



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)  
बहादुरशाह जफर मार्ग, नई दिल्ली- 110 002  
Bahadurshah Zafar Marg, New Delhi-110002  
Phone : 011-23604181, 23604201



Advertisement No.16/2022

University Grants Commission, New Delhi invites online applications for appointment on Deputation / Direct recruitment basis for the following posts:

S.No.	Name and Number of the Post	Scale of Pay
1.	Joint Secretary (03) – on deputation	Level 13 Rs. 1,23,100 – 2,15,900
2.	Deputy Secretary (01) - Direct Recruitment Reserved for ST	Level 12 Rs. 78,800 – 2,09,200

Eligibility criteria, qualifications, scale of pay and other details can be accessed on UGC website i.e. [www.ugc.ac.in/ugc\\_jobs.aspx](http://www.ugc.ac.in/ugc_jobs.aspx). Last date for online submission of applications is 30<sup>th</sup> November, 2022.

**Secretary, UGC**

F.No.5-1/2022(Admn,I/A&B)



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विज्ञापन संख्या:16/2022

विश्वविद्यालय अनुदान आयोग, नई दिल्ली में निम्नलिखित पदों के लिए प्रतिनियुक्ति/सीधी भर्ती के आधार पर नियुक्ति के लिए ऑनलाइन आवेदन आमंत्रित किए जाते हैं:-

क्र० सं०	पद का नाम और संख्या	वेतनमान
1.	संयुक्त सचिव - 03 प्रतिनियुक्ति के आधार पर	लेवल 13 रु. 1,23,100 -2,15,900
2.	उपसचिव - 01 (एस.टी. के लिए आरक्षित) - सीधी भर्ती	लेवल 12 रु. 78,800 -2,09,200

पात्रता मापदंड, योग्यता, वेतनमान और अन्य विवरणों को विश्वविद्यालय अनुदान आयोग की वेबसाइट [www.ugc.ac.in/ugc\\_jobs.aspx](http://www.ugc.ac.in/ugc_jobs.aspx) पर देखा जा सकता है। प्रार्थनापत्रों को ऑनलाइन जमा कराने की अंतिम तिथि 30 नवंबर, 2022 है।

सचिव, यूजीसी

सि.सं.5-1/2022(Admn./A&B)

## **1. Joint Secretary 03 Posts**

Applications are invited for filling up 03 (three) posts of Joint Secretary on deputation basis in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad.

### **Scale of Pay:**

Pay Level – 13, Rs. 1,23,100 – 2,15,900/- (pre-revised Pay Band-4 Rs. 37400-6700 with Grade Pay of Rs. 8700/-) plus usual allowances as admissible from time to time to Central Government servants in corresponding posts. The candidates drawing higher pay in pay level will be eligible for protection of pay in the pay level attached to the post of Joint Secretary (Level-13).

### **Qualifications for deputation basis:**

- a) Officers under the Central Government, State Government, Universities and Autonomous bodies:-
  - i. Holding analogous posts on regular basis in the parent cadre/department; or
  - ii. With 5 years' of service in the grade rendered after appointment thereto on regular basis in pay Level-12, Rs. 78,800-2,09,200/- (Pay Band-3 Rs. 15600-39100 with Grade Pay of Rs. 7600/- pre-revised) or equivalent in the parent cadre/department.

AND

- b) Possessing the following qualifications:  
05 years of experience in educational administration.

### **NOTE:**

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years.

### **Age Limit:**

- i. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years as on the last date of receipt of application'.
- ii. The maximum age limit for appointment by deputation shall be as per the DoPT OM No. AB-14017/11/2017-Estt.(RR) dated 05<sup>th</sup> February, 2018.

### **Nature of Duties:**

Mainly educational administration and organizational Management. Work is largely concerned with internal management in UGC and processing and evaluation of development and research proposals in Sciences, Social Sciences and Humanities & Engineering / Technology areas of Universities and Colleges.

