

## 1. UGC Junior Research Fellowship in Sciences, Humanities and Social Sciences

12<sup>th</sup> Plane Guidelines for Fellowship : [https://www.ugc.ac.in/pdfnews/8821047\\_revised-JRF.pdf](https://www.ugc.ac.in/pdfnews/8821047_revised-JRF.pdf)

UGC DBT scheme portal link : <https://scholarship.canarabank.in/AdminLogin.aspx>

1. After receiving the Award letter student has to verify the document from the Department office and then submit it to Academic office which will be further uploaded on the UGC canara bank portal :

- 1. Joining report
- 2. HRA form
- 3. UGC award letter
- 4. Last qualifying degree certificate

2. Student has to submit **half yearly progress report** after every six month to Academic office, for sending it to the UGC for release of fellowship in continuation.

3. After completion of two years of the programme, student has to submit **Three member Assisment committee report for upgradation from JRF to SRF** to Academic office for uploading on the UGC protal.

4. **Contingency and HRA form** : student have to get it signed personally from Academic office and Directly deposit it to Accounts section (HRA % calcaution Area/city wise given below page. No. 8). No softcopy will be accepted.

## 2. Maulanaazad National fellowship for Minority students (MANF) :

Guidlines :

[https://rajookrishnan.com/uploads/media\\_library/Maulana\\_Azad\\_National\\_Fellowship\\_for\\_Minority\\_Students2.pdf](https://rajookrishnan.com/uploads/media_library/Maulana_Azad_National_Fellowship_for_Minority_Students2.pdf)

Student has to submit the following documents to Academic office

1. Verification Form Cum Joining report for Availing fellowship (Available on the MANF site)
2. Certificate by the Institution (Available on the MANF site)
3. Award letter of MANF
4. Last qualifyuing degree certificate
5. HRA form

## 3. Rajiv Gandhi National Fellowship for Scheduled Caste Students (NFSC):

Guidlines :

<https://www.buddy4study.com/article/rgnf-rajiv-gandhi-fellowship>

Student have to submit the following documents to the Academic office

1. Verification Form Cum Joining report for Availing fellowship
2. Certificate by the Institution
3. Award letter of NFSC
4. Last qualifyuing degree certificate
5. HRA form

UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG, NEW  
DELHI- 110002

SA-I SECTION

**JOINING REPORT**  
**JRF in Science, Humanities & Social Sciences**

**Name of Fellow:**

**Award letter number and date or UGC Circular number and date:**

This is to certify that.. ..has joined the Department of .. .. for doing....

(M.Phil/Ph.D.) in the subject of.....under the above scheme of the **JRF in Science, Humanities & Social Sciences** students of University Grants Commission with effect from.....  
(F.N./A.N.). He/ She belongs to .. ..

**(Mention the category).** His/Her date of registration is.....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 Awardee.

Also certified that 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	Signature	Signature	Signature
Name	Name	Name Date	Name Date
Date	Date	<b>Head of Deptt.</b>	<b>Registrar/ Director /Principal</b>
<b>Awardee</b>	<b>Guide/Supervisor</b>	<b>(Seal)</b>	<b>(Seal of University/Institution/ College)</b>
<b>Ph.No.</b>	<b>(Seal)</b>		<b>Bank Ale No. of</b>
<b>Mobile:</b>			<b>University/Institution) IFSCCode:</b>
<b>E.mail:</b>			
<b>BankA/cNo</b>			
.			
<b>IFSCCode:</b>			
<b>Adliaar No. (if any)</b>			

## ANNEXURE II (a)

## TO WHOM IT MAY CONCERN

It is certified that the original certificates of the candidate in respect of Mr./Ms. \_\_\_\_\_ has been checked as per detail below and the candidate fulfil the minimum eligibility conditions for Junior Research Fellowships :

PURPOSE	Checked or not (Write Yes or No)	Whether copy enclosed or not	Remarks, if any
Whether the candidate disabled (PWD)			
Whether candidate have 55% in Master's Degree for General/OBC of Non-creamy layer).			
Whether candidate have 50% for SC/ST/PWD.			
Whether candidate more than 28 years of age as on the first day of the month of NET examination (i.e., 1 <sup>st</sup> June/December) and relaxation by five years for SC/ST/PWD/OBC (non-creamy layer) and female candidates. Relaxation in age up to 3 years to candidates who have done LL.M. Total relaxation on the above ground(s) can not exceed five years.			

