

X PLAN GUIDELINES

**Junior Research Fellowship in  
Sciences, Humanities and  
Social Sciences**



UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG

NEW DELHI 110 002

Website: [www.ugc.ac.in](http://www.ugc.ac.in)

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# UNIVERSITY GRANTS COMMISSION

## JUNIOR RESEARCH FELLOWSHIP IN SCIENCES, HUMANITIES AND SOCIAL SCIENCES

### INTRODUCTION

The Junior Research Fellowship (JRF) scheme of the University Grants Commission (UGC) is open to candidates who qualify in the National Education Testing (NET) of the UGC and the UGC-Council of Scientific and Industrial Research (CSIR) joint test. However, please note that these are qualifying tests only and do not bestow a fellowship upon the candidate.

### OBJECTIVE

The objective of the JRF scheme is to provide opportunities to NET-qualified candidates to undertake advanced studies and research leading to M.Phil./Ph.D. degrees in humanities and social sciences, including languages and sciences.

### TARGET GROUP/ELIGIBILITY

**Target Group:** Candidates who have qualified in NET or the UGC-CSIR joint tests.

**Eligibility:** Candidates who have qualified in NET or the UGC-CSIR joint test. However, the selection for the JRF is made by the universities/institutions/departments.

### NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The tenure of fellowship is initially for two years under the JRF scheme. Upon expiry of this period, the work of the Fellow will be evaluated by experts. If the research work is found satisfactory, his/her tenure will be extended for a further period of three years under the enhanced emoluments of the Senior Research Fellowship (SRF).

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 a Junior Research Fellow. In such cases work will be evaluated again after three years, and if improvement is found, the Fellow will get two more years under the SRF. Thus, the total period of fellowship (JRF and SRF) is five years, with no further provision of extension.

<b>Fellowship</b>	@ Rs. 8000/- p.m. for initial two years @ Rs. 9000/- p.m. for remaining tenure	JRF SRF
<b>Contingency A.</b>	@ Rs. 10000/- p.a. for initial two years @ Rs. 20500/- p.a. for remaining tenure	Humanities & social sciences
<b>Contingency B.</b>	@ Rs. 12000/- p.a. for initial two years @ Rs. 25000/-p.a. for remaining tenure	Sciences
<b>Departmental assistance</b>	@ Rs. 3000/- p.a. per student to the host institution for providing infrastructure	
<b>Escorts/Reader assistance</b>	@ Rs. 1000/-p.m. in cases of physically handicapped & blind candidates	

**House Rent Allowance:** Suitable single-seated hostel accommodation may be provided to the JRF candidate in the institutions. In case of non-availability, HRA as per rules of the university/institution will be paid to the Fellow subject to the submission of an HRA certificate through the registrar/principal. Junior Research Fellows provided with accommodation in a hostel recognised/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 I). If the Fellow makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorisation 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/colleges.

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

**Leave:** JRFs 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 Junior Research Fellows 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. JRF/SRFs are advised to apply for leave through universities/institutions/colleges well in advance for the approval of the Commission.

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

Only NET/UGC-CSIR joint tests qualified candidates are eligible to apply (for fellowship) under the scheme. The qualified candidates have to apply against the advertisements given by the universities/institutions recognised under Sec. 2(f) and 12(B) of the UGC Act. The selection is made as per the procedure of respective institutions.

## **PROCEDURE FOR APPROVAL BY THE UGC**

The award of JRFs is made to candidates by the universities/institutions on the basis of UGC-CSIR/NET examinations for admissions to Ph.D., including M.Phil.

- ❖ The candidate must get himself/herself registered for M.Phil./Ph.D. within a period of one year from the declaration of NET/UGC-CSIR examination results. This period is not extendable.
- ❖ The fellowship is made available to the candidate from the date of issue of the eligibility certificate of NET examinations only.

On completion of the above formalities, the Joining Report of the candidate duly signed by the supervisor/head of department is to be sent to the UGC through the registrar/principal/director.

## **PROCEDURE FOR RELEASE OF GRANTS BY THE UGC**

On receipt of the Joining Report in the prescribed pro forma (Annexure II) and eligibility certificate from the university/institution, the UGC office will accept the candidature of the Fellow and will release the first instalment of admissible grants to the institution/university on a financial year basis, that is, April to March each calendar year.

The university/institution may pay the fellowship amount to the Fellows, out of the grant paid in lump sum by the Commission for the purpose in accordance with the rules, to avoid any hardship to the Fellow, due to delay in payment to them. The next instalment of fellowship grant will be released to the university/institute/college on receipt of the Complete Utilisation Certificate and Statement of Expenditure of the previous grant released by the UGC for the purpose, duly signed by the competent authority (registrar/finance officer in case of universities, and principals in case of colleges) (Annexures III, IV & V).

In special cases the Commission may place a JRF in an institution not covered by the UGC Act if the institution concerned agrees to provide all the infrastructure for the research of the Fellow and to meet all expenditure out of departmental assistance as per rules. The Commission in such cases will either provide advance funds to such institutions and accept a Utilisation Certificate/Statement of Expenditure duly signed by the JRF, countersigned by the head of the concerned institution, or reimburse the expenditure incurred in accordance with the rules.

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

The performance of the Junior or Senior Research Fellow is monitored by their respective supervisor/guide and reflected in the yearly progress report submitted to the university for submission to the UGC office. (Annexure VI).

On completion of first two years of the award, the Fellow may apply to the department/university concerned for revision to Senior Research Fellowship (SRF). For this a three-member committee consisting of a supervisor, head of department and one outside expert of the concerned subject will be constituted by the institution to evaluate the research work done by the Fellow. On recommendations/comments of the committee, the Fellow will be upgraded to the level of SRF and his fellowship amount accordingly enhanced.

The concerned departments are expected to monitor the work of the Fellow continuously. He/she shall not accept or hold any position, paid or otherwise, or receive emoluments, salary, stipend, etc. from other sources during the tenure of the award.

The fellowship may be terminated at any time during the tenure and the decision of the Commission will be final and binding. The tenure of the fellowship is for five years from the date of joining, subject to satisfactory progress report of the Fellow or submission of Ph.D. thesis, whichever is earlier. No extension is permissible beyond the total tenure of five years and the awardee ceases to be a UGC JRF/SRF immediately after expiry of the due date. Any claim/reference to this effect will be illegal and the individual may have to face disciplinary action for such an act.

### **OTHER CONDITIONS**

The Fellow, with the consent of the guide/head of department, may assist the university/institution in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to hinder the research programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week.

### **CANCELLATION OF AWARD**

The fellowship is liable to cancellation in case of:

- ❖ misconduct;
- ❖ unsatisfactory progress of research work/failure in any examination related to M.Phil./Ph.D.; or
- ❖ he/she is found ineligible later.

**ANNEXURE - I**

**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 of 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. However, 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 a 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 Awardee**

**Head of Department  
(Seal)**

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

*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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SELECTION & AWARD BUREAU  
SOUTH CAMPUS OF DELHI UNIVERSITY  
BENITO JUÁREZ MARG  
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JOINING REPORT

AWARD OF JUNIOR RESEARCH FELLOWSHIP IN SCIENCES,  
HUMANITIES AND SOCIAL SCIENCES

Name of awardee:

National Eligibility Test date (Copy to be enclosed):

This is to certify that.....has joined the Department of  
.....for doing.....under the above scheme of the University Grants  
Commission with effect from.....(F.N./A.N). 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 the awardee.

Also certified that the 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 of Awardee

Head of Department  
(Seal)

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



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UTILISATION CERTIFICATE

Certified that an amount of Rs.....  
(Rupees ..... ) sanctioned vide letter  
No.....dated.....released to..... in respect of Junior  
Research Fellowship/Senior Research Fellowship/Contingency/HRA/Departmental Assistance/etc.  
under the scheme of 'At any one given time basis' has been utilised 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 in respect of Mr./Ms. .... the unspent  
balance of Rs.....has been carried forward/refunded vide  
Demand Draft no.....dated.....for Rs.....

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action  
will be taken to refund/adjust or regularise the objected amount.

Signature of Awardee

Head of Department  
(Seal)

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

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**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND  
UTILISATION CERTIFICATE**

1. Name of awardee :
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 and ammonia printing) :
  - (c) Stationery :
  - (d) Postage :
  - (e) Chemical and 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 No. F \_\_\_\_\_ dated \_\_\_\_\_ in respect of \_\_\_\_\_ has been utilised for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission for utilisation of contingency grant.

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 regularise the objected amount.

Signature of Awardee

Head of Department  
(Seal)

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

*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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**FORM FOR SUBMITTING ACCOUNTS OF DEPARTMENTAL ASSISTANCE AND  
THE UTILISATION CERTIFICATE**

1. Name of the awardee :
2. Award letter number and date :
3. Name of the scheme under which he/she is working :
4. Period to which the accounts of contingency grant relates :
5. Expenditure: From \_\_\_\_\_ to \_\_\_\_\_  
Amount Dated
  - (a) Stores :
  - (b) Purchases :
  - (c) Technical & clerical assistance :
  - (d) Repairs :
  - (e) Electricity for which Departmental Assistance is payable :
6. 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 No. F. \_\_\_\_\_ dated \_\_\_\_\_ in respect of \_\_\_\_\_ has been utilised for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission for utilisation of the Departmental Assistance grant.

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 regularise the objected amount.

Signature of Awardee

Head of Department  
(Seal)

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

*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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PROGRESS REPORT FOR THE PERIOD ENDING JUNI/DECEMBER

1. Name of Fellow:
2. Number and date of award letter:
3. Details 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 UGC 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 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/college:

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9. Published during the period under report:  
Title of the article/paper (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 at B.Sc.(Engg.)/B.Tech./B.E. level:
  - b. Number of periods taken per week at M.E./M.Sc./Engg./M.Tech. level:
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 of Awardee

Head of Department  
(Seal)

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

