

GUIDELINES FOR XII PLAN

**RAJIV GANDHI NATIONAL FELLOWSHIP FOR
SC/ST CANDIDATES**

2012-2017



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



UNIVERSITY GRANTS COMMISSION
RAJIV GANDHI NATIONAL FELLOWSHIP (RGNF) FOR
SCHEDULED CASTE/SCHEDULED TRIBE CANDIDATES

INTRODUCTION

The Rajiv Gandhi National Fellowship (RGNF) Scheme for Scheduled Caste and Scheduled Tribes is formulated and funded by Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs. The scheme is open to candidates who belong to Scheduled Caste & Scheduled Tribe and wish to pursue 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 and **667** slots for Scheduled Tribe candidates every year for all the subjects.

OBJECTIVE

The scheme has been initiated keeping in view the social background of the candidates for the deprived section of the society and to provide them opportunity to undertake advanced studies and research. The objective of this award is to provide fellowships in the form of financial assistance to unemployed students belonging to SC/ST to pursue higher studies leading to M.Phil and Ph.D degrees (full-time) in Sciences, Humanities and Social Sciences and Engineering & Technology, in Indian Universities/Institutions/ Colleges approved under Section 2(f) and 12(B) of the UGC Act. and in Non-Universities/Institutions.

TARGET GROUP/ELIGIBILITY

TARGET GROUP: Unemployed SC/ST Candidates who have passed the Post Graduate examination in concerned subject and who desire to pursue full-time research without JRF of UGC-NET or UGC-CSIR NET.

ELIGIBILITY: The candidate should belong to SC/ST and should have passed the Post Graduate examination. The selection will be made on the basis of merit of the candidates. The candidate must get himself/herself registered for M.Phil./Ph.D at the first available opportunity but not later than within a period of two years from the receipt of award letter. This period is not extendable. However, the actual payment of fellowship will be made with effect from the date of joining only.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:

The tenure of fellowship is initially for two years under the RGNF 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 three years under the enhanced emoluments of the Rajiv Gandhi National Senior Research Fellowship (RGNSRF). The recommendation of the Committee shall be submitted to the UGC for upgradation to the level of RGNSRF.(Annexure-VIII). The work done and the time spent on scholarships or fellowships 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 years 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 Research 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 years under the RGNSRF. Thus, the total period of fellowship (RGNJRF and RGNSRF) is for five years, with no further provision of extension.

The fellow doing M.phil will be paid fellowship amount upto the period of 02 years or the date of dissertation whichever is earlier. The fellow doing Ph.D will be paid fellowship amount upto 5 years or the date of viva whichever is earlier.

The payment of fellowship for the gap period from M.Phil to Ph.D may be made and shall be counted in the total tenure of the fellowship i.e. for five years if the candidates are actually working in the university during the gap period. However the total period of the fellowship shall remain fiveyears. The gap period for the registration in Ph.d after completion of M.Phil is one year.

THE CANDIDATE WOULD BE ELIGIBLE FOR FOLLOWING FINANCIAL ASSISTANCE.

The amount of fellowship/contingency etc. must be paid to the fellow by the University/Institute/College in the first week of every month in respect of selected candidates prior to 2011-12 thereafter e-payment is optional towards payment of grant in respect of selected candidates 2011-12 onwards

Fellowship in Science, Humanities and Social Science	@ Rs. 16000/- p.m. for initial two years @ Rs. 18000/- p.m. for remaining tenure	JRF
Contingency A	@ Rs. 10000/- p.a. for initial two years @ Rs. 20500/- p.a. for remaining tenure	Humanities & Social Sciences
Contingency B	@ Rs. 12000/- p.a. for initial two years @ Rs. 25000/- p.a. for remaining tenure	Science, Engg. & Technology
Departmental Assistance	@ Rs. 3000/-p.a. per student to the host institution for providing infrastructure	All Subject
Escorts/Reader assistance	@ Rs. 2000/- p.m. in cases of physically handicapped & blind candidates	All Subject
HRA	As per rules of the University/ Institutions	All Subject

