

**GUIDELINES**  
*for*  
**Dr. S. Radhakrishnan UGC Post-Doctoral  
Fellowship**  
**(2022)**



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

## **1. Introduction**

Post-doctoral research is an important enabling step in grooming young researchers for launching an academic/research career. A post-doctoral stint also provides an opportunity to acquire new skills, broaden one's horizon and offers a platform for transition into cross- disciplinary areas.

University Grants Commission provides opportunities for post-doctoral research under the UGC Post-doctoral fellowship schemes.

## **2. Objective**

The objective of these fellowships is to provide an opportunity to carry out the advanced studies and research in Sciences, Engineering and Technology, Humanities & Social Sciences including languages in Indian Universities/Institutions. Tenure of the fellowship is 3 years with no provision for further extension.

## **3. (A) Eligibility criteria for candidate**

- a. Only the unemployed candidates who have been awarded the Ph.D. degree in the relevant subject/discipline of Sciences, Engineering and Technology, Humanities and Social Sciences including languages are eligible to apply. (Provisional Certificate may be accepted in case the degree is not awarded). Persons already in regular service are not eligible to apply.
- b. Candidates should be below 35 years of age (as on the date/last date of application). There shall be age relaxation for SC/ST/OBC (Non Creamy Layer)/Women/PWD (Persons with Disabilities) and Transgender for 5 years.
- c. If selected candidate is availing any other fellowship/remuneration, he/she will have to resign from the same before accepting the UGC Post-Doctoral Fellowship.
- d. Those candidates who have already availed any kind of Post-Doctoral Fellowship from UGC need not apply under the scheme.
- e. General category candidates having minimum 55% of marks or equivalent percentage converted from CGPA score at Post graduate level are eligible to apply. A relaxation of 5% of marks is allowed for reserved categories (SC/ST/OBC (Non Creamy Layer)/ PWD (Persons with Disabilities) and Transgender).
- f. It is necessary that the candidate identifies a Mentor/Supervisor (affiliated to University/Institute wherein Post-Doctoral Fellowship is tenable) for his/her post-doctoral research work and obtain his/her consent for the mentorship. Candidates applying for PDF must upload the No Objection Certificate from

the proposed research center duly signed by the Mentor/Supervisor, HOD and Registrar/Director of the University/Institute in the online application. (Please check the eligibility of the proposed research place at point (C) below.

**(B) Eligibility of Mentor/ Supervisor**

- a. The mentor should be the regular faculty at the level of Associate Professor or above at University/Institution.
- b. The mentor must have been awarded the Ph.D. degree.
- c. The mentor should have supervised at least 3 Ph.D. theses.

**(C) Eligibility of proposed research center**

The fellowship under these schemes will be available for pursuing research work in the following types of institutions only:

- 1. Universities (including constituent and affiliated institutions) included under section 2(f) of UGC Act, 1956 and having valid accreditation from NAAC.
- 2. Deemed to be Universities under section 3 of the UGC Act 1956 and having valid accreditation from NAAC.
- 3. Institutions fully funded by Central or State Governments and empowered to award Degrees.
- 4. Institutions of National Importance.

**(D) Slots: 900**

The slots will be allocated as per Govt. of India reservation policy. However 30% slots will be reserved for the women candidates.

**4. Nature of Assistance available under the Scheme:**

<b>Fellowship</b>	@Rs. 50,000/- p.m.
<b>Contingency</b>	@ Rs. 50,000/- p.a.
<b>Escorts/Reader Assistance</b>	@Rs.3000/-p.m.(fixed) in cases of PWD (Person with disability)

**5. Norms for Utilizing Contingency Grant**

The Contingency grant may be utilized for minor equipment useful for research such as laboratory equipment or laptop costing less than 50,000/-, chemicals and other research specific items within the ceiling of Rs.1.00 Lakh p.a. with the

approval of the host university/institution. The items purchased from contingency grant are assets of the university/institution and at the end of the fellowship are to be handed over to the host university/institution. The contingency grant cannot be used for international travel, and purchase of furniture.

