBNET repository along with two research papers published (1 International and 1 National).

- 1 National/International publications at the time of submitting three member assessment committee report.
- 1 National/International publications by the end of the tenure.

vi) The fellow will be required to submit Ph.D./M.Phil. completion certificate after successfully submitting the comprehensive report of the research work and the publications in the UGC-INFLIBNET repository.

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

18. OTHER CONDITIONS:

The University/Institutions/College shall admit the fellows under RGNF-SC scheme for research leading to M.Phil or Ph.D irrespective of the stipulated number of research students assigned to the Supervisor or the Department in the concerned subjects.

19. RESIGNATION:

If the fellow wishes to leave the fellowship before the end of the tenure, the information regarding relinquishment may be informed to the identified Agency under intimation to UGC. Grant will be released upto the date of relinquishment, provided it is whether the total tenure of fellowship.

20. TRANSFER:

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

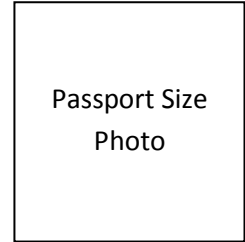
21. CANCELLATION OF AWARD:

The fellowship is liable to cancellation, in case of:

- i. Misconduct.
- ii. Unsatisfactory progress of research work.
- iii. Candidate is later found ineligible.
- iv. Candidate is already availing scholarship/fellowship from any other sources.
- v. Candidate if found employed during the M.Phil/Ph.D research.
- vi. Any false information furnished by the applicant or any fraudulent activity by the Scholar/Fellow/Research Awardees.

ANNEXURE-I

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002**



JOINING REPORT

RAJIV GANDHI NATIONAL FELLOWSHIP FOR SC STUDENTS

Name of Fellow:

Award letter number and date:

This is to certify that Mr./Ms. has joined the Department of..... in this Institution/College/University affiliated to University for doing (M.Phil./Ph.D.) in the subject ofunder the above scheme of the Rajiv Gandhi National Fellowship for SC students of University Grants Commission with effect from.....(F.N./A.N.).

His/her date of registration is

This is to certify that he/ She belongs to category. His/her parental income is Rs. per annum.

The score of the candidate in the post graduation examination is as follows:

Max. Marks		In case of grade point system, CGPA obtained	
Marks obtained		Equivalent percentage	
Percentage			

He/she will be provided with all necessary facilities during his/her tenure of award. The terms and conditions of the offer are acceptable to Awardee. Also certified that fellow shall not accept/hold any emoluments paid or otherwise or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award.

Signature
Name
Date
(Awardee)
Ph. /Mobile No.
e-mail :
Bank A/c No.
IFSC Code :
12-digit unique (aadhaar) number, if you have:

Signature
Name
Date
(Head of Deptt.)
Seal of HoD
Ph. No.

Signature
Name
Date
(Registrar / Director / Principal)
Seal of University / Institution / College
Ph. No.

MICRcode:

**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARD BUREAU)
BAHADUR SHAH ZAFAR MARG
NEWDELHI-110002**

CONTINUATION CERTIFICATE

**RAJIV GANDHI NATIONAL FELLOWSHIP (RGNF) FOR SCHEDULED CASTE
CANDIDATES**

This is to certify that Mr/Ms. _____

Research scholar is pursuing MPhil/ Ph.D/ Integrated Ph.D in the subject of

_____ in the Department _____

under the above scheme for the quarter from _____ to _____.

Signature

Date

**Name of the
Candidate**

Signature

Name

Date

**Head of
Department
(Seal)**

Signature

Nam

Date

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

**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARDS BUREAU)
BAHADUR SHAH ZAFAR MARG,
NEW DELHI- 110002**

YEARLY PROGRESS REPORT

1. Name of the Fellow:
2. Award letter number and date:
3. Topic of research work:
4. Date of commencement of research: a) At the university: b) Under the Fellow for SC/ST:
5. Period of Progress Report:
6. Total number of working days during the period:
7. 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.....
8. Number of days the Fellow remained out of station for fieldwork/travel, with dates and places visited: a) Number of days: from..... to..... b) Places visited.....
9. Number of days the Fellow remained present at the University/Institution/ College:
10. Publications during the period under report (please enclose a reprint of each):Title of article/paper.
11. 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:
12. Title of the monograph written during the period under report:
13. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):
14. Comments of the supervisor on the progress of the research work during the period under report:

Signature

Signature

Signature

Name

Name

Name

Date :

Date :

Date:

Name of the Candidate

Head of the Deptt.
(Seal)

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.

UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARDS BUREAU)
BAHADUR SHAH ZAFAR MARG, NEW DELHI- 110002

FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE
UTILISATION CERTIFICATE

- 1. Name of 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	Signature	Signature
Name	Name	Name
Date :	Date :	Date:
Name of the Candidate	Head of the Deptt. (Seal)	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.

H R A CERTIFICATE

Certificate No.1

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

Registrar/Director/Principal Or

Certificate No.2

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

Registrar/Director/Principal Or

Certificate No.3

Certified that Mr./Ms has been provided accommodation in the hostel. But he/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/Director/Principal 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.

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM RGNJRF TO RGNSRF UNDER THE SCHEME OF RAJIV GANDHI NATIONAL FELLOWSHIP

Assessment for upgradation of Mr./Mrs. _____ working RGNJRF at the Department of _____ of _____ University/Institution/College _____ on completion of two years on date _____.

CONSTITUTION OF THE COMMITTEE

(Name and designation)

1. [1 Outside Subject Expert- other than same Univ./Instt./College]
2. [Supervisor of Research Scholar]
3. [Head of the Department]

Date of joining:

Ph.D. registration No.:

Date of meeting: Time:

VENUE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows.

RECOMMENDATIONS

(Strike out whichever is not applicable)

In view of the outstanding/very good/satisfactory performance of the RGNJRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations.

Mr./Mrs./Ms. _____ maybe upgraded from **RGNJRF to RGNSRF** with effect from _____.

Signature
Name
Supervisor

Signature
Name
Head of Department
(Seal)

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

ANNEXURE - II

**UNIVERSITY GRANTS COMMISSION
(SELECTION & AWARD BUREAU)
BAHADUR SHAH ZAFAR MARG
NEWDELHI-110002**

CONTINUATION CERTIFICATE

**RAJIV GANDHI NATIONAL FELLOWSHIP (RGNF) FOR SCHEDULED CASTE
CANDIDATES**

This is to certify that Mr/Ms. _____

Research scholar is pursuing MPhil/ Ph.D/ Integrated Ph.D in the subject of

_____ in the Department _____

under the above scheme for the quarter from _____ to _____.

Signature

Date

**Name of the
Candidate**

Signature

Name

Date

**Head of
Department
(Seal)**

Signature

Nam

Date

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