

**GUIDELINES FOR  
XII PLAN  
NATIONAL FELLOWSHIP  
FOR  
OTHER BACKWARD CLASSES (OBC)**

**2014-2017**



ज्ञान-विज्ञान विमुक्तये

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110002**



## UNIVERSITY GRANTS COMMISSION

### NATIONAL FELLOWSHIP FOR OTHER BACKWARD CLASSES (OBC)

#### **INTRODUCTION**

The UGC has been implementing the scheme of National Fellowship (NF) Scheme for Other Backward Classes (OBC) as entrusted & funded by Ministry of Social Justice & Empowerment, Govt. of India, New Delhi. The scheme is open to candidates who belong to Other Backward Classes (OBC) and wish to pursue higher studies such as regular and full time M.Phil. and Ph.D degrees in Sciences, Humanities, Social Sciences and Engineering & Technology. There are **300** slots for award of fellowship every year for all the subjects for consideration of application received through On-line submission from research scholar belonging to OBC category. There is a provision of 3% reservation for slots for consideration of award of fellowship to research scholars from disabled category who belongs to OBC category.

#### **OBJECTIVE**

The scheme has been initiated keeping in view the social other backward classes (OBC) candidates of the society and to provide them opportunity to undertake advanced studies and research. The objective of this award is to provide fellowships in the form of financial assistance to unemployed students belonging to OBC to pursue higher studies leading to M.Phil and Ph.D degrees (full-time) in Sciences, Humanities and Social Sciences and Engineering & Technology, in Indian Universities/Institutions/ Colleges approved under Section 2(f) and 12(B) of the UGC Act. and in Non-Universities/Institutions.

#### **TARGET GROUP/ELIGIBILITY**

**TARGET GROUP:** Unemployed OBC Candidates who have passed the Post Graduate examination in concerned subject and who desire to pursue full-time research without JRF of UGC-NET or UGC-CSIR NET.

**ELIGIBILITY:** The candidate should belong to OBC and should have passed the Post Graduate examination and annual income of the beneficiary/parents or guardian of the beneficiary not exceeds Rs. 6.00 lakh per annum from all sources.

**The candidate who is already registered for M.Phil./Ph.D. will be eligible for the consideration for award of fellowship under cited scheme.**

The selection will be made on the basis of merit of the candidates.

However, the actual payment of fellowship will be made directly to awardee through e-payment under DBT with effect from 1<sup>st</sup> April of selection/financial year (**or**) from the date of Registration under M.Phil. / Ph.D. (**or**) from the date of joining in M.Phil / Ph.D. Programme, **whichever is later.**

**NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:**

The tenure of fellowship is initially for two years under the NF Scheme. Before expiry of this period, the work of the Fellow will be evaluated by a Committee of three members comprising of Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the /University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the National Fellowship Senior Research Fellowship (NFSRF). The upgradation of fellowship from JRF to SRF will have to make at the level of university/institution/college itself based on recommendation of the three members committee report (Annexure-VIII). Thereafter such upgradation of fellowship in respect of awardee may be intimated to UGC for further action. The work done and the time spent on scholarships or fellowships of any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D.

In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as National Junior Research Fellow. In such cases work will be evaluated again before third year of the tenure, and if improvement is found, the Fellow will get two more years under the NFSRF. Thus, the total period of fellowship (NFJRF and NFSRF) is for five years, with no further provision of extension.

The fellow doing M.Phil. will be paid fellowship amount up to the period of 02 years or the date of dissertation whichever is earlier. The fellow doing Ph.D. will be paid fellowship amount up to 5 years or the date of viva whichever is earlier. . The payment of fellowship for the gap period from M.Phil. to Ph.D. may be made and shall be counted in the total tenure of the fellowship i.e. for five years if the candidates are actually working in the university during the gap period. However the total period of the fellowship shall remain five years. The gap period

for the registration in Ph.D. after completion of M.Phil. is one year.

