



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

In exercise of the powers conferred by clause (c) of sub-Section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956) and with reference to para 9 of Ministry of Education Notification No. F. 24.4/56-U.5 dated 1.7.1958 under which the UGC (terms and conditions of service of employees) Rules 1958 were notified, the University Grants Commission makes with the approval of the Central Government, the following regulations namely:—

1. Short title, commencement & application

- (i) These regulations may be called the University Grants Commission (Supplementary Terms and Conditions of Service of employees) Regulation, 1967.
- (ii) They shall come into force on the 1st April, 1967 and shall apply to all the employees of the University Grants Commission.

Provided that a government servant or an employee of a local authority whose services have been or may be obtained on deputation by the Commission, may be engaged..... by such terms and conditions as may be settled by the Commission in Consultation with the Government or the local authority concerned:

Provided further that an employee appointed on contract or a tenure basis may be exempted from the Regulations to such extent and subject to such conditions as may be specified by the Commission.

2. Definitions

For the purpose of these regulations, unless there is anything repugnant in the subject and context:—

- (a) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (b) "Chairman" means the Chairman of the Commission;
- (c) "Secretary" means the Secretary of the Commission.
- (d) "Employee" means a person appointed to or borne on the staff of the commission.

- (e) "Service" means service under the Commission;
- (f) "Post" means a post under the commission and shall be framed to be a part in the Class I, Class II, Class III or Class IV and has such post is specified in the
- (g) "Schedule" means a schedule appended to these regulations
- (h) All other words and expressions used here in after what not defined here in shall have the meanings as to them in the relevant rules applicable to the corresponding class of the central government servants.

3. Qualification for Appointment

Age , experiance and other qualifications for appointment on a post under the commission shall be prescribed by the appointing authority keeping in view the qualification and experinace prescribed by the central government for similar post before applications of candidates are called for by advertisemnt or through employment exchange as the case may be.

4. Period of Probation

Unless otherwise decided by the appointing authority in any case, all employees shall be on probation for two years. During the period of probation, the employee shall be required in but in be liable to temination at any time without anynotice or reason being assigned for the same. The Appointing Authority may, however, extend the period/probation in any particular case.

5. Seniority

The seniority of employees of the Commission in each category shall be cetermined by the order of merit in which they were selected for appointment to the post in question those selected on an earlier ocession being rented senior to those selected later.

6. Leave

Temporary and permanent employees of the Commission shall be entitled to such leave and leave salary as are admissible to the corresponding categorise of Central Government servants under the revised leave Rules, 1933 as amended from time to time; provide that incumbent on deputation to the Commission as on foriegn.service shall be governing by leave rules as may be stipulated in the conditions of their deputations.

7. Superannuation

The age of superannuation of all employee of the Commission, shall be regulated in terms of pare 8 of the UGC (Terms & Conditions of Service, of Employees) Rules 1956 published vide Government of India Notification No. 24-4/56(U.5) dated 1.7.1953

8. Conduct, discipline and Penalty:

All employees of the Commission shall be governed. by the University Grants Commission (Conduct) Regulations, 1967 and the university Grants Commission (Classification, Control & Appeal) Regulations, 1967.

9. Medical facilities for employees

Employees of the commission and members of their families shall be entitled to such medical aid as is admissible to Central Civil Servants of similar categories in Delhi and New Delhi. All employees of the Commission shall thus be members of the UGHSS of the Central Government and shall pay such contributions as is required under that scheme.

9A. Retirement Benefits

The employees of the Commission, shall untill further orders. be eligible, on option, for retirement benefits contained in any of the two schemes mentioned below:

- (i) Pension-cum-Gratuity-cum-General Provident Fund Scheme; and
- (ii) Contributory Provident Fund-cum-Gratuity Scheme.

Except in the case of C.P. Fund, which shall be governed by the univeristy Grants Commission Contributory provident fund rules 1965 the rules for pension, gratuity and C.P. Fund, applicable to the Central Government employees, shall be applicable mutatis mutandis to the employees of the Commission as specified below:

10. Other conditions of service:

In respect of matters provided for in these regulations, the rules regarding general conditions of service, pay, allowance, including travelling and daily allowance, leave salary, joining time, foreign service, and deputation in India or abroad as contained in Fundamental and Supplementary Rules and orders and decisions issued therein applicable to the Central Government Servants shall apply mutatis mutandis to the employees of the Commission.

11. Relaxation in exceptional cases

Where the Commission is satisfied that the operation of any a regulation or provision in the matter of conditions of service, of the employees cases under hardship in any particular case, the Commission any, by order, dispenses with or relax the requirements of that regulation or provision to such an extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

12. Oath of Allegiance to the Constitution of India

Every employee shall be required to take oath or solemnly his allegiance to the Constitution of India as by law established, at the time of his appointment to service of Commission.

13. Declaration to be made by the employee:

- i) Every employee shall be required at the time of appointment to make a declaration as laid down by the Government about his or her
- ii) Every employee to whom these regulations apply shall make the following declaration duly witnessed.

“I, hereby, declare that I have read and understood UGC (Supplementary Terms & Conditions of Service of Employees) Regulations, 1967 and I hereby subscribe and agree to be bound by the said Regulations.”



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(See Regulation 2(f) of the UGC (Supplementary Terms & Conditions of Service of Employees) Regulations, 1967.

SCHEDULE

Part – I Group – A Posts

1. Secretary
2. Additional Secretary
3. Joint Secretary
4. Deputy Secretary
5. Education Officer
6. Assistant Secretary
7. Publication Officer
8. Senior Statistical Officer
9. Senior Librarian
10. Documentation Officer
11. Consultant
12. Director
13. Research Officer
14. Finance Officer
15. Accounts Officer

Group – B

1. Assistant Education Officer
2. Section officer (Grade-I)
3. P.S. to Chairman
4. P.S. to Vice-Chairman
5. Junior Statistical Officer
6. Officer on Special Duty
7. Assistant Editor
8. Personal Assistant
9. Section Officer (Grade-II)
10. Section Officer (Grade-II) Stat.
11. Artist
12. Librarian
13. Senior Statistical Assistant
14. Production Assistant

Group – C

1. Assistant including Cashier & Hospitality Assistant
2. Stenographer including hindi Stenographer
3. Receptionist