



UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg, New Delhi-110 002

Website : <http://www.ugc.ac.in>

Ref.No. F. 5-1/99 (Admn.I/C)

Dated: 25.05.2013

Recruitment of Lower Division Clerks

University Grants Commission (UGC), is a statutory body under the administrative control of the Ministry of Human Resource Development, Govt. of India. The UGC has the unique distinction of being the only grant-giving agency in the country which has been entrusted with responsibilities of providing funds and that of coordination, determination and maintenance of standards in institutions of higher education. UGC invites applications for recruitment to the post of Lower Division Clerks, as per details given below:

1. **IMPORTANT DATES:**

Opening Date for On-Line Registration of Applications	28.05.2013 (08.00 Hrs.)
Last Date for Completion of Step I of On-Line Registration	18.06.2013 (23.59 Hrs.)
Last Date for depositing examination fee at State Bank of India	22.06.2013 (Banking hours)
Last date for completion of Step-II of On-Line Registration and closing of registration	26.06.2013 (23.59 Hrs.)

For more details, please refer to detailed instruction sheet before filling up of online registration form. The application form shall be filled in by the candidates in English language only.

- The UGC will hold an Open Competitive Examination for recruitment to the approximately 100 Numbers of post of Lower Division Clerk carrying Pay Scale of Rs. 5200-20200 in Pay Band 1 with Grade Pay of Rs.1900 and other allowances as admissible to the Central Government employees.
- The number of vacancies is indicative and may undergo change any time before the declaration of result. The reservation for OBC (non-creamy layer), SC, ST and Physically Challenged candidates will be applicable as per the Central Government norms. Only Physically Challenged candidates (one leg affected, both leg affected, partial deaf, low vision, one eyed) with minimum of 40% disability will be considered for appointment against the reserved vacancies for Physically Challenged.

4. Candidates seeking reservation benefits available for SC/ST/OBC/Physically Challenged must ensure that they are entitled to such reservation as per Govt. of India rules/norms. They should also be in possession of the certificates in the format, prescribed by the Union Government, in support of their claim at the time of Skill Test/Typing Test.
5. The examination will comprise of a written objective type examination followed by a Skill Test. No typing test will be held for physically challenged candidate who is declared medically permanent unfit to pass the type test by a Medical Board.
6. The written examination is likely to be held at Delhi, Hyderabad, Pune, Bhopal, Guwahati, Kolkata, Bangalore, Mumbai and Chennai. UGC reserves the right to hold the examination at other cities depending on the availability of sufficient number of candidates. Therefore, candidates are advised to give two preferences/choices of examination cities as required at the time of making online application.
7. The skill test will be conducted at Delhi/NCR and on computers only.
8. The UGC will not undertake detailed scrutiny of applications for eligibility and other aspects before the written examination and therefore, the candidature will be accepted only **provisionally**. Before applying, candidates are advised to go through the requirements of educational qualification, age and category etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought only from those candidates who qualify for the Skill Test. During the process of scrutiny, if any claim made in the application is not found substantiated, the candidature will be cancelled and the UGC's decision shall be final.

9. Eligibility Conditions:

- A. **Nationality:** The candidate must be a citizen of India.
- B. **Age Limit:** The candidate must have attained the age of 18 years and must not have attained the age of more than 25 years as on 01.01.2013 (i.e. **born between 1.1.1988 to 1.1.1995**).

Age-Relaxation:

S. No.	Category	Age-Relaxation permissible beyond the upper age limit
1.	SC/ST	5 years
2.	OBC	3 years
3.	PH	10 years
4.	PH + OBC	13 years
5.	Ph + SC/ST	15 years
6.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir(1.1.1980 to 31.12.1989) (Unreserved/ General)	5 years

7.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (1.1.1980 to 31.12.1989) (OBC)	8 years
8.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir (1.1.1980 to 31.12.1989) (SC/ST)	10 years

Candidate should note that the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate only available on the date of submission of application will be accepted by the UGC for determining the age eligibility and no subsequent request for its change will be considered or granted .

