

Advertisement for 3 posts of Deputy Secretary at UGC (HQ, New Delhi and Regional Offices) on regular basis.

Applications are invited for filling up 3 posts of Deputy Secretary in the office of the UGC and its Regional Offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad as per details given below:

Process of application:

The application form is to be filled online and print of complete application form from the website should be sent to UGC through proper channel along with all necessary documents. The application form can be filled online at www.ugc.ac.in/jobs. The candidates are requested to go through the application process available on the above website.

- The application forms can be filled up online shortly.
- Last date for filling up online form is - 15/03/2013.
- Last date for receiving hard copies of applications through proper channel is - 15/03/2013. No advance hard copy will be accepted.

Merely filling up online form does not mean that the application has been submitted. The applicants are requested to fill up the online form, take a print of PDF file generated by the online software and send the hard copy of the same with necessary documents through proper channel to Director (Admn.), UGC, New Delhi - 110 002. The application received after due date will be rejected.

Qualifications:

Essential:

- (i) First or second class Master' Degree of a recognized University with a good academic record.
- (ii) 7 years experience of teaching at University or college level or equivalent experience of Educational Administration.

Desirable: Doctorate Degree.

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 any where in the country in the Regional offices of the University Grants Commission.

PB-3 Rs. 15600-39100 + Rs. 7600 (Grade pay) plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts. The candidates drawing higher pay in pay band and GP or AGP will be eligible for protection of pay in the pay band only (not GP or AGP) and will continue to draw GP of Rs. 7600/- attached to the post.

Age limit: 45 years as on 01.01.2013 (Relaxable by 5 years for employees of Central and State Govt., Universities and Autonomous Bodies).

Age of retirement: 60 years

Period of probation: 1 year

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

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 benefit from previous employer.

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 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.

Mere fulfillment of eligibility conditions will not entitle a person for consideration by the Selection Committee / Screening Committee. UGC reserves its right to short list the candidates from amongst the total number of applications received. The UGC also reserves the right not to fill up the posts and its decision in this regard shall be final. Canvassing for the post shall be a disqualification for the applicant.

How to Apply

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/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 Certificate from the CVO of their organization that no vigilance/disciplinary enquiry is pending against him/her.
4. Candidates to visit UGC website i.e. www.ugc.ac.in/jobs and follow the instructions given on the website.
5. Candidates are advised to fill the applications carefully. You are also requested to go through the filled in form, before confirming, 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. 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.
6. The Candidate must ensure to furnish correct Mobile No. And E-mail Id to received registration confirmation and other communications from time to time.

While applying online for the applicant should ensure that he/she fulfils 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 fulfils the eligibility norms or that he/she has furnished any incorrect/false information or has surpassed 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.