



University Grants Commission
Application for the post of Additional Secretary on Direct Recruitment Basis
Pre-requisites before filling of Online Application

1. Valid e-mail ID and Mobile Number.
2. Scanned Passport photograph in **JPEG format** (File Size should be less than **200KB**) (The applications with **Selfie Photographs/ Photographs with Caps/ Hats / Goggles/ Mobile Photos will not be considered**)
3. Scanned copy of Last Pay Certificate issued by the Parent Organization. (PDF)
4. Annual Performance Appraisal Report of last 5 Years. (PDF)
5. Educational Qualifications (From Degree onwards) (PDF)
6. Any other Information / Special Recognitions (Awards If any) (PDF)

The applicants should download the following formats

- a) Formats for applicants (PDF)
 - i. Details of Teaching Experience at Post Graduate Level
 - ii. Details of Guiding Research Experience
 - iii. Details of Educational Administration
 - iv. Vigilance Clearance Certificate
 - v. NOC As per format
 - vi. In case of employees who are deputation as on date of submission of application have to submit separate NOC and Vigilance Clearance Certificates from the present and parent employers

The applicants are advised to fill the applications carefully. Before final submission, applicants are requested to ensure that all the information provided in the form is correct. Applicants should note the reference number displayed on screen. The application may be reopened by using the 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. Once the application submitted, the same cannot be edited or modified.

In case, it is detected at any stage of recruitment that an applicant 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 shall stand cancelled. If any of these shortcomings is/are detected even after the appointment, the disciplinary action including termination of service should be initiated.

Secretary, UGC

I have gone through all the details of the notification and attached all the scanned copies of the required documents.

Submit

Preliminary Information

1	Employee of	UGC/ Universities / Autonomous Bodies Central Govt./State Govt./ Public Enterprises/ Others
2	Date of Birth	Day/Month/Year
3	Age	<50 Years/ <55 Years / UGC
4	Age (Maximum 50 Years)	i. No age Limit for UGC Employees ii. 5 Years to other than UGC Employees.
5	Present in Service	i. In Service ii. Not
6 (i)	Experience as a Professor / Scholar	i. In University or any institution of Higher Education / Research with at least 10 Years of Teaching at Post Graduate Level. ii. In University or any institution of Higher Education / Research with at least 10 Years of guiding research iii. None of the above.
6 (ii)	Present Level of Pay (or) Pay Level at the time of Retirement.	i. Level Higher than Level-13A ii. In Level-13A. iii. Presently working in the Pay Level -13 for the Last 5 Years. iv. None of the above.
7.	Have the Experience of Educational Administration	i. Yes ii. No
8.	If Yes, Number of Years	



Professional Information

1	Employee of	UGC/ Universities / Autonomous Bodies Central Govt./State Govt./ Public Enterprises.
2	Are you on deputation as on date of submission of application	i. Yes ii. No
3	Name of the Parent Organisation	
4	Address, Phone number, email of the Parent Organisation	
5	Designation at Parent Organisation	
6	Pay Scale at Parent Organisation (as per 7 th CPC) (At Present (or) At the time of Retirement)	
7	Name of the Present Organization	(In case of deputation)
8	Address, Phone Number and Email of the Present Organisation	(In case of deputation)
9	Designation at the Present Organisation	(In case of deputation)
10	Pay Scale at present Organisation (as per 7 th CPC)	(In case of deputation)
11	Last Pay Certificate issued by the Parent Organization	
12	Last Pay Certificate issued by the Present Organization (in case of applicant is on deputation)	
13	No, of Years of in the current pay scale.	
14	Age of superannuation in the present substantive post held in the parent organization	
15	Details of Teaching Experience at Post Graduate Level as per prescribed format	
16	Details of Guiding Research Experience as per prescribed format	
17	Details of Educational Administration as per prescribed format	
18	Vigilance Clearance As per prescribed format from Parent Organization	
19	NOC from present employer as per prescribed format (in case employee on deputation)	
23	Vigilance Clearance As per prescribed format from the present employer (in case, employee on deputation)	
24	Annual Performance Appraisal Report (of last 5 years)	
25	Have you been charged with any Minor / Major Penalties	i. Yes ii. No
26	If Yes, Brief details thereof	iii. (< 500 Words)



Personal Information

Name				Dr.				Passport Photo
Father Name				Shri.				
Date of Birth				(Auto fills)				
Age				(Auto generates)				
Present Address (For Communication)								
Permanent Address				i. Same as above ii. Other than present address.				
Mobile Number								
Email Id.								
Educational Qualifications (Degree onwards)								
Sl. No	Degree	College/ University / Board	Year of Passing / Awarded	Major Subjects offered	Marks (CGPA) obtained/ Total Marks (CGPA)	Percentage / Division	Specialization	View Certificate
1.								
2.								
References Details								
Reference1					Reference .2			
Name :								
Designation :								
Organisation :								
Place :								
Phone No. :								
Email :								

Any other Special Recognitions (Awards If any)		
Additional Details.		
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, if any of the above information is found to be incorrect at any point time later on.		
Applicant's Signature with Name		
Place		
Date		
Office Seal :		
Date :		