Process of certification and format of certificates:

Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of Skill Test /Typing Test. Otherwise, their claim for SC/ST/OBC/PH status will not be accepted and their candidature will be considered under General (UR) category. **The formats of the certificates are annexed.** OBC Certificate with creamy layer status issued by the competent authority as prescribed by DOPT in the prescribed proforma up to the last tier of the Examination, i.e. Skill Test will be accepted by the Commission.

NOTE I : Candidates are warned that they may be permanently debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/ PH status.

Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a SCRIBE in the Written Examination and PASSAGE READER for Skill Test, subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in BRAILLE.

No attendant will be allowed with VH candidates inside the examination premises.

Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

C. **Educational Qualifications (as on 01.01.2013):** Must have passed Matriculation (10th Standard) or higher examination from a recognized Board/University. Please

upload scanned copy of Matric/10th certificate issued by recognized Board at appropriate place in the online application.

NOTE:- As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

All candidates who are called for appearing at the Typing Test will be required to produce the relevant documents in Original such as Mark sheets, Certificate/Provisional Certificate, as proof of having acquired the minimum educational qualification, Community Status certificate etc. at the time of typing test failing which the candidature of such candidate will be cancelled by the Commission.

10. Online Registration for Written Examination:

- A. Applications will be accepted 'Online only' as per the schedule given at page 1 of this document through a link provided at the UGC's website www.ugc.ac.in under the link <http://ugcldirectt13.in>. After successful submission of application, a Registration Number will be provided to each candidate. Applicants are NOT required to submit print-outs of their application to UGC.
- B. Applications sent through other modes will not be accepted/ entertained and no further intimation will be sent in this regard.
- C. The UGC may send email to candidates regarding successful completion of Registration of 'on-line' application.
- D. E-Admit Cards will be sent to eligible candidates through email only at their registered email address provided by the candidate at the time of registration of application. The E-Admit Card will contain the photograph, specimen signature of the candidate uploaded by them, time and address of the venue of examination centre etc.
- E. The E-Admit cards can also be downloaded from the UGC's website www.ugc.ac.in. No candidate will be allowed to enter the examination centre unless he/she has a clear/legible printout of the E-Admit card.
- F. The list of candidates who qualify the written examination and become eligible for skill test will be displayed on the website. Call Letter for skill test will be sent through email only at the registered email address of the candidate.
- 11. **Examination fee:** Rs. 300 for Un-reserved and Rs. 200 for Other Backward Classes (OBC) candidates. No fee is payable by SC/ST/Physically Challenged and Female candidates.
- 12. **Mode of payment of fee:** Fee should be deposited in the UGC's Account with State Bank of India after completing the Part I of registration process. The candidates are required to fill the details of depositing the examination fee in the designated account. As such candidates are advised to deposit the requisite fee before attempting to fill the Step II of the online application.

13. **Scheme of examination:** The examination will consist of a written examination and typing test on Computer.

A. **Written Examination:**

The written examination will consist of an objective type/multiple choice paper as per details given below:

Part	Subjects	Number of Questions	Maximum marks
(i)	General Awareness	50	50
(ii)	General Intelligence	50	50
(iii)	Numerical Ability	50	50
(iv)	General English	50	50
	Total:	200	200

- (i) The duration of examination will be 02.00 hours (120 minutes). Partial blind candidates will be given 20 minutes extra for completing/submitting the answer sheet.
- (ii) Candidates will be required to mark their answers by darkening the respective choice by a BLACK BALL POINT PEN ONLY.
- (iii) The questions will be set both in English & Hindi for Parts- (i), (ii) & (iii).
- (iv) The difficulty level will be of matriculation level for all subjects.
- (v) There will be negative marking of 0.25 ($\frac{1}{4}$) marks for each wrong answer.

B. **Skill/Typing Test:**

Only those candidates who qualify the written examination will be called for skill/typing test **as per the cut off criteria decided by UGC**. The test will be held in English/Hindi and on computers only. The computers will be provided by the UGC.

A candidate will have to qualify the skill/typing test at the speed of 30 words per minute in English or Hindi as per the option exercised by the candidate. The speed will be adjudged on the accuracy of typing of a given text passage in 10 minutes on a computer provided by the UGC or the agency authorized by the UGC to conduct such skill test at the Centre/venue so notified.

