ज्ञान–विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

Applications are invited for the appointment to the post of Secretary, University Grants Commission, New Delhi. The scale of Pay is HAG – 67000-79000+ Usual allowances as admissible to the UGC employees.

The appointment shall be made either on deputation or on contract basis, initially for a term of five years, renewable for one more term of five years both being subject to the age of retirement applicable to the employees of the organization from which a person is appointed on deputation or on contract. The person on deputation can, at any time, by giving one month's notice be repatriated to his parent organization without giving any reasons whatsoever. Likewise, the appointment on contract can be terminated at any time on one month's notice without giving any reasons whatsoever. The person on deputation shall be relieved to join the parent organization even before the end of his tenure of appointment in case the parent organization at any stage refuses his continuation and does not extend his deputation. Renewal of appointment for another term of five year shall be at the sole discretion of the University Grants Commission, which can be refused without giving any reasons whatsoever.

Eligibility:

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.

OR

Officers of Central/State Governments or Public enterprises not below the rank of Joint Secretary to the Government of India.

OR

Officers of Universities, research institutes and academic organization not below the rank of Registrar or equivalent with at least 10 years' experience in that capacity.

OR

Officers of University Grants Commission of the rank of Additional Secretary and equivalent will also be eligible for consideration.

Applications as per the **prescribed proforma** given in the UGC website may be sent under registered post **to the Director(Admn.),University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002 on or before 09.07.2012. UGC shall not be held responsible for any postal delay. Incomplete applications and / or application not in the prescribed proforma shall not be entertained.** No objection certificate from the present employer must be submitted. The consent to allow the period of deputation from the present employer be also submitted.

The University Grants Commission reserves its right to make the selection or not to fill up the post and the decision of the Commission in this regard shall be final.

The applications complete in all respects along with attested copies of ACR /APAR for last five years be also sent. A certificate to the effect that neither any vigilance/disciplinary enquiry/proceedings held, pending, contemplated against him/her in the office, duly certified by CVO, may be enclosed by the cadre controlling authority while forwarding the application. Details of penalty imposed, if any, during last ten years may also be indicated by the cadre controlling authority.

PROFORMA FOR APPLICATION FOR THE POST OF SECRETARY IN UNIVERSITY GRANTS COMMISSION, NEW DELHI.

Recent Passport size photograph to be affixed

(self attested)

1	Post applied for	
2	Name of the Applicant	
3	Date of Birth	
4	Age as on 9th July, 2012	
5	Category (SC/ST/OBC/PH/General)	
6	Address for correspondence	
7	Contact Details Telephone (office & Residence) Mobile No. e-mail ID Fax No.	
8	Gender	
9	Current Post held alongwith Scale of Pay	

10 Educational Qualifications

S.No.	Degree/Diploma*	College/University/Board	Year of Passing	Major subjects offered	Marks obtained	Percentage of marks obtained alongwith Division	Specialization
1.	SSC						
2.	HSC						
3.	Under Graduation						
4.	Post Graduation						
5.	M.Phil						
6.	Ph.D.						
7.	Any Other (Pl. indicate)						

***** Self attested copies of all relevant documents should be enclosed. Originals are to be produced at the time of Interview.

11 Details of present employment in descending order

Previous Post	Address of Organization/ Employer's Address	Service period From ……. To …….	Nature of work		
			Teaching	Research	Administration

<table>
<tr><td>12</td><td>Professional Experience (starting of the career till date in descending order)

<table><tr><td>Total No. of Teaching Experience
(No. of years)</td><td>Research Experience*
(No. of years)</td><td>Administrative Experience
(No. of years)</td></tr><tr><td></td><td></td><td></td></tr></table>
*No. of years for obtaining Ph.D. is not to be counted as research experience.</td></tr>
<tr><td>13</td><td>Details about the number of publications in the refereed journals only be given

<table><tr><td>Books/Monographs</td><td>Research Papers</td><td>Any Other (pl. specify)</td></tr></table></td></tr>
<tr><td>14</td><td>Awards & Recognitions</td><td></td></tr>
<tr><td>15</td><td>Has any vigilance/disciplinary case is either pending or contemplated against you? If yes, give details.</td><td></td></tr>
<tr><td>16</td><td>Addresses of two references from any person not related to the applicant</td><td></td></tr>
<tr><td>17</td><td>Any other relevant information</td><td></td></tr>
</table>

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 post, if any of the above information is found to be false or not correct at any point of time later on.

Applicant's Signature with Name

Forwarding by Head of the Institution

I hereby forward the aforesaid application of Mr./Mrs. _____

working as _____for the post of _____ . This is to certify that the information submitted by the applicant is as per the records available in our office. This is to further certify that at present, neither any vigilance/disciplinary/enquiry proceedings held, pending, or contemplated against him/her in the office. In the event of his/her selection, he/she would be relieved immediately.

Signature by Head of the Organization

Place: Name in Block letters:_____

Office Seal

Date: