

सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मंत्रालय, भारत सरकार

Ministry of Education, Govt. of India

बहादुरशाह जफर मार्ग, नई दिल्ली- 110 002
Bahadur Shah Zafar Marg, New Delhi-110002



ज्ञान-विज्ञान विमुक्तये

University Grants Commission, New Delhi invites online applications for appointment on Deputation/ Direct recruitment basis for the following posts:

S. No.	Name and number of the post	Scale of pay
1.	Director (Administration) (01) (on deputation)	Level 13a Rs.1,31,100 - 2,16,600
2.	Joint Secretary (04) (on deputation)	Level 13 Rs.1,23,100 - 2,15,900
3.	Deputy Secretary (01) (Direct recruitment) Reserved for ST	Level 12 Rs.78,800 - 2,09,200

Eligibility criteria, qualifications, scale of pay and other details can be accessed on UGC website i.e. www.ugc.ac.in/jobs. Last date for online submission of applications is 03.10.2020 and receipt of hard copy of the application through proper channel is 19.10.2020.

Secretary, UGC

Supriya Sahija
24/08/2020



विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मंत्रालय, भारत सरकार
Ministry of Education, Govt. of India
बहादुर शाह जफर मार्ग, नई दिल्ली: 110002
Bahadurshah Zafar Marg, New Delhi-110002



विश्वविद्यालय अनुदान आयोग, नई दिल्ली में निम्नलिखित पदों के लिए प्रतिनियुक्ति /सीधी भर्ती के आधार पर नियुक्ति के लिए ऑनलाइन आवेदन आमंत्रित किए जाते हैं:-

क्रम सं.	पद का नाम और संख्या	वेतनमान
1.	निदेशक (प्रशासन) (01) (प्रतिनियुक्ति आधार पर)	लेवल 13ए रू. 1,31,100 - 2,16,600
2.	संयुक्त सचिव (04) (प्रतिनियुक्ति आधार पर)	लेवल 13 रू. 1,23,100 - 2,15,900
3.	उप सचिव (01) (सीधी भर्ती) अनुसूचित जनजाति के लिए आरक्षित	लेवल 12 रू. 78,800 - 2,09,200

पात्रता मानदंड, योग्यता, वेतनमान और अन्य विवरणों को यूजीसी वेबसाइट www.ugc.ac.in/jobs पर देखा जा सकता है। प्रार्थनापत्रों को ऑनलाइन जमा कराने की अंतिम तिथि 03.10.2020 है और उचित माध्यम द्वारा प्रार्थना पत्र की हार्ड कापी प्राप्त करने की तिथि 19.10.2020 है।

सचिव, यूजीसी

Supriya Daluja
24/08/2020

1. Director(Administration) (01 at UGC-HQ)

Applications are invited for filling up 01 post of Director(Administration) on Deputation basis in the office of the UGC.

Eligibility:

Officers of All India Services/ Central Secretariat Service(Selection Grade) or in the equivalent grade or immediately lower grade with five years service in that grade. Failing this UGC officers of Joint Secretary level will be considered for appointment on transfer on deputation basis.

Period of Deputation:

By transfer on deputation or on contract. Deputation/contract period will be maximum for five years or 60 years of age whichever is earlier.

Nature of Duties:

Internal management of UGC administration

Scale of pay : Pay Level – 13a Rs.1,31,100 – 2,16,600 plus usual allowances as admissible from time to time to UGC employees on deputation basis.

Age limit : 56 years as on last date of application as per DoPT rules

2. Joint Secretary (04 at UGC-HQ, New Delhi and Regional Offices) on deputation basis.

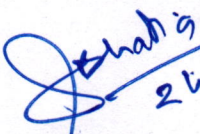
Applications are invited for filling up 04 (four) posts of Joint Secretary, on Deputation basis in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad as per details given below:

- 04 (Four) posts on deputation basis.
- The number of posts may vary at the discretion of the UGC.

Qualifications:

- a. Officers under the Central Government, State Government, Universities and Autonomous bodies;-
 - (i) Holding analogous posts on regular basis in the parent cadre/department; or
 - (ii) With 5 years' of service in the grade rendered after appointment thereto on regular basis in pay level-12, Rs.78,800-2,09,200/- or equivalent in the parent cadre/department.AND
- b. Possessing the following qualifications
5 years of experience in educational administration.

NOTE: (i) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years.


24.08.2020

ii) The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years as on the last date of receipt of application.

Nature of Duties: Mainly educational administration and organizational Management. Work is largely concerned with internal management in UGC and processing and evaluation of development and research proposals in Sciences, Social Sciences and Humanities & Engineering/ Technology areas of Universities and Colleges.

It also includes preparation of status reports, initiation, implementation and coordination of higher educational programmes. These would also include innovative education and quality improvement schemes, examination reforms, evaluation techniques and all other aspects essential for the function, improvement and coordination of standards of higher education. Such other duties as may be assigned by the Commission from time to time.

The officer selected for the post is liable to be posted anywhere in the country in the Regional offices of the University Grants Commission.

Scale of pay: Pay Level – 13, Rs.1,23,100 - 2,15,900/- plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts. The candidates drawing higher pay in pay level will be eligible for protection of pay in the pay level attached to the post.

Age limit: 56 years as on last date of application as per DoPT rules.

Period of Deputation: Maximum five years or 60 years of age, whichever is earlier, initially for a period of one-year which may be extended further on year to year basis on the discretion of appointing authority.

3. Deputy Secretary (01 reserved for ST) at UGC-HQ, New Delhi and Regional Offices) on regular basis.

Applications are invited for filling up 01 (one) post of Deputy Secretary in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad.

- 01 post on regular basis (ST – 01).

Qualifications:

Essential:

- a) First class Master's Degree of a recognized University with a good academic record;
- b) At least 7 years' experience of teaching/ research in University or college or Educational Administration in higher education;
- c) Holding analogous post on regular basis in the parent cadre/department; or

Shahis
24.08.2020

- d) With 5 years' service in the grade rendered after appointment thereto on regular basis in pay level 11, -Rs.67,700-2,08,700 or equivalent in the parent cadre/department.

Desirable: Doctorate Degree.

Nature of duties: Mainly educational administration and organizational Management. Work is largely concerned with internal management in UGC and processing and evaluation of development and research proposals in Sciences, Social Sciences and Humanities & Engineering/ Technology areas of Universities and Colleges. It also includes preparation of status reports, initiation, implementation and coordination of higher educational programme. These would also include innovative education and quality improvement schemes, examination reforms, evaluation techniques and all other aspects essential for the function, improvement and coordination of standards of higher education. Such other duties as may be assigned by the Commission from time to time.

Scale of pay: Pay Level – 12 Rs.78,800-2,09,200/-plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts. The candidates drawing higher pay in pay level will be eligible for protection of pay in the pay level attached to the post.

Age limit: 45 years as on last date of receipt of application i.e. _____(relaxable by 5 years for employees of Central Govt., State Govt., Universities, Autonomous Bodies and for candidates belonging to the SC/ST/OBC/PWD and other special categories of persons as specified in the orders/instructions issued by the Central Government from time to time in regard to age relaxation).

Age of retirement: 60 years

Period of probation: 2 year

How to Apply - Guidelines for filling Online Application

1. 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.
2. Candidates should first scan their photograph in JPEG Format. The digital size of file should be less than 200 KB.
3. 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.
4. Candidates to visit UGC website i.e. www.ugc.ac.in/jobs and follow the instructions given on the website.
5. Candidates are advised to fill the applications carefully. They may go through the filled in form, before final submission, 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

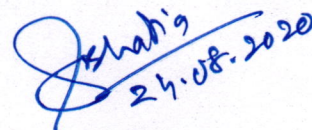
Dr. Shakti
24.08.2020

of the system generated PDF File and use it for sending application through proper channel.

