

28/06/2020



विश्वविद्यालय अनुदान आयोग
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
बहादुर शाह जफर मार्ग, नई दिल्ली

विश्वविद्यालय अनुदान आयोग, नई दिल्ली नीचे दिए गए विवरण के अनुसार वरिष्ठ सांख्यिकीय सहायक के स्थायी पद हेतु सीधी भर्ती के लिए ऑनलाइन आवेदन आमंत्रित करता है:

पद का नाम	पद की संख्या	वेतनमान
वरिष्ठ सांख्यिकीय सहायक	कुल-11 (ग्यारह) अनारक्षित-07 अन्य पिछड़ा वर्ग-02 अनुसूचित जाति-01 आर्थिक रूप से-01 कमजोर वर्ग	वेतन मेट्रिक्स/ लेवल -06 रु.35,400-1,12,400/-

पात्रता मानदंड, अर्हता, वेतनमान और अन्य विवरण विश्वविद्यालय अनुदान आयोग की वेबसाइट अर्थात् www.ugc.ac.in.jobs से प्राप्त किए जा सकते हैं। आवेदन के ऑनलाइन भेजने की अंतिम दिनांक 17.08.2020 है। उचित माध्यम से आवेदन की हार्ड कॉपी के प्राप्त होने की अंतिम दिनांक 24.08.2020 है।

सचिव,

विश्वविद्यालय अनुदान आयोग

Sum
24/06/2020



UNIVERSITY GRANTS COMMISSION
Bahadurshah Zafar Marg, New Delhi

The University Grants Commission, New Delhi invites online applications for direct recruitment to the post of Senior Statistical Assistant as per given details:

Name of the post	Number of the post	Scale of pay
Senior Statistical Assistant	Total-11(Eleven) UR-07 OBC-02 SC-01 EWS-01	Pay matrix level-06 Rs.35,400-1,12,400/-

Eligibility criteria, qualifications, scale of pay and other details can be accessed on UGC website i.e. www.ugc.ac.in/jobs. Last date for online submission of applications is _____. Last date for receipt of hard copy of the application through proper channel shall be _____.

Secretary, UGC

SENIOR STATISTICAL ASSISTANT

Applications are invited for filling up 11 (Eleven) posts of Senior Statistical Assistants in the office of the UGC and its regional offices located at Pune, Kolkata, Bangalore, Guwahati, Bhopal and Hyderabad as per details given below:-

11(Eleven) posts on regular basis (UR-07, OBC-02, SC-01 & EWS-01)

QUALIFICATIONS:-

First or second class Master Degree in Statistics or Mathematics or Economics/Commerce (With Statistics as a subject) from a recognized University with knowledge of computer applications/Statistical packages

DESIRABLE:-

Two years experience in data analysis and interpretation or in relevant field in a Central Government/State Government/PSU/Autonomous Bodies/Universities

Nature of duties: The main work of the Senior Statistical Assistants are largely concerned with Data analyst or interpretation/Data collecting from AISHE portal Ministry of Human Resource Development (HRD)/Universities/Institutions/Colleges in r/o Students enrolment and teaching staff, number of Students, Teachers pertaining all Students including to SC/ST/OBC/Woman etc. in the Information & Statistical Bureau of UGC and other related work to be assigned.

- The officer on selection is liable to be posted from UGC Headquarter to any Regional Offices of the UGC located at Pune, Kolkata, Bangalore, Guwahati, Bhopal, Hyderabad or at the Headquarter.

Scale of pay: Pay matrix level-06 Rs. 35,400-1,12,400/-plus usual allowances as admissible from time to time to Central Govt. servants in corresponding posts.

Age: 35 years (Relaxable upto 5 years for employees of Central Govt., State Govt., Universities, Autonomous Bodies and candidates belonging to the SC/ST/OBC/PWD and other special categories of persons as specified in the orders/instructions issued by the Central Government from time to time in regard to age relaxation).

Age of retirement: 60 Years.

Period of Probation: Two Years

General: The selected candidates for Senior Statistical Assistants (SSA) would be entitled to the benefits of CGHS and allotment of residential accommodation in the General Pool in their turn at Delhi. Residential accommodation of UGC is also available at its Regional Office at CRO-Bhopal and will be provided accordingly. The employees of the UGC are also eligible for the Life Insurance Corporation Group Saving Linked Insurance Scheme as made applicable from time to time.

How to Apply - Guidelines for filling Online Application

1. Candidates should have valid e-mail ID and Mobile Number; this will help him/her in getting information regarding Call Letter/Interview/Acknowledgement by Email and SMS.
2. Candidate should first scan his/her photograph in JPEG Format. The digital size of file should be less than 200 kb.
3. In case employed, Candidate also needs to scan and upload the Certificate from the CVO of his/her organization that no vigilance/disciplinary inquiry are pending against him/her.
4. Candidates to visit UGC website i.e. www.ugc.ac.in/jobs and follow the instructions given on the website.
5. Candidates are advised to fill the application carefully. They are also requested to go through the filled form, before confirming, to ensure that all the information provided in the form is correct. The information given by the candidate will be treated as final. Upon successful filling up of form, candidates should note the reference number displayed on screen. Candidates can re-open the same data, using this reference number for viewing and printing purposes. Once the application is filled completely, the candidate should take a printout of the system generated PDF File and use it for sending application through proper channel.
6. The Candidate must ensure to furnish correct Mobile No. and E-mail Id to receive registration confirmation and other communications from time to time.
7. While applying for online the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above and that the particulars furnished by him/her are correct in all respect. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms or that he/she has furnished any incorrect/false information or has surpassed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after the appointment his/her services are likely to be terminated.

GENERAL TERMS AND CONDITIONS:

1. **The eligibility of candidate shall be determined as on the last date of submission of application form.**
2. Number of posts are 11 (Eleven), and the UGC reserves the right to fill all posts or may not fill any post(s) and its decision in this regard shall be final.
3. The UGC reserves the right to withdraw advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of appointment may also be filled up from the available candidates.

4. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the UGC reserves the right to modify / withdraw / cancel any communication made to the candidate.
5. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for written/skill test as may be decided by the UGC.
6. Interested candidates may apply online at UGC website <http://www.ugc.ac.in/jobs>. A copy of duly filled application downloaded from the portal may be sent to the UGC office, duly completed in all aspects so as to reach on or before _____.
7. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF _____."
8. The candidates short-listed for written/skill test will be informed by website notification/registered email. The candidates may ensure that the Email Id proved in the form is valid and working.
9. Self-attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
10. The UGC shall verify the antecedents and documents submitted by the candidate at the time of appointment or during the tenure of his / her service. In case, it is found that the documents / information submitted by the candidate are fake or the candidate has a clandestine antecedents / background and has suppressed any information, then his / her services shall be terminated.
11. Candidates who are employed may send an advance copy of duly filled and downloaded application. **However, such an application shall be entertained only when application through proper channel (Forwarding Authority) is received.** It shall be necessary to furnish "No Objection Certificate" from the parent department/ present employer at the time of written/skill test. The forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Clearance Certificate. In case of photocopies of A.C.Rs are sent, these may be attested by an officer not below the rank of Under Secretary/equivalent.
12. The decision of the UGC in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
13. In case of any dispute /ambiguity that may occur in the process of selection, the decision of the UGC shall be final.

14. In case the candidate belongs to SC/ST/OBC/EWS, he/she will submit a certificate to that effect from the prescribed authority concerned.
15. The candidates are advised to satisfy themselves before applying that they possess minimum essential qualifications laid down in the advertisement and should verify the information submitted in the application form, request for any subsequent change will not be entertained.
16. The candidates appointed will be covered under the new pension scheme as made applicable to autonomous bodies. However, incumbents already covered under CCS (Pension) Rules will be allowed to continue in the same scheme on receipt on pro-rata retirement benefits from previous employer.
17. Merely filling up online form does not mean that the application has been submitted. The applicants has to fill up the online form, take a print of PDF file generated by the online software and send the hard copy of the same with necessary documents to **the Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi-110 002** by the stipulated date. Incomplete applications and/or application not in the prescribed pro-forma shall not be entertained or will be rejected summarily without assigning any reason. No correspondence in this regard will be entertained. The application received after due date will be rejected. In case, last day happens to be holiday/Saturday/Sunday, the same will be received on succeeding working day.

NOTE:-

- (i) **No TA/DA will be paid for attending the written and written/skill test.**

Secretary, UGC