

**JUNIOR RESEARCH FELLOWSHIP
IN
SCIENCES, HUMANITIES AND SOCIAL SCIENCES**



ज्ञान-विज्ञान विमुक्तये

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

Website: www.ugc.ac.in



UNIVERSITY GRANTS COMMISSION

JUNIOR RESEARCH FELLOWSHIP IN SCIENCE, HUMANITIES AND SOCIAL SCIENCES

INTRODUCTION

The Junior Research Fellowship (JRF) scheme of the University Grants Commission (UGC) is open to candidates who qualify in the National Eligibility Testing (NET) of the UGC and the UGC-Council of Scientific and Industrial Research (CSIR) joint test. However, please note that these are qualifying tests only and do not bestow a fellowship upon the candidate.

OBJECTIVE

The objective of the JRF scheme is to provide opportunities to NET-qualified candidates to undertake advanced studies and research leading to M.Phil/Ph.D. Degrees in Humanities and Social Sciences including Languages and Sciences.

TARGET GROUP/ELIGIBILITY

Target Group: Candidates who have qualified in NET or the UGC-CSIR joint tests.

Eligibility: Candidates who have qualified in NET or the UGC-CSIR joint test. However, the selection for the JRF is made by the universities/institutions/colleges.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:-

The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by experts. If the research work is found satisfactory, his/her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF).

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 a Junior Research Fellow. In such cases work will be evaluated again after three years, and if improvement is found, the Fellow will get two more years under the SRF. Thus, the total period of fellowship (JRF and SRF) is five years, will no further provision of extension.

Fellowship	@ Rs.16,000/-p.m. for initial two years @ Rs.18,000/-p.m. for remaining tenure	JRF SRF
Contingency A.	@ Rs.10,000/-p.a. for initial two years @ Rs.20,500/-p.a. for remaining tenure	Humanities & Social Sciences
Contingency B.	@ Rs.12,000/-p.a. for initial two years @ Rs.25,000/-p.a. for remaining tenure	Science
Departmental Assistance	@ Rs. 3,000/-p.a. per student to the host institution for providing infrastructure	
Escort/Reader Assistance	@ Rs. 2,000/-p.m. in case of physically handicapped & blind candidates	
HRA	as per rule of the concerned institution or Categorization of cities	

House Rent Allowance: Suitable single-seated hostel accommodation may be provided to the JRF candidate in the institutions. In case of non-availability, HRA as per rules of the university/institution will be paid, to the fellow subject to the submission of HRA Certificate through the Registrar/Principal. Junior Research Fellows provided with accommodation in a hostels recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity and water charges, etc. A certificate to this effect is to be furnished through the Registrar/Principal (**Annexure I**). If the fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of 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/colleges.

Medical: No separate/fixed medical assistance is provided. However, the fellow may avail of the medical facilities available in the institution/university/college.

Leave: JRFs 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 180 days at full rates of fellowship once during the tenure of their award. Beside this an 'Intermittent Break' for a maximum period of 2 years may also be permissible to the women candidate. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship should remain the same.

In special cases Junior Research Fellows 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. JRF/SRFs are advised to apply for leave through universities/institutions/colleges well in advance for the approval of the Commission.

PROCEDURE FOR APPLYING FOR THE SCHEME

Only NET/UGC-CSIR joint tests qualified candidates are eligible to apply (for fellowship) under the scheme. The qualified candidates have to apply against the advertisements given by the universities/institutions/colleges recognized under Sec. 2 (f) and 12 (B) of the UGC Act. The selection is made as per the procedure of respective institutions. Those Universities/Institutes are not recognized under UGC Act. They may be enclosed notification of Govt. of India.

PROCEDURE FOR APPROVAL BY THE UGC

The award of JRFs is made candidates by the universities/institutions/colleges on the basis of UGC-CSIR/NET examinations for admissions to Ph.D., including M.Phil.

The candidate must get himself/herself registered for M.Phil/ Ph.D. at the first available opportunity but not later than a period of two years from the issue of Eligibility Certificate of UGC NET/UGC-CSIR Examinations.

The actual payment of fellowship will be made with effect from the date of joining only.

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/Principal/Director along-with their attested copy of NET Certificate.

PROCEDURE FOR RELEASE OF GRANTS BY THE UGC

All the selected candidates of a particular state will approach the nearest designated branch of Canara Bank to their place along with the Fellowship Award letter issued by UGC and the Joining Report in the Proforma prescribed by the UGC, duly signed by the Head of the Department of the University/College where the selected candidate has either joined or will join. The Joining Report will also bear the photograph of the Fellow, the address and phone no. of the university/college/institute joined by the Fellow and the signature of the Registrar/Director/Principal & Head of the Department, in the prescribed proforma enclosed as **Annexure II** . The Canara Bank after receiving the Joining Report shall disburse the fellowship amount for each month to the concerned awardee. The list of designated branches of Canara Bank is available on the UGC portal www.ugc.ac.in

At the end of every three months, the Fellow will have to submit a Continuation Certificate from the Head of the Department of the University/College/Institute, where he/she is pursuing research to the designated branch, to become eligible to draw the grant for the next three months (**ANEEEXURE-III**). After completion of one year of the award of fellowship, the concerned fellow/awardee shall submit and present its Progress Report in the proforma prescribed by the UGC as given in (**Annexure- IV**) to the designated branch of Canara Bank.

The Fellow/awardee shall also submit and present accounts of contingency grants in the proforma prescribed by the UGC **Annexure-V** and also submit HRA Certificate in the proforma prescribed by the UGC (**Annexure VI**) to the designated branch.

On completion of first two years of award, the fellow may apply to the department/university concerned for the up gradation of SRF. For this a three member committee will be constituted with a Supervisor, Head of the Department and **External Expert subject expert to evaluate the research work**. The Minutes of the Constitution of Committee and recommendation of the Committee for up gradation may be sent to University Grants Commission. Therefore, the fellow will be upgraded and designated as SRF (**Annexure- VII**). The recommendation of the Committee in the prescribed proforma may be submitted to this office for record. The approval from UGC for up gradation is not mandatory.

The fellowship may be terminated at any time during the tenure and the decision of the Commission will be final and binding. The tenure of the fellowship is for five years from the date of joining, subject to satisfactory progress report of the Fellow or submission of Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of five years and the awardee ceases to be a UGC JRF/SRF immediately after expiry of the due date. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

OTHER CONDITIONS

The Fellow, with the consent of the guide/head of department, may assist the university/institution in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars

and symposia, provided such work is not likely to hinder the research programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week. In special cases the fellow is entitled for transfer of fellowship once during the tenure of their award. The fellow may apply to the UGC along-with No Objection Certificate from both Institutions duly forwarded by Registrar/Director/Principal for transfer of fellowship.

CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of:

- Misconduct;
- Unsatisfactory progress of research work/failure in any examination related to M.Phil/Ph.D. or,
- He/She is found ineligible later.

ANNEXURE I

The tenure of fellowship is initially for two years and 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 **JRF in Science, Humanities & Social Sciences**

RATE 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	@ Rs. 16,000/- per month for initial two years (JRF.) @ Rs.18,000/- per month for remaining tenure (SRF).
Contingency for Humanities and Social Sciences .	@ Rs. 10,000/- per annum for initial two years. @ Rs. 20,500/- per annum for remaining three years.
Contingency for Science	@ Rs. 12,000/- per annum for initial two years. @ Rs. 25,000/- per annum for remaining three years.
Departmental Assistance	@ Rs. 3,000/-p.a. per student to the host institution for providing infrastructure
Escorts/Reader Assistance	@ Rs. 2,000/- per month in case of physically and visually challenged candidates.
HRA	As per University/Institute rules.

UNIVERSITY GRANTS COMMISSION
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NEW DELHI – 110002

SA-I SECTION

JOINING REPORT

PASSPORT
SIZE PHOTO

JRF in Science, Humanities & Social Sciences

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
of.....under the above scheme of the **JRF in Science, Humanities & Social
Sciences** students of University Grants Commission with effect
from.....(F.N./A.N.). He/ She belongs to
..... (***Mention the category***). 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

Name

Date

Awardee

/Principal

Ph. No.

Mobile :

E.mail :

Bank A/c No.

IFSC Code :

Aadhar No., if any:

Signature

Name

Date

Guide/Supervisor

(Seal)

Signature

Name

Date

Head of Deptt.

(Seal)

Bank A/c No. of

Signature

Name

Date

Registrar/ Director

**(Seal of University/Institution/
College)**

University/Institution)

IFSC Code :



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SA-I SECTION

CONTINUATION CERTIFICATE

JRF in Science, Humanities & Social Sciences

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

Signature
Date
Head of the Deptt.

Signature
Date
Registrar/ *Awardee*
Director/Principal

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SA-I 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 JRF in Science, Humanities & Social Sciences
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

Name

Date

Name of Candidate

(Seal)

(Seal of University/ Institution/College)

Signature

Name

Date

(Guide/supervisor)

(Seal)

Signature

Name

Date

Head of Deptt.

(Seal)

Signature

Name

Date

Registrar/ Director/

Principal

UNIVERSITY GRANTS COMMISSION
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NEW DELHI – 110002
SA-I 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. _____ made available to the fellow
through Bank under the UGC scheme 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

Name

Date

**Name of the Candidate
(Seal)**

Signature

Name

Date

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

Signature

Name

Date

*N.B.: For any correspondence in this regard, the Commission's letter number and date may
please be quoted without fail.*

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 w.e.f.....

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 later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature
Name
Date
Name of candidate

Signature
Name
Date
Head of Deptt.
(Seal)

Signature
Name
Date
Registrar/Director/Principal
(Seal of Univ./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 JRF TO SRF UNDER THE SCHEME OF JRF IN SCIENCE, HUMANITIES & SOCIAL SCIENCES

Assessment for Upgradation of Mr./Mrs. _____
JRF 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 JRF, and also the fact that he/she has published work to his/her credit, the committee recommends that Mr./Mrs./Ms. _____ may be upgraded or not upgraded from JRF to SRF.

Signature

Name

Date

Name of the Supervisor

(Seal)

Signature

Name

Date

Head of Department

(Seal)

Signature

Name

Date

Registrar/ Director /Principal

(Seal of University/Institution/College)