It also includes preparation of status reports, initiation, implementation and coordination of higher educational programmes. These would also include innovative education and quality improvement schemes, examination reforms, evaluation techniques and all other aspects essential for the function, improvement and coordination of standards of higher education. Such other duties as may be assigned by the Commission from time to time.

The officer selected for the post is liable to be posted anywhere in the country in the Regional Offices of the University Grants Commission.

### **2. Deputy Secretary (01 reserved for ST) :**

Applications are invited for filling up 01(one) post of Deputy Secretary on direct recruitment basis (Reserved for ST) in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad.

### **Scale of Pay:**

Pay Level-12 Rs. 78,800-2,09,200/- (pre-revised Pay Band-3 Rs. 15,600-39100 with Grade Pay of Rs. 7600/-) plus usual allowances as admissible from time to time to Central Government servants in corresponding posts. The candidates drawing higher pay in pay level will be eligible for protection of pay in the pay level attached to the post.

### **Qualifications:**

#### **Essential:**

- a) First class Master's Degree of a recognized University with a good academic record;
- b) At least 7 years' experience of teaching/research in University or college or Educational Administration in higher education.
- c) (i) Holding analogous post on regular basis in the parent cadre/department; or  
(ii) With 5 years' service in the grade rendered after appointment thereto on regular basis in pay level-11 Rs. 67,700-2,08,700 (Pay Band-3 Rs. 15,600-39,100 with Grade Pay of Rs. 6600/- pre-revised) or equivalent in the parent cadre/department.

#### **Desirable:**

Doctorate in any discipline.

**Age limit:**

45 years as on last date of receipt of application (relaxable by 5 years for employees of Central Government, State Government, Universities, Autonomous Bodies and for candidates belonging to the SC/ST/OBC/PWD and other special categories of persons as specified in the orders/instructions issued by the Central Government from time to time in regard to age relaxation).

**Period of Probation:**

02 years

**Nature of Duties:**

Mainly educational administration and organizational Management. Work is largely concerned with internal management in UGC and processing and evaluation of development and research proposals in Sciences, Social Sciences and Humanities & Engineering/Technology areas of Universities and Colleges. It also includes preparation of status reports, initiation, implementation and coordination of higher educational programme. These would also include innovative education and quality improvement schemes, examination reforms, evaluation techniques and all other aspects essential for the function, improvement and coordination of standards of higher education. Such other duties as may be assigned by the Commission from time to time.

The officer selected for the post is liable to be posted anywhere in the country in the Regional Offices of the University Grants Commission.

**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 Vigilance Clearance Certificate from the CVO of their organization in the prescribed proforma (**Annexure-I**).
4. Applications shall be entertained only if “No Objection Certificate” in the prescribed proforma (**Annexure-II**) from Forwarding Authority i.e. present employer is uploading while submitting online applications.
5. Applicants may ensure that the applications are accompanied by grading of APARs for last five years in the prescribed proforma (**Annexure-III**) attested by an officer not below the rank of Under Secretary/equivalent of forwarding organization.

6. Candidates to visit UGC website i.e. [www.ugc.ac.in/ugc\\_jobs.aspx](http://www.ugc.ac.in/ugc_jobs.aspx) and follow the instructions given on the website from time to time.
7. 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 same data, using this reference number for viewing and printing purposes.
8. The Candidate must ensure to furnish correct Mobile No. and E-mail ID to receive registration confirmation and other communications from time to time.
9. While applying online for 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 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.

#### **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 is tentative, may vary and the UGC reserved the right to increase or decrease 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. A candidate has to submit separate applications, if he/she desires to apply for more than one post.
6. The prescribed qualifications are minimum and more 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.
7. Interested candidates may apply online at UGC website [www.ugc.ac.in/ugc\\_jobs.aspx](http://www.ugc.ac.in/ugc_jobs.aspx) only and **no hardcopy will be accepted.**

8. The decision of Screening Committee, appointed for the purpose to short list the candidates from amongst the total number of applications received will be binding on all. Incomplete applications will not be considered.
9. The candidates short-listed for interview/test will be informed by website notification/email.
10. Original certificates should be produced only at the time of interview.
11. 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.
12. 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.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the UGC shall be final.
14. 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 17<sup>th</sup> June, 2010, as amended from time to time. A person in higher Grade Pay shall not be eligible for appointment to a post carrying a lower Grade Pay.
15. In case the candidate belongs to SC/ST/OBC, he/she will upload a certificate to that effect from the prescribed authority concerned.
16. 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.
17. 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 on pro-rata retirement benefits from previous employer.
18. The selected candidates would be entitled to the benefits of CGHS and allotment of residential accommodation in the General Pool in their turn at Delhi. Residential accommodation of UGC is also available at its Regional Office at CRO-Bhopal and will be provided accordingly. 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.
19. Merely filling up online form does not mean that the application has been submitted. Once online application is completed, the candidate is required to press ‘Submit’ button on the last page.

20. Incomplete applications and/or application not in prescribed proforma shall not be entertained or will be rejected summarily without assigning any reason. No correspondence in this regard will be entertained.

21. No TA/DA will be paid for attending the interview.

**Secretary, UGC**



**ANNEXURE-I**

**PROFORMA FOR VIGILANCE CLEARANCE**  
(To be furnished and signed by the CVO or HOD)

1	Name	
2	Father's Name	
3	Date of Birth	
4	Date of Retirement	
5	Date of Entry into Service	
6	Designation	
7	Institution	
8	Organization	
9	Whether IPR for previous year submitted by 31 <sup>st</sup> January of the following year	
10(a)	Whether the officer has been placed on the Agreed List or List of Officers of doubtful integrity.	
10(b)	If yes, details to be given	
11(a)	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years	
11(b)	If Yes, its result	
12	Details of minor penalty imposed during the last 10 years, if any	
13	Details of minor penalty imposed during the last 10 years, if nay	
14	Is any disciplinary/criminal proceeding or charge sheet pending against the office, as on date	
15	Details of Prosecution sanction granted, if any	
16	Whether debarred from assigning important assignment under the Government	
17	Is any action contemplated against the officer as on date [If so, details to be furnished]	
18	Whether any complaints are pending against the officer [if so, details to be furnished].	
19	Positions held during the last ten preceding years (in the following format)	

S.No.	Organization (Full Name)	Designation	Place of Posting	From	To

Signature of CVO/HOD  
Full Name:

Date:

Office Seal

**ANNEXURE-II**

[Letter head]

No.F. \_\_\_\_\_

Date:

**TO WHOMSOEVER IT MAY CONCERN**

Certified that Prof./Dr./Mr./Ms. \_\_\_\_\_ (Emp. No. \_\_\_\_\_) is the permanent/temporary employee of the (*Name of organization*) w.e.f. \_\_\_\_\_ and he/she is presently holding the post of \_\_\_\_\_.

It is further certified that no disciplinary proceeding is either pending or contemplated against Prof./Dr./Mr./Ms. \_\_\_\_\_ during his/her services in (*Name of organization*). It is also certified that no minor/major penalty was imposed against him/her.

This organization/institution has no objection to apply as well as to appear before the interview for the post of \_\_\_\_\_ in **University Grants Commission** against advertisement **No.16/2022** dated \_\_\_\_\_. In the event of his/her selection on the aforesaid post, he/she will be relieved as per the rules.

Signature of Head of the Organization/Institution

Office Seal

**ANNEXURE - III**

**Summary of Annual Performance Appraisal Report**

1.	Name of the officer			
2.	Designation			
3.	Whether belongs to SC / ST/ OBC. if not, say neither			
4.	Date of Birth			
5.	Date of regular appointment in the present post and pay level			
6.	Since when present post held substantively			
7.	Name of organization			
8.	Integrity of the officer			
9.	Grading of the Annual Performance Appraisal Report			
S. No.	Year	Numerical Grading by		Remarks, if any
		Reporting Officer	Reviewing Officer	
I.				
II.				
III.				
IV.				
V.				

(Signature of candidate)

Signature of Administrative officer not below the rank of Under Secretary with office seal