**Nature of financial assistance:-**

Fellowship in Science, Humanities, Social Science and Engineering & Technology	@ Rs. 16000/- p.m. for initial two years @ Rs. 18000/- p.m. for remaining tenure	JRF SRF
Contingency A	@ Rs. 10000/- p.a. for initial two years @ Rs. 20500/- p.a. for remaining tenure	Humanities & Social Sciences
Contingency B	@ Rs. 12000/- p.a. for initial two years @ Rs. 25000/- p.a. for remaining tenure	Science, Engg. & Technology
Departmental Assistance	@ Rs. 3000/-p.a. per student to the host Institution for providing infrastructure. [ Discontinued as per pattern UGC scheme since 2009 ]	All Subject
Escorts/Reader assistance	@ Rs. 2000/- p.m. in cases of physically handicapped & blind candidates	All Subject
HRA	As per rules of the University/ Institutions	All Subject

**Revised nature of assistance w.e.f. 01.12.2014**

Fellowship in Science, Humanities, Social Science and Engineering & Technology	@ Rs. 25,000/- p.m. for initial two years @ Rs. 28,000/- p.m. for remaining tenure	JRF SRF
Contingency A	@ Rs. 10000/- p.a. for initial two years @ Rs. 20500/- p.a. for remaining tenure	Humanities & Social Sciences
Contingency B	@ Rs. 12000/- p.a. for initial two years @ Rs. 25000/- p.a. for remaining tenure	Science, Engg. & Technology
Departmental Assistance	@ Rs. 3000/-p.a. per student to the host institution for providing infrastructure [ Discontinued as per pattern UGC scheme since 2009 ]	All Subject
Escorts/Reader assistance	@ Rs. 2000/- p.m. in cases of physically handicapped & blind candidates	All Subject
HRA	As per rules of the University/ Institutions	All Subject

**HOUSE RENT ALLOWANCE:** Suitable single-seated hostel accommodation may be provided to NJRF candidate in the University/Institution/College. In case of non-availability, HRA as per rules of the university/ institution/ college will be paid to the Fellow subject to the submission of an HRA certificate through the Registrar/Director/Principal. National Fellowship Junior Research Fellow provided with accommodation in a 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/Principal (**Annexure II**). If the 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 fellow will submit a certificate for the purpose to the UGC for claiming HRA through the concerned University/Institution/College.

**Medical:** No separate/fixed medical assistance is provided. However, the Fellow may avail of the medical facilities available in the University/Institution/College.

**Leave:** The candidates are entitled for a maximum period of 30 days of leave in a year in

addition to public holidays. They are not entitled to any other vacations. Women candidates are eligible for maternity leave of 135 days at full rates of fellowship once during the tenure of their award.

In special cases National Fellowship Junior Research Fellow may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignments on a temporary basis, provided the assignment is in the same city/town. In other cases, leave without fellowship will be restricted to a period not exceeding three months during the tenure of the award on the recommendations of the supervisor and the institution. The period of leave without fellowship will be counted towards the total tenure of the award. NFJRF/NFSRFs are advised to apply for leave through University/Institution/ Colleges well in advance for the approval of the Commission.

### **PROCEDURE FOR APPLYING FOR THE SCHEME**

Applications are invited through online mode once in a year through advertisement in leading newspapers and Employment News. The same is also uploaded in the UGC Website [www.ugc.ac.in](http://www.ugc.ac.in) the selection is made on the basis of merit and as per the procedure of the Commission.

### **PROCEDURE FOR APPROVAL OF THE UGC**

Applications received will be scrutinized, and short listed by the Commission. The decision of the Commission will be final and binding. The Commission reserves the right to withdraw/cancel the award without assigning any reason. On completion of the above formalities, the Joining Report of the candidate, duly signed by the supervisor/head of department is to be submitted to the notified branch of bank through the Registrar/Director/Principal. On receipt of the Joining Report and other required documents (**Annexure III**), the admissible grant will be released to selected candidate directly under DBT scheme under cited scheme.