(Head of the concerned Department)  
University/College/Institute  
(Seal)

(Registrar/Principal/Director)  
University/College/Institute  
(Seal)

UNIVERSITY GRANTS  
COMMISSION  
BAHADURSHAH ZAFAR  
MARG NEW DELHI -  
110002  
**SA-I SECTION**

HALF YEARLY PROGRESS REPORT W.E.F. \_\_\_\_ \_

1. Name of the Fellow:
2. Number and date of award letter :
3. Detail 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 JRF in Science, Humanities & Social Sciences
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 of 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/institution/college:
9. Title of the article/paper published during the period under report:  
(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 in graduate course
  - b. Number of periods taken per week under post graduate course
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  
Name  
Date  
Name of Candidate

Signature  
Name  
Date  
(Guide/supervisor)  
(Seal)

Signature  
Name  
Date  
Head of Deptt.  
(Seal)

Signature  
Name  
Date  
Registrar/ Director/  
Principal  
(Seal of University/ Institution/College)

**UNIVERSITY GRANTS COMMISSION  
SELECTION & AWARDS BUREAU  
BAHADURSHAH ZAFAR MARG  
NEW DELHI- 110 002.**

**THREE MEMBER ASSESSMENT COMMITTEE REPORT FOR UPGRADATION FROM JRF TO SRF UNDER THE SCHEME OF JRF IN SCIENCES, HUMANITIES AND SOCIAL SCIENCES.**

Assessment for up gradation of Mr./Mrs.....JRF working at the Department of . . . . . University / Institution / College on completion of two years on date.... . . . . .

**CONSTITUTION OF THE COMMITTEE**

(Name and Designation) (ONE OUTSIDE EXPERT OF CONCERNED SUBJECT)

1.

2.

3.

Date of Joining:

Ph.D. registration No.:

Date of Meeting:

Time:

**VENUE OF ASSESSMENT/INTERVIEW:**

The Committee assessed the progress of the candidate through their presentation followed by interview and recommended as follows

(Satisfactory/Good/Very Good/Excellent) (Strike out whichever is not applicable)

In view of the outstanding very good/satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit the committee makes the following recommendations.

Mr./Mrs./Ms .....may be upgraded from JRF to SRF w.e.f. . . . . .

Signature

Date

Name of the  
Supervisor

Signature

Name

Head of  
Department  
(Seal)

Signature

Name

Registrar/Director/Principal

(Seal of University/Institution/College)

Signature out side

Expert Date

Name of the Expert

CERTIFICATE NO. 1

HRA CERTIFICATE

ANNEXURE-VI

Certified that Mr./Ms. .... is paying house rent of Rs. .... and is eligible to draw House Rent Allowance @ Rs. .... as per University rules w.e.f. ....

**Registrar/Director/Principal**

**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/Director/Principal**

**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/Director/Principal**

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

Signature  
Name  
Date  
Name of candidate

Signature  
Name  
Date  
Head of Deptt.  
(Seal)

Signature  
Name  
Date  
Registrar/Director/Principal  
(Seal of Univ./Institution /College)

N.B. For any correspondence in this regard, the Commission's letter number and date may please be quoted wiiliout fail.

**UNIVERSITY GRANTS  
COMMISSION  
BAHADURSHAH ZAFAR  
MARG NEW DELHI-  
110002**

**SA-I SECTION**

**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND  
THE UTILIZATION CERTIFICATE**

1. Name of the Fellow:
2. Code number :
3. Name of the scheme  
under: which he/she is  
working
4. Period for which the  
account : of contingency  
grant relates  
From.....to  
.....Dated
5. Expenditure:  
Amount

- (a) Books and allied items :
- (b) Typing (Tracing  
& ammonia  
printing) :
- (c) Stationery :
- (d) Postage :
- (e) Chemical & 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.  
\_\_\_\_\_ made available to the fellow through Bank under the UGC scheme 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**  
**Name**  
**Date**  
**Name of the**  
**Candidate**

**Signature**  
**Name**  
**Date**  
**Head of**  
**Deptt.**  
**(Seal)**

**Signature**  
**Name**  
**Date**  
**Registrar/ Director**  
**/Principal (Seal of**  
**University/Institution/College)**

NB.: For any correspondence in this regard, the Commissions letter number and date may please be quoted without fail.

New Delhi, 7<sup>th</sup> July, 2017.

OFFICE MEMORANDUM

Subject:- Implementation of recommendations of the Seventh Central Pay Commission relating to grant of House Rent Allowance (HRA) to Central Government employees.

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President is pleased to decide that, in modification of this Ministry's O.M. No.2(37)-E.II(B)/64 dated 27.11.1965 as amended from time to time, O.M. No.2(13)/2008-E.II(B) dated 29.08.2008 and O.M. No.2/5/2014-E.II(B) dated 21.07.2015, the admissibility of House Rent Allowance (HRA) shall be as under:-

Classification of Cities/Towns	Rate of House Rent Allowance per month as a percentage of Basic Pay only
X	24 %
Y	16 %
Z	8%

2. The rates of HRA will not be less than Rs.5400/-, 3600/- & 1800/- at X, Y & Z class cities respectively.
3. The rates of HRA will be revised to 27% 18% & 9% for X, Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.
4. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay levels in the Pay Matrix and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP), etc. or any other type of pay like special pay, etc.
5. The list of cities classified as 'X', 'Y' and 'Z' vide DoE's O.M. No.2/5/2014-E.II(B) dated 21.07.2015, for the purpose of grant of House Rent Allowance is enclosed as Annexure to these orders.
6. Special orders on continuance of HRA at Delhi ("X" class city) rates to Central Government employees posted at Faridabad, Ghaziabad, NOIDA and Gurgaon, at Jalandhar ("Y" class city) rates to Jalandhar Cantt., at "Y" class city rates to Shillong, Goa & Port Blair and HRA at par with Chandigarh ("Y" class city) to Panchkula, S.A.S. Nagar (Jalandhar) which have been allowed to continue vide Para '4' of this Ministry's O.M. No.2/5/2014-E.II(B) dated 21.07.2015 and O.M. No. 2/2/2016-E.II(B) dated 03.02.2017, shall continue till further orders.
7. All other conditions governing grant of HRA under existing orders, shall continue to apply.
8. These orders shall be effective from 1<sup>st</sup> July, 2017.
9. The orders will apply to all civilian employees of the Central Government. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways, respectively.
10. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached

(Annie George Mathew)  
Joint Secretary to the Government of India

TO





To O.M. No.2/5/2017-E.II(B) dated 07.07.2017.

**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF  
HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES**

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS		
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corpn.), Guntur (UA), Nellore IUA}
3.	ARUNACHAL PRADESH		"
4.	ASSAM		Guwahati (UA)
5.	BIHAR		Patna (UA)
6.	CHANDIGARH		Chandigarh /UA/
7.	CHHATTISGARH		Durg-Bhilai Nagar (UA), Raipur (UAE
8.	DADRA & NAGAR HAVELI		
9.	DAMAN & DIU		
10.	DELHI	Delhi (UA)	
11.	GOA		
12.	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat{UA)
13.	HARYANA		Faridabad*(M.Corpn.), Gurgaon*(UA)
14.	HIMACHAL PRADESH		
15.	JAMMU & KASHMIR		Srinagar (UA), Jammu (UA)
16.	JHARKHAND		Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City/UA)
17.	KARNATAKA	Benpalore/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corpn.), Mangalore (UA), Mysore IUA), Gulbarga (UA)
18.	KERALA		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram A Kan ur UA Koi a (UA)
19.	LAKSHADWEEP		
20.	MADHYA PRADESH		Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M. Corpn.)

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M.Corpn.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M.Corpn.), Kolhapur (UA), Vasai-Virar City (M. Corpn.), Malegaon (UA), Nanded-Waghala (M. Corpn.), Sangli (UA)
22.	MANIPUR		
23.	MEGHALAYA		
24.	MIZORAM		
25.	NAGALAND		
26.	ODISHA		Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	PUDUCHERRY (PONDICHERRY)		Puducherry/Pondicherry (UA)
28.	PUNJAB		Amritsar (UA), Jalandhar (UA), Ludhiana (M. Coprn.)
29.	RAJASTHAN		Bikaner (M.Corpn.), Jaipur (M.Corpn.), Jodhpur (UA), Kota (M.Corpn.), A.T. er {UA)
30.	SIKKIM		
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA		
33.	UTTAR PRADESH		Moradabad (M.Corpn.), Meerut (UA), Ghaziabad*(UA), Aligarh(UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M.Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND		Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

\* Only for the purpose of extending HRA on the basis of dependency

#### NOTE

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y", are classified as "Z" for the purpose of HRA.

F No: 12-2/2019-U1  
Government of India  
Ministry of Human Resource  
Development Department of Higher  
Education

Shastri Bhawan, New  
Delhi Dated 30 January,  
2019

OFFICE MEMORANDUM

Subject: Revision of emoluments and guidelines on service conditions for research personnel engaged in R&D programme of the Central Government Departments/ Agencies.

The undersigned is directed to refer to OM No. SR/SB/Z-08/2018 dated 30<sup>th</sup> January 2019 of the Department of Science and Technology, Ministry of Science and Technology, on the subject cited above. The emoluments for research personnel engaged in R&D programmes funded by the MHRD shall be enhanced according to the following provisions:

1) Emoluments:

**A. Junior Research Fellow (JRF)/Senior Research Fellow (SRF)**

Sl. no.	Designation & Qualification	Existing Emoluments (per month)	Revised Emoluments (per month)
I	<p>Junior Research Fellow (JRF)</p> <p>Post Graduate Degree in Basic Science OR Graduate / Post Graduate Degree in Professional Course selected through a process described through any one of the following:</p> <p>a. Scholars who are selected through National Eligibility Tests - UGC NET including lectureship (Assistant Professorship) and GATE.</p> <p>b. The selection process through National level examinations conducted by MHRD and its Agencies and Institutions such as UGC / IIT / IISc. / IISER / IIIT etc.</p>	Rs. 25,000/-	RS. 31,000/-
II	<p>Senior Research Fellow (SRF)</p> <p>Qualification prescribed for JRF with two years of research experience.</p>	Rs. 28,000/-	Rs. 35,000/-

A.1 After completion of two years, an external assessment by the Institution where the student is enrolled for Ph.D.is mandatory for upgradation from JRF to SRF. The fellow may be awarded SRF after successful assessment.

A.2 Annual Satisfactory Assessment is mandatory to continue the benefit of fellowship during SRF period.

## B. Research Associate

Research associates may be fixed at a consolidated amount at one of the 3 pay level<sup>9</sup> given below depending upon the qualification and experience. The Institute/organization concerned may decide the level in which a particular associate should be placed based on the experience. The Essential Qualification (EQ) for RA ie as follows:

Ph.D/MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/M.Pharm/ME/M.Tech with at least one research paper in Science Citation Indexed (SCI) journal.

Sl. No.	Category	Existing Emoluments (per month)	Revised Emoluments (per month)
I	Research Associate —I	Rs. 30,000/-	Rs. 47,000/-
II	Research Associate -II	Rs. 38 000/-	Rs. 49,000/-
iii	Research Associate —III	Rs. 40,000/-	Rs. 54,000/-

## 2. Service Conditions:

(i) DA: JRFs, SRFs and Research Associates will not be entitled to DA.

(ii) House Rent Allowance (HRA): All research fellows may be provided hostel accommodation wherever available. Research fellowship holder residing in hostels shall not be entitled for HRA. Wherever provision of hostel accommodation is not possible, HRA may be allowed to all the above categories viz. JRF, SRF and RA as per Central Government norms applicable in the city/location where they are working. The percentage required for calculating HRA will be based on the fellowship amount.

(iii) Medical **Benefits:** The research fellows and research associates (JRF/SRF/RA) will be entitled for medical allowance as applicable in the implementing institution.

(iv) Leave **and other entitlements:** The JRF/SRF are eligible only for casual leave while Research Associates are entitled to leave as per rules of the host institution. Participation of any of these categories (JRF/SRF/RA) in scientific event/workshops held in India or abroad will be treated as 'on duty' with due approval of the host institution. The travel entitlement for JRF/SRF/RA for participation in scientific events/workshops in India will continue to be the same as earlier i.e. 2<sup>nd</sup> AC by rail. Maternity leave as per the Govt. of India instructions issued from time to time would be available to female candidates in all categories.

(v) Bonus & Leave Travel Concession: JRFs, SRFs and Research Associate<sup>9</sup> will not be entitled to these allowances.

(vi) **Retirement** Benefits: JRFs, SRFs and Research Associates will not be entitled to these benefits.

**(vii) Publication/Patent:** The results of JRF/SRF/RA's research work may be published preferably in standard refereed journals with the concurrence of the Fellow and his/her Supervisor / Advisor. It should be ensured by the fellow that the assistance provided by the funding agency of Government of India is acknowledged in all such publications.

**(viii) Obligation of JRF/SRF/RA:**

- a) He/ She shall be governed by the disciplinary regulations of the host Institute where he/she is working.
- b) The JRF/SRF/RA must send a report of the research work done during the period of Fellowship as may be asked by the sponsoring agency.

3. The number of fellowships shall remain the same as is existing, unless modified with the approval of MHRD. The Departments / Agencies are requested to ensure that the above guideline<sup>9</sup> are followed in regard to the remuneration and other benefits to the research personnel engaged in R&D projects funded by them.

4. Selection for award of fellowship shall ordinarily be through common competitive examinations. However, for subjects where there is no examination presently, Government Departments and their authorized agencies and institutions may start conducting examinations to screen candidates for award of fellowships. This shall not be applied retrospectively and the persons already enrolled shall be exempted.

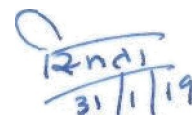
5. In order to further enhance value, quality and experience in doctoral research, the Government has agreed to incentivize the research output, for e.g. in the form of publications and patents. The proposals to incentivize research output will be considered separately and modalities for its implementation will be evolved.

6. *Dafie* of Effect: The revised emoluments will take effect from 01.01.2019. The requirement of funds should be worked out and the additionality should be met from the existing budget of 2018-19 through matching savings.

7. The Chairman UGC, Chairman AICTE and the Bureau Heads of the Department of Higher Education in the Ministry of Human Resource Development responsible for management of the Institutions of National Importance are requested to convey this to *all* the institutions under their supervision immediately.

8. This<sup>6</sup> issues with the approval of the Minister for Human Resource Development.

Encl: As above



1. Chairman UGC
2. Chairman AICTE
3. All Bureau Heads of Department of **Higher** Education