14. **Mode of Selection:** Candidates will be short-listed for the skill test on the basis of their performance in the written examination. A merit list will be drawn on the basis of marks obtained by each candidate in the written examination. At the time of preparation of merit list, candidates only five times the number of vacancies will be called for skill test from the merit list. However, the skill/typing test will be of qualifying nature only. A candidate has to qualify the written examination as well as skill/typing test to be considered for appointment.
15. No documents are required to be attached to the application. However, candidates will be required to keep ready (i) scanned photograph and (ii) scanned specimen signature and (iii) scanned copy of 10th/matric certificate.

16. Candidates must write the papers/indicate the answers in their own handwriting.
17. No TA/DA will be paid for appearing in written examination & Skill Test.
18. Metric systems of weights and measures will be used in question papers.
19. Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the examination premises/venue.
20. If any candidate is found to possess mobile phone/micro phone or its accessories or any electronic equipment or any other means of wireless communication in the working or switched off mode in the examination hall, his/her candidature shall be cancelled and legal action may be initiated against such candidates.
21. In case of tie of marks obtained by more than one candidate, the resolution will be done in following order:
 - (i) The candidate with higher qualification will be placed higher.
 - (ii) The candidate with higher percentage pass marks in the 10th class examination will be placed higher.
 - (iii) Date of birth, with older candidate placed higher.
22. It is compulsory for candidates to carry a Photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices, Aadhaar card. Candidates should carry both, the printed copy of E-Admit card and photo ID (as mentioned above) while coming to appear in the examinations. Candidates will not be allowed entry into the examination halls/venues, in case any of these are not available.
23. Success in the examination or inclusion of name in the list of qualified candidates confers no right of appointment unless the appointing authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for the post.
24. The decision of the UGC in all matters relating to eligibility, acceptance or rejection of the applications, penalty for furnishing false information, mode of selection, conduct of examination(s) and skill test, allotment of examination center, place of first posting will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
25. The selected candidates may be posted anywhere in India.

26. HOW TO APPLY:

- i. Candidates are required to apply On-line through UGC website www.ugc.ac.in only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 2 steps for successful registration of the application.
- ii. Candidates should have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. Registration number, password, admit card for written test / skill test call letter or any other important communication will be sent on the same registered e-mail ID of candidate(also check email in spam box). The candidates are, therefore, requested to check regularly their e-mail for any communication from UGC. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. **Please**

note that the Admit Card for written test /call letter for skill test will not be sent by post but by email only.

- iii. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. No corrections/modifications are allowed once the online application is finally submitted.
- iv. The candidates should ensure the completion of Step I and Step II of the registration process and depositing of examination fee (as applicable) in any branch of State Bank of India by the stipulated date and time given in paragraph 1 of this vacancy notice.
- v. Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future.
- vi. Before starting to fill up the on-line application, the candidates should keep at hand the following details/document/ information:-
 - a) His/her academic qualifications, etc, as per eligibility criteria.
 - b) His/her personal details.
 - c) His/her caste / tribe certificate (for SC / ST/ OBC candidate)
 - d) His/her Disability Certificate (only for Persons with disabilities (PWD) – serial number and date of issue of certificate and name of issuing state.
 - e) His/her educational qualifications details with percentage of the marks obtained.
 - f) His/her scanned photo and signature.
 - g) Any other details / documents required relating to eligibility criteria.

Please refer detailed instruction sheet while filling up of online registration form.

SIGN UP

- a) Candidates are now ready to apply on-line by visiting the UGC website and going to the tab “Jobs” on UGC website www.ugc.ac.in
- b) First, the candidate has to sign up with valid Email ID. After sign up, system will generate user name` and password and send to their Email ID.
- c) Now candidate has to login as a registered user and change the password as per his/her choice.

STEP- I

- a) Candidates are now ready to apply on-line by revisiting the UGC website and going to the tab “**Jobs**” on UGC website (www.ugc.ac.in).
- b) The candidate should now login with new password and fill up all the desired information (i.e. personal details, qualification details and addresses details) in the on-line form about himself/herself correctly and register.
- c) On completion of Step I, a message will be received in candidate’s registered email id conveying his/her registration number and a link for printing the bank challan to deposit the examination fee (wherever applicable). The candidate should take a print of the bank challan. This completes the Step-I of on-line registration process.
- d) The candidate should present the bank challan printed under Step-I to any branch of State Bank of India after 24 hours and deposit the requisite examination fee. The Bank will return to the candidate one copy of bank challan after accepting the examination fee as a token of receipt. The copy of challan will contain a transaction / journal number and date of transaction.
- e) Candidates are advised to keep with them copy of the bank challan as a token of remittance of fee for future reference.
- f) On successful registration of on-line application, candidates are advised not to attempt for registration for the same post again since multiple registration numbers and passwords may create problem for candidates in future. In case of multiple registrations for the same post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate.

Instructions for the candidates who have not to deposit the application/examination fees:

As no examination fee has been prescribed for SC/ST/Women/Persons with Disabilities (Physically Challenged Candidates), no bank challan will be generated for such candidates.

However, these candidates have to fill up the registration / serial number of the caste / category certificate issued by the Competent Authority, in the appropriate column in the application form.

On filling up of the certificate number, these candidates can straightway go to the Step-II of on-line registration.

STEP- II

- a. The Candidates who are exempted from fee payment will directly go / access to Step-II.
- b. The candidates who are required to deposit application fee, may check and confirm their payment status after minimum 48 hours of the deposit of the application fees **(from Bank Business closing hour)**. In case the candidate has deposited the fees at

State Bank of India and he is not able to confirm payment on UGC website (after 48 hours of the deposit of the fees) then he should fill in the details in the “Grievance Redressal Form” given at the end of this advertisement and send the same by email along with scanned copy of the paid challan at **ldchelpdesk@gmail.com**. Only on confirmation of payment of fees, the candidate will be able to access Step-II of application for uploading of Photograph, Signature & 10th pass Certificate

- c. After depositing the examination fee, candidate should keep ready clear scanned copies of latest photograph, signature and 10th pass certificate of self for uploading. In case the face in the photograph or signature or certificate is unclear, the candidate’s registration may be rejected.
- d. Instructions regarding scanning of PHOTGRAPH, SIGNATURE and 10TH CERTIFICATE: Scanned (digital) image of his/her photograph, signature and 10th Certificate as per the specifications given below:

i) Photograph Image:

- Photograph must be a recent **passport size colour picture clicked in year 2013**.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there’s no “red-eye”.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200X230 pixels (preferred).
- Size of file should be between 20kb-50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, number of colours etc., during the process of scanning.

ii) Signature image:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on admit card and wherever necessary.

- If the Applicant's signature on the answer script, at the time of the examination does not match the signature on the admit card, the applicant will be disqualified.
- Please scan the signature area only and not the entire page.
- Dimensions 140X60 pixels (preferred).
- Size of file should be between 10kb – 20kb.
- Ensure that the size of the scanned image is not more than 20kb.

iii) 10th Certificate:

- Please scan the 10th pass certificate(front single page).
- Size of file should be between 60kb – 90kb.
- Ensure that the size of the scanned image is not more than 90kb.

iv) Scanning the photograph, signature & Certificate:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color
- File Size as specified above.
- Crop the image in the scanner to the edge of the Photograph/Signature/Certificate, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: Image01. Jpg or image01.jpeg. Image dimension can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Window/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned Photograph, Signature and 10th Certificate in any format can be saved in .jpg format by using "Save As" option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the "Image" menu.
- Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.