## **6. HRA**

Hostel accommodation may be provided to the scholars by their institutions. In such cases, the scholar is eligible to draw only hostel fees excluding mess, electricity, water charges, etc.

If the scholar makes his/her own arrangements of accommodation, he/she shall be entitled to draw HRA as per ceiling and categorization of cities by the Govt. of India.

In case, the scholar wishes to draw HRA, he/she is required to submit a certificate, in the prescribed format, to his institution.

## **7. Medical assistance**

No separate/fixed medical assistance is provided. However, the scholars may avail the medical facilities available in their Institutions concerned.

## **8. Leave**

(i) Earned Leave for a maximum period of 30 days in a year in addition to public holidays may be taken by a scholar. However, they are not entitled to any other vacation, such as summer, winter and pooja vacations, etc.

(ii) Maternity/paternity leave as per the Govt. of India norms issued from time to time shall be available for scholars at full rates of the fellowship once during the tenure of the fellowship.

(iii) An 'Intermittent Break' for a maximum total period of 1 year shall be permissible to the women scholars. The break can be availed maximum 3 times during the entire period of fellowship. However, the total duration of break shall not exceed one year. No fellowship shall be available for the period of such break(s). This period of intermittent breaks shall not be counted towards the tenure of the fellowship, and thus effectively the total period of fellowship shall remain the same.

(iv) 'Academic leave' shall be permissible only for one year throughout the tenure for any kind of academic/teaching assignment/foreign visit in connection with research work. However, during the period of academic leave no fellowship, contingency etc will be paid by the UGC. The period of academic

leave will be counted towards the tenure. Expenditure on foreign visit in connection to research work cannot be claimed from UGC.

(v) All kinds of leave shall be availed by the scholar only with due approval of the institution concerned.

## **9. Application Process**

- a. Online applications will be invited by the UGC for the Post-doctoral Fellowship.
- b. Candidates applying for PDF must upload the No Objection Certificate from the proposed research center duly signed by the Mentor/Supervisor, HOD and Registrar/Director of the University/Institute in the online application.
- c. If the candidate has already applied for Post-doctoral Fellowship and has been declared as unsuccessful, he/she is permitted to apply again with new research proposal only after one year from date of declaration of result for that particular Post-doctoral Fellowship scheme.
- d. Incomplete applications such as un-formatted documents, false/misleading information etc. shall to be summarily rejected.

## **10. Selection Process:**

- a. The applications will be evaluated by minimum of three referees assigned by the UGC as per area of research proposed by the applicant.
- b. The evaluation includes the candidate's accomplishment at the Ph.D. level, the professional standing of mentor and the institution where the post-doctoral research is to be carried out.
- c. On the basis of score received from the referees, the final merit list will be generated. The result shall be declared on UGC website ([www.ugc.ac.in](http://www.ugc.ac.in)).
- d. Selected candidates can download their award letter through UGC website.
- e. The whole process would be akin to that employed for manuscript handling and evaluation by leading international journals and will be a paperless exercise. No interim queries will be entertained.
- f. The Commission reserves the right to withdraw/cancel the award of fellowship without assigning any reason.

## **11. Joining the Fellowship**

- a. The fellow shall join / activate the fellowship within 3 months from the date of issue of Award letter, failing which the fellowship will be treated as cancelled. In special circumstances with due approval of the competent authority, the joining period may be extended for a maximum period up to 6 months from the date of issue of award letter.
- b. The fellowship shall commence from the actual date of joining as a Post-Doctoral Fellow in the University /Institute.

## **12. Procedure for release of grant by the UGC**

- a. The institution concerned shall check the details of applicant on UGC website before attempting to link the ID of the applicant and upload his/her required details on the scholarship payment portal along with a filled in verification form duly signed/countersigned by the applicant, the Head of Department and the Registrar of University/Director of Institute. The 'UGC Canara Bank Scholarship Payment Portal' can be accessed at <https://scholarship.canarabank.in/>. The format of 'verification form' is given in the guidelines.

Apart from verifying the name of candidate in the selection list from UGC website, the institutions are also required to strictly follow the following procedure:

- (i) Read the guidelines of scheme;
- (ii) Verify and ensure the eligibility of candidate for the fellowship under particular scheme
- (iii) Ensure the authenticity and correctness of category/caste of candidate under which he/she is selected.
- (iv) Verify/authenticate the educational qualification and marks obtained by him/her.
- (v) Ensure that all the documents required as per the guidelines are completely and correctly filled by the candidate in the formats prescribed by UGC;
- (vi) Upload the required information, on the scholarship payment portal for generating the payment.

- (vii) Ensure that all the claims for fellowship and contingency are received and timely uploaded on scholarship payment portal on monthly basis.
  - (viii) Keep all the hard copies of documents related to candidates in its safe custody during the tenure of fellowship and at least five years after completion of research work/submission of thesis by candidate.
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- b. The user institutions, which are new to the scholarship payment portal, may go through the instructions tutorial available at the link [https://ugc.ac.in/ugc\\_notices.aspx?id=2153](https://ugc.ac.in/ugc_notices.aspx?id=2153).
  - c. The data of the applicant is required to be uploaded by a 'Maker' and approved by a 'Checker' who should be permanent officials of that institution concerned duly authorized by the Head of Institution to access the scholarship payment portal.
  - d. On the basis of the joining report of the fellow, the university/institution concerned will link the candidate's ID on scholarship web portal (<https://scholarship.canarabank.in/>) and linking will be approved by the UGC.
  - e. The fellowship shall be credited directly into the bank account of awardee through PFMS, subject to continuance of research work and submission of monthly confirmation certificates, by the fellow, to his/her institution during the first week of following/next month. The format for 'Monthly Confirmation Certificate' is given in the guidelines.
  - f. The claim for contingency grant shall also be submitted to the institution in the prescribed formats as given in the guidelines.
  - g. Every claim submitted by the fellow, has to be checked, verified and uploaded, by the respective institution, on the payment portal on or before 15th of every month. Payments shall be generated by UGC only after the approval of uploaded data by the institution concerned on the payment portal. The institutions are solely responsible for genuineness of claim and correctness of data uploaded on the payment portal.
  - h. The research fellow shall submit a yearly report on the progress of his/her research work duly signed by the Mentor/supervisor and the head of the department to the nodal officer/designated cell identified/established by the University/Institution for such purpose, i.e., fellowships/scholarships.
  - i. In case the progress of the work is found unsatisfactory, the fellowship may be terminated by the UGC. The decision of the UGC in this regard will be final.
  - j. No extension is permissible beyond the total period three years, at the end of which period the fellow ceases to be a UGC fellow with immediate effect. Any claim/reference to this effect will be illegal.

**Note:**

The fellow who is awarded Post-Doctoral Fellowship will not accept or hold any other fellowship paid or otherwise, or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the fellowship (except in case of academic leave of one year).

**13. Transfer of Research Place**

Transfer of Research Place may be done by the approval of the UGC only once during the tenure of the fellowship on receipt of NOC from both the universities/institutions which has to be issued by the administrative head, i.e., Registrar/Director.

**14. Resignation**

If the fellow wishes to leave the fellowship before the end of the tenure, the information regarding relinquishment may be informed to the nodal officer/designated cell identified/established by the University/Institution for such purpose, i.e., fellowships/scholarships. Grant must be claimed only up to the date of relinquishment by the University/Institution.

**Note:** For extension in joining, Change of mentor/work place, resignation, the candidate should apply to the UGC through the nodal officer/designated cell identified/established by the University/Institution for such purpose, i.e., fellowships/scholarships. The final decision in the matter will be taken by UGC.

**15. Termination of Fellowship**

The fellowship is liable to be terminated in the following cases:

- a. If the fellow is found to be ineligible to receive the fellowship, at any point of time during the entire duration of the fellowship.
- b. Any false/misleading information furnished by the applicant.
- c. Misconduct.
- d. Unsatisfactory progress of research work.
- e. Any other fellowship/scholarship is drawn from other source(s) during the tenure of the fellowship.
- f. Candidate if found employed during the PDF research.
- g. Any fraudulent activity by the fellow.
- h. Violation of terms and conditions of these guidelines.
- i. Plagiarism or unethical practices, in any form.



Before terminating/cancelling the fellowship, the scholar shall be given reasonable opportunity to defend himself/herself.

## **16. Thrust Areas**

Some of the suggested thrust areas are:

- Smart Cities, housing and Transportation
- Energy efficiency, Renewable and Sustainable energy
- Electric and Hybrid Mobility
- Reforms in present education systems
- Effects of growing social appearance on electronic media
- Sustainable and contemporary value education
- Organic Green Revolution
- Reducing carbon footprints in developing economies
- Poverty and its elimination
- Food Security
- Good health and well-being
- Clean water and sanitation
- Industry innovation and infrastructure
- Reduced inequality
- Responsible consumption and production
- Climate action
- Peace, Justice and strong institutions

Additional thrust areas may also be considered for the post doctoral research.

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**JOINING REPORT**

PHOTOGRAPH  
OF SCHOLAR

Name of Scholar \_\_\_\_\_

Name of the Scheme \_\_\_\_\_

UGC Ref. No. \_\_\_\_\_

This is to certify that Mr./Ms\_\_\_\_\_has joined the Department of\_\_\_\_\_ University/College/Institute \_\_\_\_\_ under the above mentioned scheme of University Grants Commission with effect from\_\_\_\_\_(FN/AN). He/She will be provided with all necessary facilities during the tenure of award. The terms and conditions of the offer are acceptable to scholar. Also certified that he/she is not a recipient of emoluments from any other source after joining the above Fellowship.

Signature of candidate: Date:	Signature of Guide/ Supervisor  Date: Seal:
Name:	Name:
	Designation:

Signature of Head of Department : Date: Seal:	Signature of Head of Institution: Date: Seal:
Name:	Name:
	Designation:

**UNIVERSITY GRANTS COMMISSION**

**Monthly Confirmation Certificate for claiming Fellowship under**  
**"DR. S. RADHAKRISHNAN UGC POST-DOCTORAL FELLOWSHIP"**

1	Claim for the month (with year)	
2	Name of Scholar	
3	UGC Ref. No.	
4	Date of joining	
5	Amount of Monthly Fellowship	

**CERTIFIED THAT:**

1. The Scholar whose particulars are given above is a bonafide research scholar of this Institution and is pursuing research through regular mode in this institution.
2. Progress of his/her research work is good/satisfactory. He/She is doing original research work. Institution is satisfied with the progress of work done by him/her.
3. He/She is allowed to claim monthly Fellowship for the month as mentioned above.
4. 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 of scholar:	Signature of Guide/ Supervisor
Date:	Date: Seal:
Name:	Name:
	Designation:

Signature of Head of Department:	Signature of Head of Institution:
Date:	Date:
Seal:	Seal:
Name:	Name:
Designation:	Designation:

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**CLAIM OF CONTINGENCY GRANT**

1	Period of Claim (Months/year)	
2	Name of Scholar	
3	UGC Ref. No.	
4	Name of Scheme/Fellowship	
5	Date of joining	
6	Present Rate of Fellowship:	
7	Prescribed rate of Contingency per year (in rupees)	
8	Contingency already claimed during the year (in rupees)	
9	Balance contingency payable for the year (in rupees)	
10	Actual claim submitted by scholar	
11	Actual amount of contingency payable/ recommended now	

**CERTIFIED THAT:**

1. The candidate whose particulars are given above is a bonafide research scholar of this Institution and was pursuing research through regular mode in this institution during the period mentioned above. Progress of his/her research work is good/satisfactory. He/She is allowed to claim Contingency grant as per amount mentioned in para 11 above.
2. It is certified that the bills/vouchers (books/ journals/ typing work/ stationery/ postage/ chemicals/ equipment/ travel/ field work) have been signed by scholar and verified by the Institution. The expenditure has been incurred towards research work only, assigned to the scholar.
3. 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 of scholar: Date:	Signature of Guide/ Supervisor  Date: Seal:
Name:	Name:
	Designation:

Signature of Head of Department:  Date: Seal:	Signature of Head of Institution:  Date: Seal:
Name:	Name:
Designation:	Designation: