



**UNIVERSITY GRANTS COMMISSION
(SELECTIONS & AWARDS BUREAU)
DELHI UNIVERSITY : SOUTH CAMPUS
BENITO JUAREZ MARG, NEW DELHI- 110 021**

**GUIDELINES
U.G.C. SCHEME FOR AWARD OF 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

The candidate must have a doctorate degree in the relevant subject preferably with published research work to their credit. 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. In exceptional cases, the age may be relaxed.

4. Procedure for applying for the scheme

The candidates belonging to SC/ST category fulfilling the eligibility conditions are required to apply against the advertisement to be published by the UGC normally in the month of April every year in the prescribed format (**Annexure-I**) The selections would be made with the help of an Expert Committee as per the procedure of the Commission and would be completed by the end of August of the year.

5. Nature of Assistance available under the Scheme

The number 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.12,000-p.m. fixed for 5 years
Contingency	@Rs.30000/-p.a. for five years
Departmental Assistance	10% of Post Doctoral Fellowship to the host institution
Escorts/Reader assistance	@ Rs. 2000/- p.m. (fixed) in cases of physically disabled & blind candidates

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 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: Leave for maximum period of 30 days in a year in addition to public holidays may be 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. Women candidates are eligible for maternity leave at full rates of the fellowship for 135 days as per Government of India rules once during the tenure of their

award. The fellow may 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 department of the institution concerned. The period of leave without fellowship will be counted towards the tenure.

6. Procedure for release of grant by the UGC

On receipt of Joining Report (**Annexure-III**) of the fellow together with required documents, the UGC office would release the first installment of the admissible grant to the concerned institution. Thereafter, the grant is released on receipt of the Utilisation Certificate and statement of expenditure for the last grant paid (**Annexures- IV, V, VI**). On completion of the award, an audited utilisation certificate is to be submitted by the University/Institution/College where the fellow has worked under the scheme.

7. Procedure for monitoring the Progress of the Post Doctoral Fellow

The progress of the fellow is monitored by the Supervisor and the Head of department. The fellow is required to submit a half-yearly progress report of the work duly signed by the Head of department and Registrar of University/Institution/College (**Annexure-VII**).

The award of Post Doctoral Fellowship ceases immediately after expiry of the due date and no claim of continuance under the scheme will be entertained.

8. Cancellation of Award

The fellowship is liable to cancellation, in case of:

- Misconduct
- Unsatisfactory progress of research work
- Candidate is later found ineligible

6. Academic qualification:

Examination	Year	University	% of marks & division	Subject Studied
10+2				
Graduation				
Post-graduation				
Ph.D.				

7. Date of birth (day/month/year):

8. Details of research experience (please use separate sheets if necessary)

Publication of research papers: Yes/No

- (a) If yes, please indicate the number of papers published/accepted in standard refereed journals:
(i) Indian (ii) Foreign (A list of research papers published/accepted for publication should be attached. It should give, for each publication, the title, name of all authors, name of journal, volume, number, year and pages. Enclose copies of reprints and accepted papers. Photocopy of the letter of acceptance from the editor should be enclosed for papers accepted for publication.)
- (b) Presentation of papers in seminars, workshops, conferences, etc.: (National/International):
(Attach details indicating the title of the paper presented and name of the conference)
- (c) Teaching/work experience, if any (indicate the number of years)

9. Title of Ph.D. thesis:

10. Proposed topic of post-doctoral research work to be undertaken during Fellowship
(detailed work plan to be attached):

11. Name of University/Institution/College in which affiliation is sought for Fellowship:

12. Whether belong to Scheduled Caste/Scheduled Tribe. State the name of caste/tribe.

13. Any other relevant information:

I certify that I am not in receipt of any other award/fellowship/scholarship and the above particulars are correct to the best of my knowledge and belief.

14. Any other relevant information:

I certify that I am not in receipt of any other award/fellowship/scholarship and the above particulars are correct to the best of my knowledge and belief.

15. I also undertake to state that all the conditions under the scheme are acceptable to me.

Signature of the Candidate
Name:
Date:

16. Certified that:

- (i) I recommend the candidate for the award and undertake to guide/supervise her for the research work. General facilities required such as laboratories, equipment, etc. are available in the department and will be provided to the applicant.
- (ii) No foreign exchange is required for taking up this project
- (iii) This research proposal has not been submitted to any other agency for financial assistance.

Signature
Name
Date
Designation of Supervisor

Necessary facilities are available and will be provided for the research work on the above topic during the tenure of the award.

Signature
Name
Date
(Head of the Department)

Signature
Name
Date
Seal of Registrar/Director/ Principal

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	Name	Name
Name of the Candidate	Date	Date
	Head of Department	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.

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JOINING REPORT

UGC SCHEME FOR AWARD OF POST DOCTORAL FELLOWSHIP TO SC/ST CANDIDATES

Name of Fellow:

Award letter number and date

This is to certify that..... has joined the Department of.....under the above scheme of University Grants Commission with effect from..... (FN/AN) She will be provided with all necessary facilities during her tenure of award. The terms and conditions of the offer are acceptable to Fellow. Also certified that she is not a recipient of emoluments from any other source after joining the above Fellow.

Signature	Signature	Signature
Date	Name	Name
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
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UTILISATION CERTIFICATE

Certified that an amount of Rs. (Rupees.....
.....) sanctioned vide letter number dated
..... released to in respect of Post Doctoral
Fellowship/Contingency/ HRA/ Departmental Assistance, etc. under the scheme of Post Doctoral
Fellowship for SC/ST candidates 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..... 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
Name of the Candidate	Date	Date
	Head of Department	Registrar/ Director /Principal
	(Seal)	(Seal of University/Institution/College)

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**FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE AND
THE UTILISATION CERTIFICATE UNDER THE SCHEME OF
(UGC POST DOCTORAL FELLOWSHIP)**

Name of Postdoctoral Fellow:

Award letter number and date:

Name of the scheme under which he/she is working

Period to which the accounts of contingency grant relates:

Expenditure :

From:..... to.....

Amount Dated

- a. Stores:
- b. Purposes:
- c. Technical and clerical assistance:
- d. Repairs: Electricity of which the Departmental Assistance is payable: Period for which the Departmental Assistance is payable:

Certified that the expenditure of Rs. 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	Date	Date
Name of the Candidate	Head of Department (Seal)	Registrar/ Director /Principal (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.

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HALF YEARLY PROGRESS REPORT

1. Name of the Post Doctoral Fellow:
2. Award letter number and date:
3. Topic of research work:
4. Total number of working days during the period:
5. 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.....
6. Number of days the Post Doctoral Fellowship remained out of station for fieldwork/travel, with dates and places visited:
 - a. Number of days: from..... to.....
 - b. Places visited.....
7. Number of days the Post Doctoral Fellowship remained present at the University/Institution/College:
8. Publications during the period under report (please enclose a reprint of each): Title of article/paper.
9. Teaching work done during the period under report:
 - (a) Number of periods taken per week at B.Sc./B.A level:
 - (b) Number of periods taken per week at M.Sc./M.A. level:
10. Title of the monograph written during the period under report:
11. A detailed account of the work done during the period (a separate sheet may be attached for the purpose):
12. Comments of the supervisor on the progress of the research work during the period under report:

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