

**GUIDELINES FOR
XII PLAN
NATIONAL FELLOWSHIP
FOR
OTHER BACKWARD CLASSES (OBC)
2012-2017**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002**

UNIVERSITY GRANTS COMMISSION

NATIONAL FELLOWSHIP FOR OTHER BACKWARD CLASSES (OBC)

1. INTRODUCTION

The UGC has been implementing the scheme of National Fellowship (NF) for Other Backward Classes (OBC) as entrusted & funded by Ministry of Social Justice & Empowerment, Govt. of India, New Delhi. The scheme is open to candidates who belong to Other Backward Classes (OBC) 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 **300** slots for award of fellowship every year for all the subjects for consideration of application received through On-line submission from research scholar belonging to OBC category. There is a provision of 3% reservation for slots for consideration of award of fellowship to research scholars for Persons with Disability (PwD) who belongs to OBC category.

2. OBJECTIVE

The scheme has been initiated keeping in view the social other backward classes (OBC) candidates 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 OBC to pursue higher studies leading to M.Phil and Ph.D degrees (full-time) in Sciences, Humanities and Social Sciences and Engineering & Technology, in :-

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

4. **TARGET GROUP:** Unemployed OBC Candidates who have passed the Post Graduate examination in concerned subject and who are to pursue full-time research without JRF of UGC-NET or UGC-CSIR NET.

5. ELIGIBILITY:

5.1 The candidate should belong to OBC and should have passed the Post Graduate examination and annual income of the beneficiary/parents or guardian of the beneficiary should not exceed Rs. 6.00 lakh per annum from all sources.

5.2 **The candidate who is already registered for M.Phil./Ph.D. will be eligible for the consideration for award of fellowship under cited scheme.**

5.3 Transgender candidates are eligible to apply under the scheme. The reservation shall be followed as per Government of India norms

5.4 Selection will be made on the basis of merit of the candidates. However, the actual payment of fellowship will be made directly to awardee through e-payment under DBT with effect from 1st April of selection/financial year (**or**) from date of joining the fellowship, **whichever is later.**

6. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:

6.1 Slots

The number of slots for fellowship are 300..

6.2 Tenure

The tenure of the fellowship is for five years and will be effective from 1st April of the selection year or the actual date of joining under the fellowship in the University/College/Institute, whichever is later. Fellowship will be granted upto the date of submission of Ph.D. Thesis or 5 years of tenure whichever is earlier. No extension is permissible beyond the total period of five years, and the fellow ceases to be a UGC research fellow immediately after expiry of the due date.

6.3 The tenure of fellowship is initially for two years under the NF-OBC 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.

6.4 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 National Senior Research Fellowship (NSRF). The upgradation of fellowship from JRF to SRF will have to be made at the level of university/institution/college itself based on recommendation of the Three members committee report (**Annexure-VI**).

6.3 Thereafter such upgradation of fellowship in respect of awardee may be intimated to the identified Agency for further action. 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.

6.4 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

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 NSRF. **Thus, the total period of fellowship (NJRF and NSRF) is for five years, with no further provision of extension.**

6.5 However if the same is not found satisfactory, the fellow will continue to draw fellowship on JRF rates till the remaining period of tenure.

7. DURATION OF FELLOWSHIP

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

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 five years. The gap period for the registration in Ph.D after completion of M.Phil is one year.

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	JRF
	@Rs.28,000/- p.m. for remaining tenure	SRF
Contingency	@Rs.10,000/-p.a. for initial two year (JRF)	Humanities & Social Sciences
	@Rs.20,500/-p.a. for	

	remaining tenure(SRF)	
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

8. HOUSE RENT ALLOWANCE:

- 8.1 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.
- 8.2 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.
- 8.3 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.

9. MEDICAL:

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

10. LEAVE:

10.1 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.

10.2 Candidates are eligible for maternity/paternity as per Govt. of India norms at full rates of fellowship once during the tenure of their award.

10.3 Academic leave without fellowship (and other emoluments) shall be permissible only for one year (For any kind of academic assignment)

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

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

11. 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.

12. 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.

13. 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.

14. PROCEDURE FOR RELEASE OF GRANT

14.1 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.

14.2 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 **Annexure-I**.

14.3 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 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 disbursal of funds.

15. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

15.1 The research fellow shall submit yearly progress report on the progress of his/her research work. 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.

15.2 The tenure of fellowship is initially for two years under the MANF 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 Maulana Azad National Senior Research Fellowship (MANSRF). In case the work is unsatisfactory of M.Phil. is not completed within two years, the

fellowship may be cancelled. The recommendation of the Committee shall be submitted to the UGC designated agency for Upgradation to the level of MANSRF (Annexure-VI). 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.

15.3 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 Maulana Azad 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 MANSRF. Thus, the total period of fellowship (MANJRF and MANSRF) is for five years, with no further provision of extension.

15.4 The fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award. However, no extension is permissible beyond the total period five years, at the end of which period the awardee ceases to be a UGC fellow with immediate effect. Any claim/reference to this effect will not be admitted.

15.5 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.

15.6 If the awardee wishes to apply for any other fellowship/paid assignment/examination during the tenure of the fellowship, she is not required to obtain NOC from UGC. In case of selection, she would be required to tender resignation from the UGC fellowship

16. OTHER CONDITIONS:

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

17 FEEDBACK:

17.1 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.

17.2 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. 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

19. TRANSFER OF FELLOWSHIP:

Transfer of the Research Place should be done by University concerned under the intimation to UGC on submission of No Objection Certificate (NOC) from the concerned Institution/Colleges/Universities (**Annexure-VII**). Transfer of Research place will be allowed only once during the entire tenure.

20. CANCELLATION OF AWARD:

The fellowship is liable to cancellation, in case of:

- Misconduct.
- Unsatisfactory progress of research work.
- Candidate is later found ineligible.
- Candidate is already availing scholarship/fellowship from any other sources.
- Candidate if found employed during the research.
- Any false information furnished by the application or any fraudulent activity by the Scholars/Fellow/Research Awardees.

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ANNEXURE - I



JOINING REPORT

NATIONAL FELLOWSHIP FOR OTHER BACKWARD CLASSES (OBC)

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 National Fellowship for OBC 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	
Marks obtained	
Percentage	

In case of grade point system, CGPA obtained	
Equivalent 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.

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

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

IFSC Code :
12-digit unique (aadhaar) number, if you have:

MICRcode:

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CONTINUATION CERTIFICATE

NATIONAL FELLOWSHIP FOR OBC STUDENTS

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)**

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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 M.Phil/Ph.D:
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 NF-OBC 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 NF-OBC 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

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)

**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 NF-OBC Fellow:
2. Award letter number and date:
3. Name of the scheme under which working:
4. Period to which the accounts of contingency grant relates:
5. Expenditure From:to..... Amount
 - 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
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.

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	Date	Date
Name of the Candidate	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.

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION
FROM NF-OBC JRF TO NF-OBC SRF UNDER THE SCHEME OF NATIONAL
FELLOWSHIP FOR OBC STUDENTS**

Assessment for Upgradation of Mr./Mrs. _____
NF-OBC 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 MANJRF, 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 NF-OBC JRF to NF-OBC SRF with effect from _____.

Signature
Date
Name of the Supervisor

Signature
Name
Date
Head of Department
(Seal)

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