सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
UNIVERSITY GRANTS COMMISSION
शिक्षा मंत्रालय, भारत सरकार
MINISTRY OF EDUCATION, GOVT. OF INDIA
बहादुरशाह ज़फर मार्ग ,नई दिल्ली: –११० ००२
BAHADUR SHAH ZAFAR MARG ,NEW DELHI – 110 002
011-23604240, 011-23604201

ज्ञान-विज्ञान विमुक्तये

ADVERTISEMENT FOR THE POST OF SECRETARY, UGC, NEW DELHI ON DEPUTATION/CONTRACT BASIS

1. Online applications are invited for the post of Secretary, UGC in the scale of pay of Level-15 Rs. 1,82,200-2,24,100/- in Pay Matrix (Pre-revised 67000-79000/-) plus admissible allowances as admissible to University Grants Commission employees on deputation (or) contract basis.

2. The appointment on deputation basis will be subject to the condition laid down by the Government of India DOPT OM No. 06/08/2009-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.**
ii.	Eligibility	1. A person who has served or is serving as a Professor/Scholar in a University or any Institution of Higher Education /Research with at least 10 years' experience of teaching at post-graduate level or guiding research and experience of educational administration. **OR** 2. Officers of Central/State Governments or Public enterprises not below the rank of Joint Secretary to the Government of India. **OR** 3. Officers of Universities, research institutes and academic organizations not below the rank of Registrar or equivalent with at least 10 years' experience in that capacity. **Note:** (a) Officers of University Grants Commission of the rank of Additional Secretary and equivalent will also be eligible for consideration. **Note:** (b) Applications for consideration for appointment on transfer on deputation or on contract shall be invited through open advertisement and by inviting nominations from the concerned institutions/organizations.

		(Appointment will be made on a tenure basis for a term of 5 years, renewable for one more term of 5 years, both being subject to the age of retirement applicable to the employees of the organization from which a person is appointed on deputation or on contract.

3. The application form can be filled online at www.ugc.gov.in/Tenders/jobs The candidates are requested to go through the application process available on the above website.

4. Last date for filling up online form is **15.01.2027**

How to Apply – Guidelines for filing 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 either pending or contemplated against him/her.

4. Candidates to visit UGC website i.e. www.ugc.gov.in/Tenders/Jobs and follow the instructions given on the website from time to time.

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 are 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.

6. While applying online 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 fulfil the eligibility 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. The UGC reserves the right to withdraw any advertised post(s) at any time without giving any reason. The UGC also reserved the right to amend or modify the clauses of the advertisement, if so required, at any stage of recruitment

3. 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.

4. 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 as may be decided by the UGC. Applications having higher qualifications or merit may be given preference.

5. Interested candidates may submit their applications online at UGC website www.ugc.gov.in/Tenders/Jobs only and **no hardcopy will be accepted.**

6. Applications shall be entertained only if "No Objection Certificate" from Forwarding Authority i.e. present employer alongwith APARs for last five years, attested by an officer not below the rank of Under Secretary/equivalent are uploaded while submitting online applications.

7. The decision of Screening Committee, constituted for the purpose to short list the candidates from amongst the total number of applications received will be binding on all.

8. The candidates short-listed for interview will be informed by website notification/email.

9. 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 incorrect, or the candidate has suppressed any information, then his/her services shall be terminated.

10. 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.

11. In case of any dispute in the selection that may occur in the process of selection, the decision of the UGC shall be final.

12. 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 a higher grade pay shall not be eligible for appointment to a post carrying a lower grade pay.

13. The candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications laid down in the advertisement. Requests for any subsequent change will not be entertained.

14. The maximum age limit for appointment by deputation shall be 58 years as per the DoPT OM

15. 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.

Terms and Conditions of deputation

Commencement/Termination of Foreign Service

The service of University Grants Commission have All India transfer liability and will be regulated as per DoPT OM No.6/8/2009-Estt.(Pay) dated 17.06.2010 as amended from time to time.

Termination of Contract

Any appointment made on contract basis can be terminated by either of the parties by giving three months' notice in advance to the either side. In case of any violation of the terms of the contract or any in case of any misconduct on the part of the employee, the same shall be dealt with as per the contractual terms.

Pay and Allowances

During the period of his/her foreign service, the incumbent will be eligible for option (to be exercised within one month of joining) either to opt for the post in UGC or deputation duty allowance his/her parent cadre pay and allowance or shall have the option for protection of

pay thereon as per Government of India, Department of personnel and Training O.M. No.6/8/2009-Estt(pay-II) dated 17.06.2010, as amended from time to time.

Travelling Allowance/Daily Allowance

The TA/DA will be paid by the UGC, travelling allowance etc. as admissible under the rules of the UGC in respect his/her journeys in connection with the affairs of the UGC as also of the journey undertaken by him/her to join the post under the UGC and, on repatriation there to his/her parent organisation.

Joining Time/Joining Time Pay

The joining time will be regulated as per the Central Government Rules. The joining time pay when proceeding on Foreign Service and on repatriation there-from shall be paid by the UGC.

Leave

a) The Officer will be governed by the leave rules of the Government of India and UGC will pay the leave salary contribution to his/her parent organisation according to the rates prescribed by the Government of India from time to time.
b) The entire expenditure in respect of any compensatory allowance for the periods of leave during or at the end of Foreign Service shall be borne by the UGC.

Pension

i. The Officer will not be enrolled to join any pension/contributory provident fund / NPS scheme of the UGC.
ii. The UGC shall pay pension contributions to his/her parent organisation in respect of his/her foreign service at the rates in force from time to time in accordance with orders issued by the Government of India as admissible.

Medical Facilities

The Officer will be entitled to CGHS facility, if posted in New Delhi.

Leave Travel Concession (LTC)

During the period of Deputation / Foreign Service, the Officer will be entitled to leave travel concession as admissible to him/her under LTC rules.

G.P.F./C.P.F/NPS

The Officer will continue to subscribe to the General Provident Fund/Contributory Provident Fund/New Pension Scheme of his/her parent organisation. The monthly recoveries on this account made from his/her salary will be remitted to his/her parent organisation by 5th of the following month.

Accommodation

The Officer will be entitled for the allotment of Government residential accommodation from the general pool of the Directorate of Estates, New Delhi.

Children's Education Allowance

Children's education allowance/reimbursement of tuition fees as admissible to him/her in the capacity of Central Government officer will be borne by the UGC.

Group Insurance Scheme

The Officer will be governed by the GIS of his/her parent organisation. The UGC will recover the contributions under the above scheme and the amount recovered shall be remitted every month to his/her parent organisation.

General

All other terms and conditions of deputation/ foreign service/ Contractual service, which are not specifically provided herein, shall be in accordance with extant rules/instructions of Government of India as applicable and amended from time to time.

Secretary, UGC

List of documents Required to be uploaded with the Online Application

1. Photograph.
2. Date of Birth Certificate
3. Educational Qualifications from the undergraduate level
4. Last Pay Certificate from Parent Organization and from Present Organization (in case of deputation)
5. Details of Teaching Experience at PG Level. (if applicable)
6. Details of Guiding Research Experience. (If applicable)
7. Details of Educational Administration. (If applicable)
8. Vigilance Certificate from Parent Organization and Present Organisation (in case of deputation)
9. NOC from Parent Organization and Present Organization (in case of deputation)
10. Duly signed APARs for the last 5 Years.

Note: In the event that Teaching Experience / Guiding Research / Educational Administration is issued by different organizations, all such certificates may be scanned as a single document/file to upload in the specified column.

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