- c) The candidate should now login to upload his/her Photograph, Signature and Certificate as per the instructions given in the following paragraphs:

Directions regarding uploading the photograph, signature & 10th certificate:

- While filling in the online application form, the candidate will be provided with a link to upload his Photograph, Signature and Certificate.
 - There will be three separate links for uploading Photograph, Signature and Certificate
 - Click on the respective link to Upload Photograph/Signature/Certificate
 - Browse and select the location where the scanned Photograph/Signature/Certificate file has been saved.
 - Select the file by clicking on it
 - Click the 'Open/Upload' button. With this command the photograph/signature will get uploaded.
- d) The applicants are also advised to verify the 'transaction number' of the bank challan appearing on the screen at the time of Step-II of the on-line registration to ensure that the same matches with the transaction number mentioned on the copy of the challan given to them by the bank where they have deposited the examination fee. Candidates are advised to inform the UGC in case any discrepancy is noticed by them.
- e) After the registration is confirmed by the system after completion of Step-II, a system-generated e-mail will be sent to candidate's registered e-mail id. The mail will contain a copy of information filled by the candidate. The candidate should keep a copy of this information sheet after signing the same for his future guidance. This should NOT be sent to UGC.
- f) Admit card for written test, containing the details of the centre/venue for the examination etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from the UGC website using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card.
- g) Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in paragraph 1 of this vacancy notice and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the UGC's website on account of heavy load on internet/website jam/disconnection.
- h) The UGC does not assume any responsibility for the candidate not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the UGC.

- i) Please note that the above procedure is the only valid procedure for applying. Application shall not be accepted through any other mode.
- j) Candidates serving in Govt/Quasi Govt. offices/ Public Sector Undertakings are required to submit “No Objection Certificate” from their employer at the time of skill test, failing which they shall not be allowed to appear in skill test and their candidature shall be treated as cancelled.
- k) The Admit cards issued to the candidates are **Provisional**. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or even called for the skill test or allowed to join the UGC, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in UGC on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in UGC.
- l) The decision of the UGC about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
27. **Identity verification:** The candidates called for skill test shall be advised to produce documents for verification in original and also to submit the attested photocopies thereof before the skill test. Such documents shall be listed in the skill test call letter. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents, he will not be allowed to appear in the skill test and his candidature will be treated as cancelled.
28. **Background check:** In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt.
29. **SC/ST certificate:** Reservation of posts for SC/ST will be as per Government directives. Candidates belonging to SC/ST category should submit an attested copy of Caste/Tribe certificate issued by the competent authority at the time of Skill Test.
30. **OBC Certificate:** The candidates applying against vacancies reserved for OBCs should note that they have to produce a valid caste certificate at the time of skill test in support of their belonging to OBC community issued by the Competent Authority in the prescribed format for this purpose so as to prove that they do not belong to “Creamy Layer” of the OBCs. Further, the caste to which the candidate belongs should be the one included in the Central list of OBC issued by the Government of India. A declaration shall also be submitted by the candidate that he does not belong to the Creamy Layer of OBC.
31. Canvassing in any form will disqualify a candidate.

32. The process of examination/ recruitment does not involve any correspondence by the UGC with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/ documents etc. No correspondence will be entertained from the candidates found ineligible and not called for written test/skill test or for non-selection.
33. Conditions /eligibility criteria for use of scribe for physically challenged candidates:
- a) Visually Handicapped candidates/those candidates whose writing speed is affected by cerebral palsy can avail the assistance of SCRIBE for writing answers on their behalf.
 - b) For engaging the SCRIBE, the candidate will have to indicate the same while registering himself.
 - c) The SCRIBE will be arranged by UGC.
 - d) All one-eyed candidates and candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provisions for engaging SCRIBE will not be applicable to him/her.
 - e) Candidates who use SCRIBE will be eligible for extra time of 20 minutes.
34. **ACTION AGAINST MISCONDUCT:**
- i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the “on-line” application.
 - ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
 - a) Using unfair means during the examination; or
 - b) Impersonating or procuring impersonation by any person; or
 - c) Misbehaving in the examination hall or taking away question booklet/answer sheets from the examination hall; or
 - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - e) Using undue influence for his/her candidature by any means; or
 - f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
 - g) Giving wrong information regarding his category (SC/ST/OBC/PH, etc.) while appearing in the examination or thereafter; or