HOUSE RENT ALLOWANCE : Suitable single-seated hostel accommodation may be provided to RGNJRF candidate in the University/Institution/College. In case of non-availability, HRA as per rules of the university/ institution/ college will be paid to the Fellow subject to the submission of an HRA certificate through the Registrar/Director/Principal. Rajiv Gandhi National Junior Research Fellow provided with accommodation in a 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/Principal (**Annexure II**). If the fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of the cities by the Government of India. The fellow will submit a certificate for the purpose to the UGC for claiming HRA through the concerned University/Institution/College.

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

Leave: The candidates are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations. Women candidates are

eligible for maternity leave of 135 days at full rates of fellowship once during the tenure of their award.

In special cases Rajiv Gandhi National Junior Research Fellow may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. RGNJRF/RGNSRFs are advised to apply for leave through University/Institution/Colleges well in advance for the approval of the Commission.

PROCEDURE FOR APPLYING FOR THE SCHEME

Applications are invited through online mode once in a year through advertisement in leading newspapers and Employment News. The same is also uploaded in the UGC Website www.ugc.ac.in. The selection is made on the basis of merit and as per the procedure of the Commission.

PROCEDURE FOR APPROVAL OF THE UGC

Applications received will be scrutinized, and short listed by the Commission. The decision of the Commission will be final and binding. The Commission reserves the right to withdraw/cancel the award without assigning any reason. On completion of the above formalities, the Joining Report of the candidate, duly signed by the supervisor/head of department is to be sent to the UGC through the Registrar/Director/Principal. On receipt of the Joining Report and other required documents (**Annexure III**), the admissible grant for the first year will be released or the concerned university will be informed to release the grant from the funds already sanctioned by the Commission for this purpose.

PROCEDURE FOR RELEASE OF GRANT

On receipt of UGC approval/award letter, the institutions/Bank may pay the fellowship amount to the fellows and meet expenses from the grants paid by the Commission for the purpose in accordance with the rules. For the release of subsequent installments of the grant, that is, fellowship, contingency and departmental assistance, etc., a Utilisation Certificate along with a

statement of expenditure incurred may be sent to the Commission by the concerned University/Institution/College (**Annexures IV, V, VI and VII**). At the end of every three months a Continuation Certificate in the prescribed form (**Annexure-I**) . the designated branch of the Bank

PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

1. 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.
2. The fellow shall present to the university, through his/her supervisor, half-yearly progress reports ending the month of June and December, and the University/Institution/College will maintain a record of progress by obtaining the same.
3. If a fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the University/Institution/College and the Commission. The fellow should also obtain prior permission of the University/Institution/College and Commission for appearing in any examination conducted by any University/Institution/College or public body.
4. The fellow shall not accept or hold any appointment, paid or otherwise, or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award. 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.
5. The fellowship may be terminated at any time without assigning any reasons and the Commission's decision in this regard shall be final and binding. No extension is permissible beyond the total period of five years and Awardee ceases to be a RGNJRF/RGNSRF immediately after expiry of the tenure.

OTHER CONDITIONS:

The University/ Institution/College shall admit the fellows under RGNF 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.

TRANSFER OF FELLOWSHIP:

The Fellow will be permitted to transfer the fellowship from one University/Institution/College to another University/Institution/College under special circumstances with prior approval of the UGC on the basis of “No Objection Certificate” from both Universities/ Institution/College. However, the Fellow shall be relieved by the previous University/Institution/College only after his accounts are settled and unspent balance if any, refunded to the UGC.

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

CONTINUATION CERTIFICATE

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

This is to certify that _____

has continuously working in the Department _____

in the subject under the above scheme for the quarter from _____ to _____

Signature

Date

**Name of the
Candidate**

Signature

Name

Date

**Head of
Department
(Seal)**

Signature

Name

Date

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

HRA 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

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

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

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
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002
SA-III SECTION

JOINING REPORT

RAJIV GANDHI NATIONAL FELLOWSHIP FOR SC/ST CANDIDATES

Name of Fellow:

Award letter number and date or UGC Circular number and date:

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

He/ She belongs to (mention SC or ST)

His/Her date of registration is

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

ANNEXURE IV

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002
SA-III SECTION

UTILISATION CERTIFICATE ONLY FOR FELLOWSHIP AND HRA

Certified that an amount of Rs..... (Rupees) sanctioned vide letter numberdated..... released to in respect of **Rajiv Gandhi National Junior Research Fellowship/ Rajiv Gandhi National Senior Research Fellowship/HRA etc.** under the scheme of '**Rajiv Gandhi National 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 Mr./Ms. the unspent balance of Rs. has been carried forward/refunded vide demand draft number dated..... for Rs..... The details of expenditure incurred are as under:-

- | | |
|----------------------------|-----------|
| 1. Fellowship | Rs. _____ |
| 2. Coningency | Rs. _____ |
| 3. Departmental Assistance | Rs. _____ |
| 4. H.R.A. | Rs. _____ |
| Total :- | 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	Date	Date
Name of the Candidate	Head of Department (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
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002
SA-III SECTION

FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE
UTILIZATION CERTIFICATE

1. Name of the Fellow :
2. Code number :
3. Name of the scheme under :
which he/she is working
4. Period for which the account :
of contingency grant relates
5. Expenditure: From _____ to _____
Amount Dated
 - (a) Books and allied items :
 - (b) Typing (Tracing & ammonia
printing) :
 - (c) Stationery :
 - (d) Postage :
 - (e) Chemical & electrical goods :
 - (f) Travel/field work :
6. Period for which the contingency :
grant is payable

Certified that the expenditure of Rs. _____ (Rupees _____
_____) out of the
contingency grant of Rs. _____ 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
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002
SA-III SECTION

FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE AND THE
UTILISATION CERTIFICATE

1. Name of the Fellow :
2. Award letter number and date:
3. Name of the scheme under :
which he/she is working
4. Period for which the account :
of contingency grant relates
5. Expenditure: From _____ to _____

	Amount	Dated
(a) Stores :		
(b) Purchase :		
(c) Technical and clerical assistance :		
(d) Repairs :		
(e) Electricity for which Departmental Assistance is payable :		
(f) Period for which the Departmental Assistance is payable :		

Certified that the expenditure of Rs. _____ (Rupees _____
_____) out of the
Departmental Assistance of Rs. _____ 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.

ANNEXURE VII

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002
SA-III SECTION**

HALF YEARLY PROGRESS REPORT W.E.F. _____

1. Name of the Fellow:
2. Number and date of award letter :
3. Detail of research:
 - a) Topic of research:
 - b) Is the Fellow working on the topic for the award of a doctorate degree?
 - c) If so, the date of registration with the university:
4. Date of commencement of research:
 - a) At the university:
 - b) Under the RGN Fellowship:
5. Total number of working days during the period:
6. 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.....
7. Number of days the Fellow remained out of station for fieldwork/travel with dates and place visited:
 - a. Number of days..... from..... to.....
 - b. Places visited:
8. Number of days the Fellow remained present at the university/institution/college:
9. Title of the article/paper published during the period under report:
(Please enclose reprint of each)
10. Title of monograph written during the period under report

11. Teaching work done during the period under report :
 - a. Number of periods taken per week in graduate course
 - b. Number of periods taken per week under post graduate course

12. A detailed account of the work done during the period (A separate sheet may be attached for the purpose):

13. Comments of the supervisor on the progress of the research work during the period under report:

Signature
Date
Name of the Candidate

Signature
Name
Date
Head of Department
(Seal)

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

ANNEXURE-VIII

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. _____ RGNJRF working 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. _____ may be upgraded from RGNJRF to RGNSRF.

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