6. The Candidate must ensure to furnish correct Mobile No. and E-mail Id to receive registration confirmation and other communications from time to time.
7. **While applying online for 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 fulfills the eligibility norms or that he/she has furnished any incorrect/false information or has suppressed 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.**

GENERAL TERMS AND CONDITIONS:

1. The eligibility of candidate shall be determined as on the last date of submission of application form.
2. Number of posts is tentative, may vary and the UGC reserves the right to increase or decrease number of posts and may or may not fill any post(s) and its decision in this regard shall be final.
3. The UGC reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
4. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the UGC reserves the right to modify / withdraw / cancel any communication made to the candidate.
5. A candidate has to submit separate applications, if he/she desires to apply for more than one post.
6. The prescribed qualifications are minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test as may be decided by the UGC. Applicants having higher qualifications or merit may be given preference.
7. The selected candidates would be entitled to the benefits of CGHS and allotment of residential accommodation in the General Pool in their turn at Delhi. Residential accommodation of UGC is also available at its Regional Office at CRO-Bhopal and will be provided accordingly. The employees of the UGC are also eligible for the Life Insurance Corporation Group Saving Linked Insurance Scheme as made applicable from time to time.
8. The decision of Screening Committee, appointed for the purpose to short list the candidates from amongst the total number of applications received will be binding on all. Incomplete applications will not be considered.


24.08.2020

9. The candidates so appointed fresh on regular basis will be covered under the Pension/New Pension Scheme as made applicable to autonomous bodies as per DoPT orders.
10. Interested candidates may apply online at UGC website <http://www.ugc.ac.in/jobs>. A copy of duly filled application downloaded from the portal may be sent to the UGC office, duly completed in all aspects and forwarded by the present employer along with requisite supporting documents so as to reach on or before _____.
11. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF _____."
12. The candidates short-listed for interview/ test will be informed by website notification/ email/ surface mail. The UGC will not be responsible for any postal delay.
13. Original certificates should be produced only at the time of interview. However, self-attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
14. The UGC shall verify the antecedents and documents submitted by the candidate at the time of appointment or during the tenure of his / her service. In case, it is found that the documents / information submitted by the candidate are fake or the candidate has a clandestine antecedents / background and has suppressed any information, then his / her services shall be terminated.
15. Candidates may send an advance copy of duly filled and downloaded application. However, such an application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish "No Objection Certificate" from the parent department/ present employer at the time of interview.
16. The decision of the UGC in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
17. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the UGC shall be final.
18. The Candidates who have not completed the prescribed "cooling off" period as per DoP&T regulations are not entitled to apply for any of the deputation posts as mentioned above. The terms and conditions of deputation will be regulated in accordance with the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay) dated 17th June, 2010, as amended from time to time. A person in higher Grade Pay shall not be eligible for appointment to a post carrying a lower Grade Pay.
19. Forwarding Authority is to ensure that the applications must be accompanied by APARs for last five years, Integrity Certificate and Vigilance Clearance

Shruti
24.08.2020

- Certificate. In case of photocopies of APARs are sent, these may be attested by an officer not below the rank of Under Secretary/equivalent.
20. In case the candidate belongs to SC/ST/OBC, he/she will submit a certificate to that effect from the prescribed authority concerned.
 21. The candidates are advised to satisfy themselves before applying that they possess minimum essential qualifications laid down in the advertisement and should verify the information submitted in the application form, request for any subsequent change will not be entertained.
 22. The candidates appointed will be covered under the new pension scheme as made applicable to autonomous bodies. However, incumbents already covered under CCS (Pension) Rules will be allowed to continue in the same scheme on receipt on pro-rata retirement benefits from previous employer.
 23. The maximum age limit for appointment by deputation shall be as per the DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05th February, 2018.
 24. Merely filling up online form does not mean that the application has been submitted. The applicants has 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 Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002** by the stipulated date. Incomplete applications and/or application not in the prescribed proforma shall not be entertained or will be rejected summarily without assigning any reason. No correspondence in this regard will be entertained. The application received after due date will be rejected. In case, last day happens to be holiday/Saturday/Sunday, the same will be received on succeeding working day.

NOTE:-

No TA/DA will be paid for attending the interview.

Secretary, UGC

Shubis
24.08.2020.