



**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(DEPARTMENT OF EDUCATION)**

New Delhi 26th November, 1993

NOTIFICATION

GSR – In exercise of powers conferred by sub-section (1) read with clause (d) of sub-section (2) of Section 25 of the University Grants Commission Act, 1956, (3 of 1956), the Central Government hereby makes the following rules further to amend the University Grants Commission (Recruitment) Rules, 1983 namely:

1. (1) These rules may be called the University Grants Commission (Recruitment) (Amendment) Rules, 1993 namely.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. In the schedule to the University Grants Commission (Recruitment) Rules, 1983, for serial numbers 3,4,6,7,13,14,21,23,28, and 33 relating to the posts of Additional Secretary Joint Director Department Secretary. Under Secretary, Education officer, Section Officer, Private Secretary. Assistant (including cash and Hospitality Assistant). Personal Assistant, Upper Division Clerk, Lower Division Clerk respectively and entries relating thereto, the following shall be substituted, namely:–

S. No.	Name of Post	Classification Scale of Pay	Whether Selection (or) Non-selection	Age limit for Direct Recruitment	Educational and others qualifications required for direct Recruitment	Whether age and Educational Qualifications Prescribed for the direct recruitment will apply in case of promotion	Period of Probation	Methods of Recruitment whether by direct recruitment or by Promotion or transfer and % of the vacancies to be filled by various Methods	In case of Recruitment by transfer grades from which promotion to be made	Composition of DPC or Selection on Committee	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
2.	Addl. Secy	Gr. A	5100-150-5700)	Selection	50 years (Relexible upto 5 yrs. for empls. of the Central & State Govts. Univs. & autonomous bodies. Age limit will not apply in case of officers of commission).	A person who has served or serving as a professor/scholar in a univ. or any institution of higher education, research with atleast 10 yrs. experience of teaching at PG level or Guiding research and experience of educational administration OR A person who has served or is serving as an officer of the Central or State Governments, or Universities, research institutes, autonomous organisation, Public Enterprises etc. equivalent grade or one grade lower with five yrs. service the lower grade and having experience of educational administration.	N.A.	One year in case of direct Recruits only	By promotion/ Direct Recruitment	J.S. in the UGC Office with 5 yrs continuous in the grade	1) Chariman, UGC 2) V.Cm, UGC 3) 2 Mem. of the regular service Commission nom. by CM UGC 4) One outside expert to be nom. by CM UGC 5) A representative of the Central Government 6) Secretary, UGC.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
3.	Jt. Secy/ Director	Gr. A	Rs. 4500-150/ 5700	Selection	50 years (Relaxable by 5 yrs for employees of Central & State Govt., Universities and autono- mous bodies.	Essential 1. I or II class Master's degree or a professional degree; 2. about 10 yrs experience of teaching/rese- arch or educa- tional adminis- tration Desirable: Doctorate in any discipline or Masters degree in any professional subject	Yes	1 year for direct recruits	By promotion failing which by deputation or direct recruitment	Promotion: Dy. Secy in UGC with 5 yrs continuous regular service in the grade Transfer on Deputation: Officer holding posts analogous to those in the scale of pay of Rs. 3700-125/4700-150/5000, from the Central & State Govts., Univer & other autonomous organisation, having 5 years service in that grade an ex- perience of educational administration (Period of de- putation shall ordinarily not exceed 5 yrs.)	1) Chairman, UGC 2) 2 members of Univeristy Grants Com. nominate by the CM 3) 1 outside exp. to be nominated by Chairman. 4) Representative of Central Govt. 5) Secretary.
4.	Dy. Secy	Gr. A	3700-125- 4700 150- 5000	Selection	45 years (Relaxable by 5 yrs for employees of Central & State Govt. Autonomous bodies and Universities	Essential 1. I or II class Master' degree of a recognised univ with a good academic record 2. 7 years experience of teaching at Univ or college level equivalent ex- perience of educational administration Desirable : Doctorate Degree	No	1 years for direct recruits)	75% by promotion and 25% by direct recruit- ment	Promotion: U.S. or E.O. with 5 yrs continuous regular service in the grade. The inter-se Seniority of the E.O/U.S. for promotion quota shall be reckoned on the basis of continuous regular service in the respec- tive grade.	1) Chairman, UGC 2) Two members of the commission nom. by CM UGC. 3) 1 outside expert to be nominated by chairman. 4) Representative of Central Govt. 5) Secretary