- h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
- j) Being in possession of calculator, mobile phone, micro phone or its accessories, pager, bluetooth, headphone, earplug, laptop, ipad and other computing /communication devices;
- k) Possessing any form of textual material / handwritten (or typed) pages etc. he/she, in addition to rendering himself/herself liable to **legal**/criminal prosecution, will also become liable to be :
 - a) Disqualified from the examination and /or
 - b) Debarred either permanently or for a specified period from any examination/recruitment and /or
 - c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of UGC.
- 35. Calculator, mobile phone, pager, bluetooth, headphone, earplug, laptop, ipad and other computing /communication devices are not permitted inside the examination centre. Candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe cannot be assured by UGC.
- 36. There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, text/ printed material / calculator in the examination Hall, finding which the candidature shall be cancelled, the candidate shall be banned at least for 5 years for applying in UGC and also action may be taken against him under Penal Code.
- 37. Information on website only: Any further information / corrigendum/ details regarding applications or applicants / any other information regarding schedule of examinations or call letters for skill test / notices / results /panels shall be posted only on the official website of UGC. No publication in any media will be made. Thus, the candidates are advised to keep updating themselves by checking the official website of UGC very frequently.
- 38. The legal jurisdiction will be Delhi in case of any cause.
- 39. The application format is available in UGC official website www.ugc.ac.in.

Secretary

Grievance Redressal Form

In case, the candidate has deposited the fee at State Bank of India and he is not able to confirm payment on UGC website after 48 hours of the deposit of the fee **(from the closing hour of Bank Business)**, then he should fill in the following details and send the same by email along with the scanned copy of the paid challan to ldchelpdesk@gmail.com:

Sl. No.	Particular	Detail
i	Name of the candidate	
ii	Registration / ID Ref. No.	
iii	Date of deposit	
iv	Branch code (where deposited)	
v	Amount deposited (Rs.)	
vi	Mobile No.	
vii	e-mail ID	

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of
_____ of village/town/* in District/Division
* _____ of the State/Union Territory* _____

belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes*
under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 991@
The Constitution (ST) orders (Amendment) Ordinance 1996

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to

Shri/Shrimati _____ Father/mother _____ of

Shri/Srimati/Kumari* _____ of village/town* _____

_____ in District/Division* _____ of the State/Union
Territory* _____

_____ who belong to the _____ Caste/Tribe which is
recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by

the _____ dated _____.

3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in
village/town* _____ of _____ District/Division*
_____ of the State/Union Territory of _____

Signature _____
** Designation _____
(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste
certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that _____ son/ daughter of
_____ of village _____
District/Division _____ in the _____ State
_____ belongs to the _____ Community which is
recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri _____ and/or his family ordinarily reside(s) in the
_____ District/Division of the _____
_____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008

Dated:

**District Magistrate or
Deputy Commissioner etc.**

Seal:

Note-I (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy

Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-VII issued by the competent authority at the time of the Skill Test. The certificate must be dated on or before the date of the Skill Test.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____
 _____ age _____ sex _____ identification mark(s) _____
 is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected

(a) Impaired reach

(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left)

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(vi) BH-Stiff back and hips (Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

(i) B-Blind

(ii) PB-Partially Blind

C. Hearing Impairment :

(i) D-Deaf

(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

(i) F-can perform work by manipulating with fingers. Yes/No

(ii) PP-can perform work by pulling and pushing. Yes/No

Affix here recent
attested
Photograph
showing the
disability duly
attested by the
chairperson of the
Medical Board

- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr._____)
Member, Medical Board

(Dr._____)
Member, Medical Board

(Dr._____)
Chairperson, Medical Board

Countersigned by the Medical Superintendent/

CMO/Head of Hospital (with seal)

**Strike out which is not applicable.*

GOVERNMENT OF INDIA

**FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE
PHYSICALLY HANDICAPPED CANDIDATES WHO SEEK EXEMPTION
FROM APPEARING IN THE TYPEWRITING TEST FOR LOWER DIVISION
CLERK.**

This is to certify that Sh/Smt/Kum _____ son/daughter/wife of
Shri _____ is suffering from _____.

Clinical diagnosis as a result of which he/she has the following disabilities.

(Brief description of his/her disabilities)

Photograph of candidate clearly showing Face with affected portion of
the body

This is a permanent disability and the extent of his/her disability works to _____% of disability.

This disability is likely to interfere with the Typewriting (specify)

Signature of candidate

Signature of Civil Surgeon

Name:

Place:

Official Stamp: