



**ADVERTISEMENT FOR THE POST OF DIRECTOR  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC),  
BENGALURU, KARNATAKA**

UGC invites applications for the post of Director for NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC), Bengaluru.

National Assessment and Accreditation Council (NAAC) is an autonomous body established in 1994 under section 12(ccc) of the UGC Act, 1956 to assess and accredit institutions of higher learning. The main objectives of assessment and accreditation are to grade institutions of higher education and their programmes, stimulate the academic environment and quality of teaching and research in these institutions, help institutions realize their academic objectives, promote necessary changes, innovations and reforms in all aspects of the institutions working for the above purpose and to encourage innovations, self-evaluation and accountability in higher education at Indian Universities/Institutions.

The Director is the executive authority and shall be responsible for the proper administration, co-ordination and provide leadership to the Centre. The Director of the Centre will be an eminent academician.

The term of appointment will be for five years or till the Director attains the age of sixty-five years, whichever is earlier.

The emoluments will be the same as those of the Vice-Chancellors of Central Universities.

Persons employed in Government Departments and Autonomous Organizations should apply through proper channel, along with the vigilance clearance.

**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](http://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.
- Last date for filling up online form is **12<sup>th</sup> February, 2018**.
- Last date for receiving hard copies of applications through proper channel is **19<sup>th</sup> February, 2018**.

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 (Inter-University Centres), University Grants 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.

#### **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](http://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.

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.

**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.

Applications in the prescribed format complete in all respect should be sent to the **Joint Secretary (Inter-University Centres), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002**. Format of the applications can be downloaded from [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs).

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  
DIRECTOR, NATIONAL ASSESSEMENT AND ACCREDITATION COUNCIL (NAAC),  
BENGALURU, KARNATAKA**



1.	Name of the Applicant	
2.	Present position & official address	
3.	Qualification (s)	
4.	Date of Birth	
5.	Age as on last date of receipt of application	
6.	Present Position	
7.	Present Scale of Pay	
8.	Date of attaining professor/equivalent in grade pay.	
9.	Total No. of years of Experience in Professor (in the Grade Pay of Rs.10,000/-equivalent Grade	
10.	Forwarding from Institution/Vigilance Certificate	
11.	Category (SC/ST/OBC/PH/General) (Please attach a self-attached copy)	
12.	Telephone No. and Mobile No.	
13.	Email id:	

14.	Age of superannuation in the substantive post held in parent organization					
15.	Details of employment in descending order (for the last 15 years)					
	Previous Posts along with scale of pay and grade pay	Address of Organization/ Employer's Address	Service period From..... .... To..... ...	Nature of work		
				Teaching	Research	Administration

16.	<b>Educational Qualifications:</b>							
	Sl. No.	Degree/Diploma	College/ University/ Board	Year of Passing	Major subjects offered	Marks obtain/Total Marks	Percentage of marks obtained along with Division	Specialization
	1	SSC						
	2	HSC						
	3	Graduation						
	4	Post Graduation						
	5	Ph.D.						
	6	Any Other						
17.	Details of research publications (with impact factor), books and other works. (Attach separate sheets if required)							
18.	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 for this post, if any of the above information is found to be false or incorrect 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./Ms..... 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 Organisation

Place:

Name in block letters

Office Seal

Date: