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GUIDELINES FOR XIITH PLAN

POST DOCTORAL FELLOWSHIP TO
SC/ST CANDIDATES



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG,
NEW DELHI-110 002**



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg,
New Delhi-110 002

**POST DOCTORAL FELLOWSHIP TO SCHEDULED CASTE/SCHEDULED TRIBE
CANDIDATES**

1. Introduction

This scheme has been initiated keeping in view the social background of the candidates from the deprived section of the society and to provide them an opportunity to undertake advanced studies and research in Science, Engineering & Technology, Humanities and Social Sciences in Indian Universities/Institutions/Colleges.

2. Objective

The objective of the scheme is to provide an opportunity to SC/ST candidates to undertake postdoctoral research in Sciences, Engineering & Technology, Humanities and Social Sciences at Indian Universities/Institutions/Colleges.

3. Eligibility/ Target

Target Group: Unemployed candidates from the deprived section of the society with Ph.D. Degree and aptitude for research.

Eligibility

- (i) The candidate must have a doctorate degree in the relevant subject preferably with published research work to their credit.
- (ii) Only Ph.D. awarded unemployed candidates will be eligible for the award of Post Doctoral Fellowship.
- (iii) The upper age limit for male applicants is 50 years as on 1st July of the year of application, and 55 years in the case of female candidates.
- (iv) The candidates of SC/ST categories having 50% marks at UG level and 55% marks at PG level are eligible to apply under the Scheme.
- (v) The candidates who have already availed/availing post Doctoral fellowship under any other Post Doctoral fellowship scheme will not be eligible for the Post Doctoral Fellowship to Scheduled Caste/Scheduled Tribe Candidates scheme.

4. Reservation

There shall be reservation for SC/ST/ Physically Handicapped candidates as per provision of the constitution and instructions issued by the Govt. of India from time to time.

5. Nature of Assistance available under the Scheme

The numbers of slots available under the scheme are 100 per year. The tenure of the award is five years with no provision for further extension. The financial assistance available under the scheme is as follows-

Fellowship	@Rs.25,000-p.m. first two years & Rs.30,000/-p.m. third years onwards
Contingency	@Rs.50,000/-p.a.
Escorts/Reader assistance	@ Rs. 2000/- p.m. (fixed) in case of Physically disabled & blind candidate.

HRA: Post-Doctoral Fellowship provided with accommodation in hostel recognized/maintained by the institutions may be reimbursed the hostel fee, excluding mess, electricity, water charges, etc. A certificate to this effect is to be furnished through the Registrar/Director/Principal (**Annexure-II**). If Post-Doctoral Fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of the cities by the Government of India. The Post-Doctoral Fellow will submit a certificate for this purpose to the UGC designated Bank for claiming HRA through the concerned University/Institution/College.

Medical:

No separate/fixed medical assistance is provided. However, the Post-Doctoral Fellow may avail of the medical facilities available in the University/Institution/College.

Leave:

- 1) Leave for maximum period of 30 days in a year in addition to public holidays maybe taken by the Post-Doctoral Fellow with the approval of the Head of Department. However, they are not entitled to any other vacations, such as summer, winter and pooja vacations.
- 2) Women candidates are eligible for maternity leave at full rates of the fellowship for 180 days as per Government of India rules once during the tenure of the award.
- 3) The fellow, in special cases may be allowed by the Commission, leave without fellowship and contingency for a period not exceeding three months during the tenure of award on the recommendation of the Head of the department of the institution concerned. The period of leave without fellowship will be counted towards the tenure.

6. Procedure for applying for the scheme

The applications are invited through online mode once in a year through advertisement in leading newspaper and Employment News from the candidates belonging to SC/ST category fulfilling the eligibility conditions under the scheme. A short notification will also be uploaded on the UGC website. www.ugc.ac.in

7. Procedure for release of grant by the UGC

On receipt of Joining Report (**Annexure-II**) & Continuation Certificate (**Annexure-III**), the fellow will be provided fellowship, Contingency amount through Direct Benefit transfer (DBT). Thereafter, the grant will be released on receipt of half yearly progress report (**Annexure-IV**), the Utilization Certificate of Contingency grant (**Annexure-V**) and H.R.A. certificate (**Annexure-VI**) duly signed by the competent authority.

8. Procedure for Approval by the UGC

The applications received will be scrutinized by the screening committee. Later, the short listed candidates will be called to appear before the selection committee, constituted by the Commission. No TA/DA will be paid for appearing in the interview. The decision of the Commission will be final. The Commission reserves the right to withdraw/cancel the award without assigning any reason.

9. Procedure for release of grant by the UGC

It may be noted that the fellowship amount shall be disbursed through UGC designated Bank to the bank account of the awardee, (any bank) directly. The list of designated branches of UGC designated Bank is available on the UGC portal www.ugc.ac.in. The detailed breakup of the amount of fellowship/Contingency/Departmental Assistance is given in **Annexure-I**. The awardee is required to approach the designated branch along with a Copy of the Award Letter and Joining Report with photograph, address and contact number in the prescribed proforma **Annexure-II**. The awardee is also required to submit the following documents to the designated branch of the UGC designated Bank at the stipulated period interval:

- 1) At the end of every three months the fellow shall submit a 'Continuation Certificate' in the prescribed proforma. **Annexure-III**. This will make the awardee eligible to draw the fellowship for the next three months.
- 2) After completion of one year of the award of fellowship, the concerned fellow/awardee shall submit and present its Progress Report in the proforma prescribed by the UGC as given in **Annexure-IV**.
- 3) The Fellow/awardee shall also submit and present accounts of contingency grants in the proforma prescribed by the UGC as given in **Annexure-V**.
- 4) Fellow/awardee shall submit and present its HRA Certificate in the prescribed proforma **Annexure-VI**.

It may be noted that UGC has proposed to link "AADHAAR" with student's bank accounts numbers so that there can be direct cash transfer and effective disbursement of scholarship into the bank account of the student. In this regard Secretary, UGC has already requested to universities for helping the students for Aadhaar Enrolment vide his D.O. letter No.F.14-34/2011(CPP-I) dated 11-01-2013.

10. Procedure for monitoring the Progress of the Scheme

- The research fellow shall submit, through the senior faculty member with whom he/she is working and the head of the department/university, a half-yearly report on the progress of his/her research work. (**Annexure-VII**). On completion of the award he/she will submit to the Commission a comprehensive report and a copy of his/her published work, if any, and an abstract of the research work in about 500 words.
- If the fellow wishes to leave the fellowship before the end of the tenure, it should be done with prior approval of the Commission as per the requirements of the undertaking given by the fellow.
- An annual progress report of the research work done by the fellow may be examined by a departmental research committee constituted by the university/institute and recommendations/comments of the committee may be sent to this office for consideration.
- In case the progress of the work is found unsatisfactory, the award may be terminated by the Commission at any time during the tenure of the award. The decision of the Commission in this regard will be final.
- The fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award. However, no extension is permissible beyond the total period five years, at the end of which period the awardee ceases to be a UGC fellow with immediate effect. Any claim/reference to this effect will be illegal.

10. Cancellation of Award

The fellowship is liable to cancellation, in case of:

- Misconduct.
- Unsatisfactory progress of research work.
- Candidate is later found ineligible.
- Candidate is already availing scholarship/fellowship from any other sources.
- Candidate if found employed during the PDF research.

ANNEXURE-II

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BAHADURSHAH ZAFAR MARG,
NEW DELHI – 110002

PASSPORT
SIZE PHOTO

SA-III SECTION
JOINING REPORT

POST DOCTORAL FELLOWSHIP FOR SC/ST CANDIDATES

Name of Fellow:

Award letter number and date or UGC Circular number and date:

This is to certify that.....has joined the Department of

for doing..... in the subject of.....under the above scheme of the POST DOCTORAL FELLOWSHIP FOR SC/ST CANDIDATES of University Grants Commission with effect from.....(F.N./A.N.). He/ She belongs to (Mention the category). His/Her date of registration is He/she will be provided with all necessary facilities during his/her tenure of award. The terms and conditions of the offer are acceptable to Awardee.

Also certified that fellow shall not accept /hold any emoluments paid or otherwise or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award.

