

## Notification for the post of Additional Secretary on Direct Recruitment Basis

Online applications are invited for filling up of **2 Nos** of Additional Secretary posts on Direct Recruitment basis in the Office of the University Grants Commission, New Delhi.  
**The last date submission of online applications is 30.09.2023**

1.	Name of the Post	Additional Secretary
2.	Number of Posts	2 Nos. [ One post is available with effective from 01 <sup>st</sup> January 2024]
3.	Category	General
4.	Period of probation	One Year
5.	Scale of Pay	Pay Level -13A (₹ 1,31,100-₹ 2,16,600)/ (7 <sup>th</sup> CPC) (₹5,100-150-5700 )(4 <sup>th</sup> CPC/ Pre-revised Scale).
6.	Age Limit	50 Years (Relaxable upto 5 years for employees of the Central and State Governments, Universities and Autonomous bodies. Age limit will not apply in the case of officers of the Commission)
7.	Education and Other Qualifications.	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. <b>(OR)</b> b. Person who has served or is serving as an Officer of the Central or State Governments, or Universities, Research Institutions, Autonomous Organizations, Public Enterprises etc. in equivalent grade or in one grade lower with 5 years service in the lower grade and having experience of educational administration.
8.	Nature of Duties	Educational administration and work related to development of UGC as per the UGC Act 1956.

## GENERAL TERMS AND CONDITIONS

1. The eligibility of candidate shall be determined as on the last date of submission of application form.
2. Number of posts are tentative, may vary and the UGC reserves the right to increase or decrease the number of posts and may or may not fill any post(s) and its decision in this regard shall be final.
3. The UGC reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
4. 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.
5. 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/test as may be decided by the UGC. Applications having higher qualifications or merit may be given preference.
6. Interested candidates may apply online at UGC website [www.ugc.gov.in](http://www.ugc.gov.in) only. However, duly self-attested photocopies of the testimonials along with the application in duplicate may submit to "*The Under Secretary (Admin-I/A&B) Room No. 204, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002*" by Register/ Speed post **on or before 10.10.2023**
7. The decision of the Committee to short list the candidates from amongst the total number of applications received will be binding on all. Applications without required enclosures and enclosures not in prescribed formats will not be considered.
8. The candidates short-listed for interview / test will be informed by website notification / e-mail.
9. Original certificates should be produced only at the time of interview.
10. 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 the candidate has a clandestine antecedents / background and has suppressed any information then his/her services shall be terminated.
11. In case of in service applicants, Forwarding Authority may ensure that the applications are accompanied by APARs for last five years and Vigilance Clearance Certificate attested by an Officer not below the rank of Under Secretary / Equivalent.

- 12.** The candidates are advised to satisfy themselves before applying that they possess minimum essential qualifications laid down in the advertisement and should verify the information submitted in the application form. Request for any subsequent change will not be entertained.
- 13.** 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 of pro-rata retirement benefits from previous employer.
- 14.** The selected candidate would be entitled to the benefits of CGHS and allotment of residential accommodation in the General Pool in their own turn in Delhi. 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.
- 15.** No TA/DA will be paid for attending the interview.
- 16.** The decision of the UGC in respect of selection 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.
- 17.** In case of any dispute / ambiguity that may occur in the process of selection, the decision of UGC shall be final.

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## Requirements /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 / Acknowledgment by e-mail and SMS.
2. Candidates should first scan their photograph in JPEG format. The digital size of file should be less than 200KB. (The applications with Selfie Photographs/Photographs with Caps/ Hats / Goggles / Mobile Photos will not be considered.)
3. Candidates need to Scan the duly filled in required documents as per the prescribed formats (available at [www.ugc.gov.in](http://www.ugc.gov.in)) in PDF for uploading at the time of submission of online application. ( *documents in different formats / un-clear formats will be rejected*).
4. Applications shall be entertained only if all the required documents were uploaded in prescribed formats during the submission of online application.
5. Applicants may ensure that the applications are accompanied by grading APARs for last five years attested by an officer not below the rank of Under Secretary / equivalent of forwarding organization.
6. Candidates may visit website i.e., [www.ugc.gov.in](http://www.ugc.gov.in) and follow the instructions given on the website from time to time.
7. *Merely filling up online form does not mean that the application has been submitted. Once filling up of online application is completed, the candidate is required to press "Submit" button on the last.*
8. 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 is correct. Upon successful filling up of form, candidates should note the reference number displayed on screen. Candidates can re-open the application by using this reference number for viewing and printing purposes. Once the application is filled complete, the candidate should take a printout of the system generated PDF file and send the application through proper channel.
9. The candidate must ensure to furnish correct Mobile Number and e-mail ID to receive registration confirmation and other communications from time to time.
10. While applying online form 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 respects. In case it is detected at any stage of recruitment that a candidate does not fulfills the eligibility norms 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.

**Secretary, UGC**

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