### **PROCEDURE FOR RELEASE OF GRANT**

On receipt of UGC approval/award letter, the institutions/Bank may pay the fellowship amount to the fellows and meet expenses from the grants paid by the Commission for the purpose in accordance with the rules. For the release of subsequent instalments of the grant, that is, fellowship, contingency etc., an Utilisation Certificate along with a statement of expenditure incurred may be sent to the Commission by the concerned University/Institution/College

(Annexures IV, V, VI and VII). At the end of every three months a Continuation Certificate in the prescribed Performa (Annexure-I). The designated branch of the Bank

### **PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME**

1. The fellow will undertake full-time research work under the approved guide in a subject selected by him and approved by the university/selection committee.
2. The fellow shall present to the university, through his/her supervisor, half-yearly progress reports ending the month of June and December, and the University/Institution/College will maintain a record of progress by obtaining the same.
3. If a fellow wishes to relinquish the fellowship during the tenure, it should be done with the prior approval of the University/Institution/College and the Commission. The fellow should also obtain prior permission of the University/Institution/College and Commission for appearing in any examination conducted by any University/Institution/College or public body.
4. The fellow shall not accept or hold any appointment, paid or otherwise, or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award. The fellow, with the consent of the guide/head of department, may assist the University/Institution/College in its academic work, including tutorials, evaluation of test papers, laboratory demonstration work, seminar symposia, etc., provided such work is not likely to hamper the research programme on hand.
5. The fellowship may be terminated at any time without assigning any reasons and the Commission's decision in this regard shall be final and binding. No extension is permissible beyond the total period of five years and Awardee ceases to be a NFJRF/NFSRF immediately after expiry of the tenure.

### **OTHER CONDITIONS:**

The University/ Institution/College shall admit the fellows under NF scheme for research leading to M.Phil. Or Ph.D. irrespective of the stipulated number of research students assigned to the Supervisor or the Department in the concerned subjects.

### **TRANSFER OF FELLOWSHIP:**

The Fellow will be permitted to transfer the fellowship from one University/Institution/College to another University/Institution/College under special circumstances with prior approval of the UGC on the basis of "No Objection Certificate" from both Universities/ Institution/College. However, the Fellow shall be relieved by the previous University/Institution/College only after his accounts are settled and unspent balance if any, refunded to the UGC.

**UNIVERSITY GRANTS COMMISSION  
(SELECTION & AWARD BUREAU)  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110002**

**CONTINUATION CERTIFICATE**

**NATIONAL FELLOWSHIP (NF) FOR  
OTHER BACKWARD CLASSES (OBC)**

This is to certify that \_\_\_\_\_

has continuously working in the Department \_\_\_\_\_

in the subject under the above scheme for the quarter from \_\_\_\_\_ to \_\_\_\_\_

**Signature**

**Date**

**Name of the  
Candidate**

**Signature**

**Name**

**Date**

**Head of  
Department  
(Seal)**

**Signature**

**Name**

**Date**

**Registrar/Director/Principal  
(Seal of University/Institution  
/College)**

**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 a later stage, action will be taken to refund, adjust or regularize the objected amount.**

Signature	Signature	Signature
Date	Date	Date
<b>Name of the Candidate</b>	<b>Head of Department</b>	<b>Registrar/ Director /Principal</b>
	(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.*



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002  
SA-III SECTION

JOINING REPORT

NATIONAL FELLOWSHIP (NF) FOR  
OTHER BACKWARD CLASSES (OBC)

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..... (M.Phil./Ph.D.) in the subject of .....under the above  
scheme of the National Fellowship for Other Backward Classes (OBC) of University Grants  
Commission with effect from.....(F.N./A.N.).

He/ She belongs to ..... (Mention OBC)

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
Date	Name	Name
<b>Name of the Candidate</b>	Date	Date
	<b>Head of Department</b>	<b>Registrar/ Director /Principal</b>
	(Seal)	(Seal of University/Institution/College)

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002  
SA-III SECTION**

**UTILISATION CERTIFICATE ONLY FOR FELLOWSHIP AND HRA**

Certified that an amount of Rs..... (Rupees ..... ) sanctioned vide letter number .....dated..... released to ..... in respect of **Junior Research Fellowship/Senior Research Fellowship/HRA etc.** under the scheme of ‘**National Fellowship for Other Backward Classes (OBC)**’ has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the UGC. Out of the grant sanctioned to Mr./Ms. .... the unspent balance of Rs. .... has been carried forward/refunded vide demand draft number ..... Dated..... for Rs..... The details of expenditure incurred are as under:-

- |                            |              |
|----------------------------|--------------|
| 1. Fellowship              | Rs. _____    |
| 2. Contingency             | Rs. _____    |
| 3. Departmental Assistance | Rs. _____    |
| 4. H.R.A.                  | Rs. _____    |
| Total                      | :- Rs. _____ |

**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
Date	Date	Date
<b>Name of the Candidate</b>	<b>Head of Department</b>	<b>Registrar/ Director /Principal</b>
	(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.*

**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. \_\_\_\_\_ sanctioned vide Commission  
Letter Number F. \_\_\_\_\_ dated \_\_\_\_\_ 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
Date	Name	Name
<b>Name of the Candidate</b>	Date	Date
	<b>Head of Department</b>	<b>Registrar/ Director /Principal</b>
	(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.*

**UNIVERSITY GRANTS COMMISSION**  
**BAHADURSHAH ZAFAR MARG, NEW DELHI – 110002**  
**SA-III SECTION**

FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE AND THE  
UTILISATION CERTIFICATE

1. Name of the Fellow :
2. Award letter number and date :
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) Stores	:	
(b) Purchase	:	
(c) Technical and clerical assistance	:	
(d) Repairs	:	
(e) Electricity for which Departmental Assistance is payable	:	
(f) Period for which the Departmental Assistance is payable	:	

Certified that the expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_) out of the  
Departmental Assistance of Rs. \_\_\_\_\_ sanctioned vide  
Commission Letter Number F. \_\_\_\_\_ dated \_\_\_\_\_  
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
Date	Name	Name
<b>Name of the Candidate</b>	Date	Date
	<b>Head of Department</b>	<b>Registrar/ Director /Principal</b>
	(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- VII**

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG, 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 National Fellowship:
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  
Date

**Name of the Candidate**

Signature  
Name  
Date

**Head of Department**  
(Seal)

Signature  
Name  
Date

**Registrar/ Director /Principal**  
(Seal of University/Institution/College)



**ANNEXURE-VIII**

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM JRF TO SRF UNDER THE SCHEME OF NATIONAL FELLOWSHIP FOR OTHER BACKWARD CLASSES**

Assessment for upgradation of Mr./Mrs. \_\_\_\_\_ NFJRF working at the Department of \_\_\_\_\_ of University/Institution/College \_\_\_\_\_ on completion of two years on date \_\_\_\_\_

**CONSTITUTION OF THE COMMITTEE**

(Name and designation)

1. [ **Outside Subject Expert- other than same Univ./Instt./College** ]
2. [ **Supervisor of Research Scholar**]
3. [ **Head of the Department**]

Date of joining:

Ph.D. registration No.:

Date of meeting:

Time:

**VENUE OF ASSESSMENT/INTERVIEW:**

**ASSESSMENT OF THE COMMITTEE**

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows.

**RECOMMENDATIONS**

(Strike out whichever is not applicable)

In view of the outstanding/very good/satisfactory performance of the NFJRF, and also the fact that he/she has published work to his/her credit, the committee makes the following recommendations.

Mr./Mrs./Ms. \_\_\_\_\_ may be upgraded from NFJRF to NFSRF.

Signature	Signature	Signature
Date	Date	Date
<b>Name of the Supervisor</b>	<b>Head of Department</b>	<b>Registrar/ Director /Principal</b>
	(Seal)	(Seal of University/Institution/College)