



University Grants Commission

Bahadurshah Zafar Marg, New Delhi – 110002

Ref: UGC Advt. dated 25.05.2013

INFORMATION AND INSTRUCTIONS FOR THE CANDIDATES

1. Reference is invited to the above mentioned advertisement for recruitment to the post of Lower Division Clerks (LDCs). The written examination for the same is scheduled to be held on 25th August, 2013 (SUNDAY) from 10.00 AM to 12.00 Noon in single session only.
2. Further, the e-Admit Cards to the candidates, who **have completed the registration process of online application (Step II)** & have been found provisionally eligible for appearing in the Written Examination, have been issued through e-mail at their registered e-mail ID.
3. The candidates may download(<http://www.ugcdcrectt13.in/#ugc::registration>) / print e-Admit Cards from UGC website (www.ugc.ac.in) in case they don't receive the e-Admit Card through e-mail by 16th August, 2013. However, in case of difficulty in downloading the admit card, please contact the Help desk email Id ugcadmit@gmail.com with your application reference number, name, date of birth through your registered email id.
4. A facilitation counter shall be functional in each of the city of examination to address the concerns of the candidates and facilitate 'Admit Card' related issues. The facilitation counter shall be operational on 23-08-2013 (Friday) & 24-8-2013 (Saturday) from 10.00 AM to 2.00 PM in Delhi, Kokata and Patna & on 24-08-2013 (Saturday) from 10.00 AM to 2.00 PM in other cities. The details of "Facilitation Counters" is given below:

City	Name and Address of Facilitation Centre	Date	No. of Days
Bangalore	South-Western Regional Office (SWRO) University Grants Commission (UGC) Bangalore	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Bhopal	Central Regional Office (CRO) University Grants Commission (UGC) Bhopal	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Bhubaneswar	St. Xavier's High School 231, Kedargouri, Old Town Bhubaneswar - 751002	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Chandigarh	Stepping Stones Sr. Sec. School Sector-37-D Chandigarh - 160036	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Chennai	Kendriya Vidyalaya 18, Natesan Salai Ashok Nagar Chennai - 600083	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Delhi*	University Grants Commission Bahadur Shah Zafar Marg New Delhi - 110002	23-08-2013 & 24-08-2013 [Friday & Saturday] From 10.00 am to 2.00 pm	2 Days
Guwahati	North-Eastern Regional Office (NERO) University Grants Commission (UGC) Guwahati	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Hyderabad	Southern Eastern Regional Office (SERO)	24-08-2013 [Saturday]	1 Day

	University Grants Commission (UGC) Hyderabad	From 10.00 am to 2.00 pm	
Jaipur	N.M. Public School Nehru Marg, Jaswant Nagar Khatipura Jaipur - 302012	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Kolkatta*	Eastern Regional Office (ERO) University Grants Commission (UGC) Kolkata	23-08-2013 & 24-08-2013 [Friday & Saturday] From 10.00 am to 2.00 pm	2 Days
Lucknow	Annie Besant Inter College Vinay Khand-1 Gomti Nagar Lucknow - 226010	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Mumbai	Maniben Nanavati Women's College Vallabhnbhai Road Ville Parle (W) Mumbai - 400056	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Patna*	D.A.V. Inter School Danapur Cantt. Patna - 801503	23-08-2013 & 24-08-2013 [Friday & Saturday] From 10.00 am to 2.00 pm	2 Days
Pune	Western Regional Office (WRO) University Grants Commission (UGC) Pune	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day
Ranchi	Vivekananda Vidya Mandir Sector-2, Dhurwa Ranchi - 834004	24-08-2013 [Saturday] From 10.00 am to 2.00 pm	1 Day

* Since the number of candidates in these cities are more, the facilitation counter has been kept for two days.

5. (a) The candidate who is eligible and has not received the e-Admit Card after applying online and/or is unable to download it from UGC website may visit "Facilitation Counter" in the respective city as per the date, time and venue mentioned above by bringing a copy of the complete application filled online for the post along with his/her two (02) recent passport size photographs, original certificates / testimonials, as documentary evidence(s) towards fulfilling their eligibility. The candidates who would be found meeting the specified eligibility criteria to the satisfaction of officials at Facilitation Counter, will only be issued admit card.
- (b) The in-eligible candidates who have not completed the registration process for completing the application (StepII) have been mentioned in the list of in-eligible candidates on UGC website along with reasons of rejection.
6. As per the above-mentioned advt., the written examination was to be held at Delhi, Hyderabad, Pune, Bhopal, Guwahati, Kolkata, Bangalore, Mumbai and Chennai(9 cities). However, keeping in view the large number of applications, the written examination is also being held at Chandigarh, Jaipur, Lucknow, Patna, Ranchi and Bhubaneswar (Total 15 cities). UGC has tried to allot first preference/choice of examination to maximum number of candidates but due to huge number of applications and administrative reasons, candidates have been allotted second choice/preference of city of examination. Therefore, no request for change in examination centre will be considered under any circumstances.
7. The candidature of the candidates appearing for the Written Examination is purely "PROVISIONAL" subject to verification of their eligibility with original certificates / testimonials at the time of skill test.
8. The admitted candidates will have to produce the print copy of their e-Admit Cards at the allotted venue for appearing in the Written Examination. The Time Table & Instructions have been given in e-admit cards.

9. Mobile phones and its accessories are strictly prohibited in the examination centre.