



UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg, New Delhi



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

S. NO.	Name of the post	Number of the Posts	Scale of pay
1.	Deputy Secretary	Total-04 (UR-01,OBC-1, SC-1 (backlog vacancy), ST-1)	Pay Level-12 Rs.78,800-2,09,200/-
2.	Education Officer	Total-02 (UR-01, UR/EWS-01)	Pay Level-11 Rs.67,700-2,08,700/-

Eligibility criteria, qualifications, scale of pay and other details can be accessed on UGC website i.e. www.ugc.ac.in/jobs. The applications are to be submitted online through UGC website from 05.03.2019 . Last date for online submission of applications is 05.04.2019 and receipt of hard copy of the application through proper channel is 12.04.2019

Secretary, UGC

Size 10X10 cm

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1. Deputy Secretary (04) at UGC-HQ, New Delhi and Regional Offices on regular basis.

Applications are invited for filling up 04 (four) posts of Deputy Secretary in the office of the UGC, New Delhi and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad.

- 4 posts on regular basis (UR – 01, SC – 01(backlog vacancy), ST – 01, OBC – 01).
- The number of posts may vary at the discretion of the UGC.

Qualifications:

Essential:

1. First class Master' Degree of a recognized University with a good academic record;
2. At least 7 years' experience of teaching/ research in University or college or Educational Administration in higher education;
3. (i) Holding analogous post on regular basis in the parent cadre/department; or
3. (ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in pay band-3 (Rs.15600-39100) with grade pay of Rs.6600(pre-revised) i.e. in any discipline, pay level 11,-Rs.67,700-2,08,700 or equivalent in the parent cadre/department.

Desirable: Doctorate.

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.

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 – 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. **12/04/2019** (relaxable upto 5 years for employees of Central Govt., State Govt., Universities, Autonomous Bodies and 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

1. Education Officer (02) at UGC-HQ, New Delhi and Regional Offices on regular basis.

Applications are invited for filling up 02 (Two) posts of Education Officers in the office of the UGC, New Delhi and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad as per details given below:

- Two posts on regular basis (UR – 01, UR/EWS – 01*.
- The no. of posts may vary at the discretion of the UGC.

**In case of non-availability of suitable candidate belonging to EWS, the same shall not be carried forward to the next recruitment year as backlog in terms of point 6.3 of the DoPT OM no.36039/12019-Estt (Res) dated 31st January 2019)*

Qualifications:

- (i) Minimum second class Master's degree with 55% of marks from a recognized University;
- (ii) Five years of experience of teaching/research/Educational Administration.

Nature of duties: The work is largely concerned with processing and evaluation of development and research proposals of Universities and colleges, preparation of status reports, initiation, implementation and co-ordination of higher educational programmes. These may also include innovative education and quality improvement schemes, examination reform, evaluation techniques and other aspects essential for the improvement and coordination of standards of higher education.

- The officer on selection is liable to be posted in any Regional Offices of the UGC located at Pune, Kolkata, Bangalore, Guwahati, Bhopal, Hyderabad or at the Headquarters.

Scale of pay: Pay level - 11 Rs.67,700-2,08,700/- 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: 40 years as on 12/04/2019 (relaxable by 5 years for employees of Central and 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 Years

General: The selected candidates for EO and DS 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.

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. You are also requested to go through the filled in form, before 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 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 fulfill 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 liable 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 i.e. 12.04.2019.

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) at its discretion 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 both the posts.
6. The prescribed qualifications are the 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 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.
8. 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.
9. Interested candidates may apply online at UGC website <http://www.ugc.ac.in/jobs>, upto 05.04.2019. 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 **12/04/2019**.
10. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF _____."
11. The candidates short-listed for interview/ test will be informed by website notification. The UGC will not be responsible for any postal delay.
12. 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.
13. 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.

14. 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.
15. 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 and from any source will disqualify the candidature of the applicant.
16. In case of any dispute /ambiguity that may occur in the process of selection, the decision of the UGC shall be final.
17. Forwarding Authority is to ensure that the applications must be accompanied by APARs for last five years, Integrity Certificate and Vigilance Clearance Certificate. In case of photocopies of APARs are sent, these may be attested by an officer not below the rank of Under Secretary/ equivalent.
18. In case the candidate belongs to SC/ST/OBC, he/she will submit a certificate to that effect from the prescribed authority concerned.
19. 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.
20. 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.
21. 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 last 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:-

- (i) **Those who have applied earlier in response to UGC advertisement dated 09.03.2018 for the post of Deputy Secretary/Education Officer need to apply afresh.**
- (ii) **No TA/DA will be paid for attending the interview.**

Secretary, UGC

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