



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

S. No.	Name and number of the post	Scale of pay
1.	Financial Advisor (1) (on deputation) <a href="#">(Read More)</a>	PB-4 - ₹37400-67000 + ₹10000/- (Grade Pay)
2.	Director (1) (on deputation) <a href="#">(Read More)</a>	PB-4 - ₹37400-67000 + ₹8900/- (Grade Pay)
3.	Deputy Secretary(2) (Direct recruitment) <a href="#">(Read More)</a>	PB-3 - ₹15600-39100 + ₹7600/- (Grade Pay)
4.	Education Officer (1) (Direct recruitment) <a href="#">(Read More)</a>	PB-3 - ₹15600-39100 + ₹6600/- (Grade Pay)

Eligibility criteria, qualifications, scale of pay and other details can be accessed on UGC website i.e. [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs). Last date for online submission of applications is 20.06.2016 and receipt of hard copy of the application through proper channel is 24.06.2016.

Prof.(Dr.) Jaspal Singh Sandhu  
Secretary, UGC

**ADVERTISEMENT FOR THE POST OF FINANCIAL ADVISOR  
AT UNIVERSITY GRANTS COMMISSION, NEW DELHI ON  
DEPUTATION/CONTRACT BASIS**

Applications are invited for the post of Financial Advisor, University Grants Commission, New Delhi in the scale of pay of ₹37,400-67,000 with GP ₹10000/- plus usual allowance, as admissible to University Grants Commission employees on deputation/contract basis.

2. The appointment on deputation basis will also be subject to the condition laid down by the Govt. of India DOPT OM No. 6/8/2009 – Estt. (Pay-II) dated 17.06.2010 as amended from time to time. The qualification, experience and other details required for the post are as under:-

i.	Method of selection and tenure	By transfer on deputation or on contract. Deputation/contract period shall normally be 5 years (extendable on year to year basis).
ii.	Eligibility	Officers belonging to All India Services/Central Civil Services with 17 years service in Group 'A' and holding analogous posts are eligible for this post. Other things being equal, preference shall be given to the officers belonging to Audit and Accounts Services.

3. The person so appointed will be eligible to CGHS facility and residential accommodation under the General Pool of the Directorate of Estates, New Delhi.

4. The Application form is to be filled online at [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs). The candidates are requested to go through the application process available on the above website. Merely filling up online form does not mean that the application has been submitted. The applicants are requested to fill up the online form, take a print of the PDF file generated by the online software and get the printed copy duly forwarded through proper channel along with the necessary documents, so as to reach UGC Office by the stipulated last date.

5. The printout of system generated PDF file complete in all respects along with attested copies of ACR/APAR for last five years be also sent. A certificate to the effect that neither any vigilance/disciplinary enquiry/proceedings held, pending, contemplated against him/her in the parent office, duly certified by CVO, may be enclosed by the cadre controlling authority while forwarding the application. Details of penalty imposed, if any, during last ten years may also be indicated by the cadre controlling authority. No objection certificate/cadre clearance certificate from the present/parent employer must be submitted.

6. The application complete in all respect should be sent by post to the **Deputy Secretary (Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002**. Incomplete applications and / or application not in the prescribed proforma shall not be entertained. The application received after due date will not be considered. UGC will not be responsible for any postal delay.

7. Last date for filling up the online application is **20.06.2016**

8. Last date of receiving hard copies of application through proper channel is 24.06.2016.

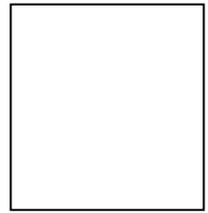
9. The University Grants Commission reserves its right to make the appointment or not to fill up the post and the decision of the Commission in this regard shall be final.

### **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](http://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 confirming, 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 received registration confirmation and other communications from time to time.

While applying online for the applicant should ensure that he/she fulfils 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 fulfil the eligibility norms or that he/she has furnished any incorrect/false information or has surpassed 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.

**PROFORMA FOR APPLICATION FOR THE POST OF FINANCIAL ADVISOR  
IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.**



1.	Name of the Applicant							
2. (a)	Present position							
2. (b)	Official address							
2. (c)	Telephone No.							
2.(d)	Email id:							
3.	Date of Birth							
4.	Category (SC/ST/OBC/PH/General)							
5.(a)	Name of All India Service/Central Civil Service							
5.(b)	Date of entry in Group 'A' service							
6.	Title of the substantive post in the parent organization alongwith scale of pay and grade pay							
7.	Age of superannuation in the substantive post held in parent organization							
8.(a)	Current Post held alongwith Scale of Pay and Grade Pay drawn since when (please indicate)							
8.(b)	No. of years for which current scale of pay and Grade pay is drawn							
8.(c)	Is any vigilance/disciplinary case either pending or contemplated against you? If yes, give details.							
9.	Details of employment in descending order (At least for the last 17 years starting from the present post)							
	Previous Post	Address of Organization/Employer's Address	Service period From _____ To _____	Nature of work				
				Finance	Administration	Other		
10.	Educational Qualifications:							
	S. No.	Degree/ Diploma	College/ University/ Board	Year of Passing	Major subject offered	Marks obtained	Percentage of marks obtained alongwith Division	Specialization
	1.	Graduation						
	2.	Post Graduation						
	3.	Ph.D.						
	4.	Any Other (Pl. indicate)						
	* Self attested copies of all relevant documents should be enclosed. Originals are to be produced at the time of Interview.							