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
5.	Uunder Secretary	Gr. A	3000-100-3500-125-4500	Selection	N.A.	N.A.	N.A.	2 years	100% by promotion Regular Service in the respective grade & having Assistant.	By promotion S.O. (Gr.B) & private secy. (Gr "B") with at least 5 yrs. continuous a degree from a recognised univ. in the ratio of 4 Section Officers to one Personal	1) V.Cm, UGC 2) 2 Member of the Commission nominated by Chairman UGC 3) 1 outside Exp. to be nominated by Chairman 4) Rep. of GOI 5) Secretary
6.	Education Officer	Gr. A	3000-100-2300-EB-75-3200-100-3500	N.A.	40 yrs. (Relaxible by 5 years employlyees of Central & State Govt, Univ. and autonomous bodies	1) Min. second class master's degree with 55% marks from a recognised Univ; 2) 5 yrs experience of teaching or research or educational Administration	N.A.	2 years	Direct recruit	N.A.	1) V.Cm, UGC 2) 2 Member of nom. by the CM 3) 1 outside expert nominated by Chairman, UGC 4) Rep. Central Government 5) Secretary UGC
7.	Section Official	Gr. B	2000-60-2300-EB-75-3200-100-3500	Selection by senirity cum-fitness	N.A.	N.A.	N.A.	2 years	By promotion failing which by direct recruitment service in the grade. Chairman, UGC.	Assistants with 5 years conti- nuous regular service in the grade. to be nom. by	1) Secy. UGC 2) Director Admn. /Addl. Secretary 3) 1 outside expert to be nom. by
8.	Private Secretary	Gr. B	2000-60-2300-EB-75-3200-100-3500	Non- selelction	N.A.	N.A.	N.A.	2 years	By promotion	Personal Asst. with 5 yrs. con- tinuous regular service in the grade. Note: In the case of Pers.	1) Secy. UGC 2) Director Admn. /Addl. Secretary 3) 1 outside expert to be nom. by Chairman, UGC.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
										Asst. (Hindi stenographer) eligibility for promotion as Private Secy. will be subject to proficiency in English stenography which will be determined by a suitable test.	
9.	Asst. (including Gr. C cashier and Hospitality Assitant		1640-60-2600-EB-75-2900	Non-selection	N.A.	N.A.	N.A.	Nil	By Promotion: Promotion of Upper Div. Clerks with five years continuous regular service in a grade on the basis of seniority subject of rejection of unfit-100%	By Promotion: Upper Division Clerks with 5 years continuous regular service in the grade.	1) Director Admn. 2) 1 outside expert to be nom. by Secy. UGC 3) 2 Jt. Secs. to be nominated by Secy. UGC
10.	Personal Assistant	Gr. C	1640-60-2600-EB-75-2900	Non-selection	N.A.	N.A.	N.A.	Nil	By Promotion	1) On the results of a qual. test as under: 25% Stenographer including Stenographer(Hindi) with a min. of two years continuous regular service shall be eligible. 1. General English-I Paper 2. Shorthand two test in shorthand at the speed of 120 words per minute	1) Director Admn. 2) 1 outside expert to be nom. by Secy. UGC 3) 2 Jt. Secs. to be nominated by Secy. UGC

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	
										and 100 words per minute for 15 minutes duration each. Note candidates who qualify the qualifying standard at the dictation of 120 words per minute will rank above the candidate who obtain the same standard in dictation at 100 words per minute, persons in each group being arranged inter-se in order of their seniority. 2) On the basis of seniority subject to rejection of the unfit: 75% Stenographer including Stenographer (Hindi) with a min. of 6 years conti. regular service in the grade.		
11.	Upper Division Clerk	Gr. C	1200-30-1560-EB-40-2040	Non-selection	N.A.	N.A.	N.A.	Nil	By Promotion	By Promotion: 1) Director Admn. Lower Division Clerks with 5 years continuous regular service in the grade.	1) Director Admn. 2) 1 outside expert to be nom. by Secy. UGC 3) 2 Jt. Secy. to be nominated by Secy. UGC	

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
12.	Lower Division Clerk	Gr.C	950-20-1150 -EB-25-1500	N.A.	25 years on the 1st of Jan. of the year in which the applications are invited/nomination are invited from the employment Exchange (Relaxable for employees of Central & State Govt. Univs, & other autonomous bodies upto 35 years)	i) Matriculation or equivalent Examination ii) Minimum speed of 30 w.p.m in type-writing. Provided that physically handicapped person who is otherwise qualified to hold clerical post but does not possess in the said qualification typewriting may be appointed and granted exemption subject condition that the Medical Board attached to the special Employment Exchange for physical handicapped or wherethere is no such Board the Civil surgeon declares him to permanently unfit pass the typewriting test because Physical disability. Provided further than a person so appointed on the basis of competitive examination limited of departmental GD employees not possessing the said qualification may be appointed subject to the condition that the person so appointed will have to pass same with	N.A.	2 years	i) By direct recruitment: 90% ii) By competitive examination 10%** Limited to departmental Group D employees possessing the qualifications prescribed under Col 7 with 5 yrs. continuous regular service as a Grp. D employees	5% on the basis of seniority cum-fitness with 5 yrs. continuous regular service in Group D Basis of 5% on the qualifying test	1) Director Admn. 2) One outside exper to be nom. by Secy. 3) Two Joint Secy. to be increment by Secy. UGC.

** 1. In the event of non availability of Departmental candidates the reservations will not be carried forwarded but the vacancies will be filled by appointment of qualified candidates available through direct recruitment as at 10 (i).

2. The qualified departmental candidates will in block be junior to the qualified candidates available under direct recruitment as at 10 (i) in a recruitment year.

a period two years
from the date of
appointment failing which
he shall be reverted to
his substantive
appointment or
temporary post held
by him before his
appointment to the
cadre of LDC and
until that time he will
no be eligible for
drawing annual
increment in the
pay scale.

F.No. 4-12/II/914

Sd/-

(Y.N. Chaturvedi)
Additional Secretary

Note: One Scheduled Caste/Scheduled Tribe expert/Officer nominated by Chairman/Secretary shall be associated with all Departmental Promotion Committee/Selection Committees in Accordance with the guidelines issued by Central Government in this regard from time to time.

Foot note: Principal rules were published in Gazette of India vide Notification G.S.R. 434 (E) dated 19th May. 1983 and subsequently amended vide notification as under

- (1) G.S.R. 737(E), dated 22.9.1983
- (2) G.S.R. 1201, dated 1.12.1984
- (3) G.S.R. 885, dated 2.12.1989
- (4) G.S.R. 887, dated 2.12.1989
- (5) G.S.R. 300, dated 4.7.1992
- (6) G.S.R. 617, dated 10.9.1990