Signature	Signature	Signature	Signature
Name	Name	Name	Name
Date	Date	Date	Date
Awardee	Guide/Supervisor	Head of Deptt.	Registrar/ Director /Principal
Ph. No.	(Seal)	(Seal)	(Seal of University/Institution/
Mobile :			College)
E.mail :			Bank A/c No. of
Bank A/c No.			University/Institution)
IFSC Code :			IFSC Code :

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 NEW DELHI – 110002

SA-III SECTION
CONTINUATION CERTIFICATE
POST DOCTORAL FELLOWSHIP FOR SC/ST CANDIDATES

This is to certify that _____

has continuously working in the Department _____

PDF Research in the subject under the above scheme.

Signature	Signature	Signature	Signature
Date	Date	Date	Date
Name of the	Guide/Supervisor	Head of the Deptt.	Registrar/
<u>Awardee</u>			Directoror/Principal

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NEW DELHI – 110002

SA-III SECTION

HALF YEARLY PROGRESS REPORT W.E.F. _____

1. Name of the Fellow:

2. Number and date of award letter :

3. Detail of research:

a) Topic of research:

b) Is the Fellow working on the topic for the award of a doctorate degree?

c) If so, the date of registration with the university:

4. Date of commencement of research:

a) At the university:

b) Under the POST DOCTORAL FELLOWSHIP FOR SC/ST CANDIDATES

5. Total number of working days during the period:

6. Number of days the Fellow remained on leave (with dates):

a. With Fellowship, number of days:

From..... to

b. Without Fellowship, number of days:

From..... to.....

7. Number of days the Fellow remained out of station for fieldwork/travel with dates and place visited:

a. Number of days..... from..... to.....

b. Places visited:

8. Number of days the Fellow remained present at the
university/institution/college:
9. Title of the article/paper published during the period under report:
(Please enclose reprint of each)
10. Title of monograph written during the period under report
11. Teaching work done during the period under report:
- a. Number of periods taken per week in graduate course
- b. Number of periods taken per week under post graduate course
12. A detailed account of the work done during the period (A separate sheet may be attached for the purpose):
13. Comments of the supervisor on the progress of the research work during the
Period under report:

Signature	Signature	Signature	Signature
Name	Name	Name	Name
Date	Date	Date	Date
Name of Candidate	(Guide/supervisor)	Head of Deptt.	Registrar/ Director/
(Seal)	(Seal)	(Seal)	Principal
			(Seal of University/- Institution/College)

UNIVERSITY GRANTS COMMISSION**BAHADURSHAH ZAFAR MARG****NEW DELHI – 110002****SA-III SECTION****FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE
UTILIZATION CERTIFICATE**

1. Name of the Fellow :
 2. Code number :
 3. Name of the scheme under :
which he/she is working
 4. Period for which the account :
of contingency grant relates
 5. Expenditure: From _____ to _____
Amount Dated
- (a) Books and allied items :
- (b) Typing (Tracing & ammonia
printing) :

(c) Stationery :

(d) Postage :

(e) Chemical & electrical goods :

(f) Travel/field work :

6. Period for which the contingency:

grant is payable

Certified that the expenditure of Rs. _____ (Rupees _____) out of the contingency grant of Rs. _____ made available to the fellow through Bank under the UGC scheme in respect of _____ has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission.

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature	Signature	Signature
Name	Name	Name
Date	Date	Date
Name of the Candidate	Head of Deptt.	Registrar/Director /Principal
	(Seal)	(Seal of University/Institution/College)

N.B.: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

ANNEXURE-VI

HRA CERTIFICATE**CERTIFICATE NO. 1**

Certified that Mr./Ms. is paying house rent of Rs. and is eligible to draw House Rent Allowance @ Rs. as per University rules.

Registrar

OR

CERTIFICATE NO. 2

Certified that Mr./Ms. is staying independently and, therefore, is eligible to draw House Rent Allowance @ Rs. minimum admissible to a lecturer as per University rules.

Registrar

OR

CERTIFICATE NO. 3

Certified that Mr./Ms. Has been provided accommodation in the hostel. But he/she could not be provided with single seated flat type accommodation as recommended by the Commission. Hostel fee @ Rs. per month w.e.f. is being charged from him/her.

Registrar

If, as a result of check or audit objection, some irregularity is noticed at later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature	Signature	Signature
Name	Name	Name
Date	Date	Date
Name of candidate	Head of Deptt.	Registrar/Director/Principal
	(Seal)	(Seal of Univ./Institution/College)

N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.