13.	Any other relevant information	
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**Declaration**

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief. I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

\_\_\_\_\_  
Applicant's Signature with Name

**Forwarding by Head of the Institution**

I hereby forward the aforesaid application of Mr./Mrs. \_\_\_\_\_ working as \_\_\_\_\_ for the post of \_\_\_\_\_. This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

Name in Block letters: \_\_\_\_\_

Office Seal

Place:

Date:

**ADVERTISEMENT OFR THE POST OF DIRECTOR (ADMINISTRATION) AT  
UNIVERSITY GRANTS COMMISSION, NEW DELHI ON  
DEPUTATION/CONTRACT BASIS**

Applications are invited for the post of Director (Administration), UGC in the scale of pay of P B-4, ₹37,400-67,000+ ₹8,900/- (Grade Pay) plus usual allowance, as admissible to University Grants Commission employees on deputation/contract basis.

2. The appointment on deputation basis will also be subject to the conditions laid down by the Govt. of India DOPT OM No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. The qualifications, experience, and other details required for the post are as under:-

i.	Tenure of the Post	By transfer on deputation or on contract Deputation/contract period shall normally be five years (extendable on year to year basis).
ii	Eligibility	Officers of All India Services/Central Secretariat Services (Selection Grade) or in the equivalent grade or immediately Lower grade with five years' service in the grade. Failing this UGC Joint Secretary level will be considered for appointment on transfer on deputation basis.

3. The persons so appointed will be eligible to CGHS facility and residential accommodation under the General Pool of the Directorate of Estates, New Delhi

4. The application forms is to be filled online at [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs). The candidates are requested to go through the application process available on the above website. Merely filling up online form does not mean that the application has been submitted. The applications are requested to fill up the online form, take a print of the PDF file generated by the online software and get the printed copy duly forwarded through proper channel along with the necessary documents, so as to reach UGC office by the stipulated last date.

5. The printout of system generated PDF file complete in all respects along with attested copies of ACR/APAR for last five year be also sent. A certificate to the effect that neither a vigilance/disciplinary enquiry/proceedings held, pending, contemplated against him/her in the parent office, duly certified by CVO, may be enclosed by the cadre controlling authority while working the application. Details of penalty imposed, if any, during last ten years may also be indicated by the cadre controlling authority. Now objection certificate/cadre clearance certification from the present/parent employer must be submitted.

6. The application complete in all respect should be sent by post **to the Deputy Secretary (Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.** Incomplete applications and / or application not in the prescribed proforma shall not be entertained. The application received after due date will not be considered. UGC will not be responsible for any postal delay.

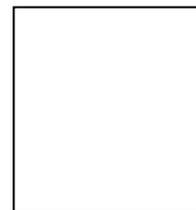
7. Last date for filling up the online application is **20.06.2016**
8. Last date of receiving hard copies of application through proper channel is 24.06.2016.
9. The University Grants Commission reserves its right to make the appointment or not to fill up the post and the decision of the Commission in this regard shall be final.

### **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](http://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 confirming, 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.
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While applying online for the applicant should ensure that he/she fulfils 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 fulfil the eligibility norms or that he/she has furnished any incorrect/false information or has surpassed 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.

**PROFORMA FOR APPLICATION FOR THE POST OF DIRECTOR  
IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.**



1.	Name of the Applicant							
2. (a)	Present position							
2. (b)	Official address							
2. (c)	Telephone No.							
2.(d)	Email id:							
3.	Date of Birth							
4.	Category (SC/ST/OBC/PH/General)							
5.(a)	Name of All India Service/Central Civil Service							
5.(b)	Date of entry in Group 'A' service							
6.	Title of the substantive post in the parent organization alongwith scale of pay and grade pay							
7.	Age of superannuation in the substantive post held in parent organization							
8.(a)	Current Post held alongwith Scale of Pay and Grade Pay drawn since when (please indicate)							
8.(b)	No. of years for which current scale of pay and Grade pay is drawn							
8.(c)	Is any vigilance/disciplinary case either pending or contemplated against you? If yes, give details.							
9.	Details of employment in descending order (At least for the last 05 years starting from the present post)							
	Previous Post	Address of Organization/Employer's Address	Service period From _____ To _____	Nature of work				
				Finance	Administration	Other		
10.	Educational Qualifications:							
	S. No.	Degree/ Diploma	College/ University/ Board	Year of Passing	Major subject offered	Marks obtained	Percentage of marks obtained alongwith Division	Specialization
	1.	Graduation						
	2.	Post Graduation						
	3.	Ph.D.						
	4.	Any Other (Pl. indicate)						
	* Self attested copies of all relevant documents should be enclosed. Originals are to be produced at the time of Interview.							

13.	Any other relevant information	
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**Declaration**

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief. I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

\_\_\_\_\_  
Applicant's Signature with Name

**Forwarding by Head of the Institution**

I hereby forward the aforesaid application of Mr./Mrs. \_\_\_\_\_ working as \_\_\_\_\_ for the post of \_\_\_\_\_. This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

Name in Block letters: \_\_\_\_\_

Office Seal

Place:

Date:

## **Advertisement for two posts of Deputy Secretary at UGC ( HQ, New Delhi and Regional Offices) on regular basis.**

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

### **Process of application:**

The application form is to be filled online and print of complete application form from the website should be sent to UGC through proper channel along with all necessary documents. The application form can be filled online at [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs). The candidates are requested to go through the application process available on the above website.

- The application forms can be filled up online from 27.05.2016
- Last date for filling up online form is 20.06.2016 midnight.
- Last date for receiving hard copies of applications through proper channels – 24.06.2016.

Merely filling up online form does not mean that the application has been submitted. The applicants are requested 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 Deputy Secretary (Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002.** Incomplete applications and /or application not in the prescribed proforma shall not be entertained. The application received after due date will not be considered. UGC will not be responsible for any postal delay.

### **Qualifications:**

Essential:

- (i) First or second class Master's Degree of a recognized University with a good academic record.
- (ii) 7 years experience of teaching at University or college level or equivalent experience of Educational Administration.

**Desirable:** Doctorate Degree.

**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 Region offices of the University Grants Commission.

**Scale of pay:** PB-3 ₹15600-39100 + ₹7600 ( Grade pay ) plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts.

**Age limit:** 45 years as on last date of receipt of application i.e. 24.06.2016 (Relaxable by 5 years for employees of Central and State Govt., Universities and Autonomous Bodies).

**Age of retirement:** 60 years

**Period of probation:** 1 year

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. The Commission reserves the right to make the selection or not to fill up the post and its decision in this regard shall be final.

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.

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 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.

Mere fulfillment of eligibility conditions will not entitle a person for consideration by the Selection Committee / Screening Committee. UGC reserves its right to short list the candidates from amongst the total number of applications received. The UGC also reserves the right not to fill up the posts and its decision in this regard shall be final.

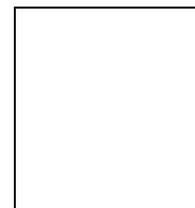
**Canvassing for the post shall be a disqualification for the applicant.**

## 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](http://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 confirming, 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 received registration confirmation and other communications from time to time.

While applying online for the applicant should ensure that he/she fulfils 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 fulfils the eligibility norms or that he/she has furnished any incorrect/false information or has surpassed 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.

**PROFORMA FOR APPLICATION FOR THE POST OF DEPUTY SECRETARY  
IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.**



1.	Name of the Applicant							
2. (a)	Present position							
2. (b)	Official address							
2. (c)	Telephone No.							
2.(d)	Email id:							
3.	Date of Birth							
4.	Category (SC/ST/OBC/PH/General)							
5.(a)	Name of All India Service/Central Civil Service							
5.(b)	Date of entry in Group 'A' service							
6.	Title of the substantive post in the parent organization alongwith scale of pay and grade pay							
7.	Age of superannuation in the substantive post held in parent organization							
8.(a)	Current Post held alongwith Scale of Pay and Grade Pay drawn since when (please indicate)							
8.(b)	No. of years for which current scale of pay and Grade pay is drawn							
8.(c)	Is any vigilance/disciplinary case either pending or contemplated against you? If yes, give details.							
9.	Details of employment in descending order (At least for the last 07 years starting from the present post)							
	Previous Post	Address of Organization/Employer's Address	Service period From _____ To _____	Nature of work				
				Finance	Administration	Other		
10.	Educational Qualifications:							
	S. No.	Degree/ Diploma	College/ University/ Board	Year of Passing	Major subject offered	Marks obtained	Percentage of marks obtained alongwith Division	Specialization
	1.	Graduation						
	2.	Post Graduation						
	3.	Ph.D.						
	4.	Any Other (Pl. indicate)						
	* Self attested copies of all relevant documents should be enclosed. Originals are to be produced at the time of Interview.							

13.	Any other relevant information	
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**Declaration**

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief. I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

\_\_\_\_\_  
Applicant's Signature with Name

**Forwarding by Head of the Institution**

I hereby forward the aforesaid application of Mr./Mrs. \_\_\_\_\_ working as \_\_\_\_\_ for the post of \_\_\_\_\_. This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

Name in Block letters: \_\_\_\_\_

Office Seal

Place:

Date:

## **Advertisement for post of Education Officer at UGC (H Q, New Delhi and Regional Offices) on regular basis.**

Applications are invited for filling up ONE post of Education Officers in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad.

### **Process of application:**

The application form is to be filled online and print of complete application form from the website should be sent to UGC through proper channel along with all necessary documents. The application form can be filled online at [www.ugc.ac.in/jobs](http://www.ugc.ac.in/jobs). The candidates are requested to go through the application process available on the above website.

- The application forms can be filled up online from 27.05.2016
- Last date for filling up online form is 20.06.2016 midnight.
- Last date for receiving hard copies of applications through proper channel is – 24.06.2016.

Merely filling up online form does not mean that the application has been submitted. The applicants are requested 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 Deputy Secretary (Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002.** Incomplete applications and /or application not in the prescribed proforma shall not be entertained. The application received after due date will not be considered. UGC will not be responsible for any postal delay.

### **Qualifications:**

- (i) Master's Degree with minimum of 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.
- Providing guidance in Legal matters.

**Scale of pay:**

PB-3 ₹15600-39100 + ₹6600/- (Grade pay) plus usual allowances as admissible from time to time to the Central Govt. employee in corresponding posts. The candidates drawing higher pay in pay band and GP or AGP will be eligible for protection of pay in the pay band only (not GP or AGP) and will continue to draw GP of ₹6600/- attached to the post.

**Age limit:** 40 years as on last date of receipt of application i.e. 24.06.2016 (Relaxable by 5 years for employees of Central and State Govt., Universities and Autonomous Bodies).

**Age of retirement:** 60 Years.

**Period of Probation:** 2 Years

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.

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.

Mere fulfilment of eligibility conditions will not entitle a person for consideration by the Selection Committee / Screening Committee. UGC reserves its right to short list the candidates from amongst the total number of applications received. The UGC also reserves the right not to fill up the posts and its decision in this regard shall be final. **Canvassing for the post shall be a disqualification for the applicant.**

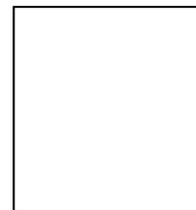
**How to Apply - Guidelines for filling Online Application**

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](http://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 confirming, 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.
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**PROFORMA FOR APPLICATION FOR THE POST OF EDUCATION OFFICER  
IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.**



1.	Name of the Applicant							
2. (a)	Present position							
2. (b)	Official address							
2. (c)	Telephone No.							
2.(d)	Email id:							
3.	Date of Birth							
4.	Category (SC/ST/OBC/PH/General)							
5.(a)	Name of All India Service/Central Civil Service							
5.(b)	Date of entry in Group 'A' service							
6.	Title of the substantive post in the parent organization alongwith scale of pay and grade pay							
7.	Age of superannuation in the substantive post held in parent organization							
8.(a)	Current Post held alongwith Scale of Pay and Grade Pay drawn since when (please indicate)							
8.(b)	No. of years for which current scale of pay and Grade pay is drawn							
8.(c)	Is any vigilance/disciplinary case either pending or contemplated against you? If yes, give details.							
9.	Details of employment in descending order (At least for the last 05 years starting from the present post)							
	Previous Post	Address of Organization/Employer's Address	Service period From _____ To _____	Nature of work				
				Finance	Administration	Other		
10.	Educational Qualifications:							
	S. No.	Degree/ Diploma	College/ University/ Board	Year of Passing	Major subject offered	Marks obtained	Percentage of marks obtained alongwith Division	Specialization
	1.	Graduation						
	2.	Post Graduation						
	3.	Ph.D.						
	4.	Any Other (Pl. indicate)						
	* Self attested copies of all relevant documents should be enclosed. Originals are to be produced at the time of Interview.							

13.	Any other relevant information	
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**Declaration**

I solemnly declare that above particulars are true and correct to the best of my knowledge and belief. I also understand that I shall be debarred from the consideration of this post, if any of the above information is found to be false or not correct at any point of time later on.

\_\_\_\_\_  
Applicant's Signature with Name

**Forwarding by Head of the Institution**

I hereby forward the aforesaid application of Mr./Mrs. \_\_\_\_\_ working as \_\_\_\_\_ for the post of \_\_\_\_\_. This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

Name in Block letters: \_\_\_\_\_

Office Seal

Place:  
Date: