



UNIVERSITY GRANTS COMMISSION
GUIDELINES FOR JUNIOR RESEARCH FELLOWSHIP
(JRF) AND RESEARCH ASSOCIATESHIP (RA)
FOR FOREIGN NATIONALS

JUNIOR RESEARCH FELLOWSHIP (JRF)

1. INTRODUCTION

This scheme was initiated keeping in view the political and cultural bilateral relations of India with other developing countries of Asia, Africa and Latin America. The scheme has opened new vistas for foreign students and teachers, enabling them to come to India and undertake advanced studies and research in science, humanities and social sciences in Indian universities.

2. OBJECTIVE

The objective of the scheme is to provide an opportunity to foreign students and teachers from developing countries to undertake advanced study and research leading to M.Phil./Ph.D. and postdoctoral research in sciences, humanities and social Sciences at Indian universities.

3. TARGET GROUP & ELIGIBILITY

Target Group: Students and teachers from developing countries of Asia/Africa and Latin America

Eligibility:

The upper age limit for Junior Research Fellowship (JRF) is 35 years for men as on 1 July of the year of application and 45 years for women. The candidate must have at least a high-class master's degree with a second-class bachelor's degree, or second-class master's degree with a first-class bachelor's degree.

For Research Associateships (RA):

In case of male applicants the age should be 45 years as on 1 July of the year of application, and 50 years in the case of female candidates. The candidate must have

a doctorate degree, published research work to their credit and evidence of independent research work .

4. PROCEDURE FOR APPLYING FOR THE SCHEME

The applications are invited through circulation to Indian embassies/Indian missions abroad. They will receive applications from eligible candidates and, after due screening locally, will send them to the UGC for consideration. Foreign students from Asia, Africa and Latin America studying in India who have completed their master's degrees or doctoral degrees and desire to pursue research may send their applications through the university they propose to work with. The application will have to be endorsed by their respective embassies in India for consideration by the Commission.

5. PROCEDURE FOR APPROVAL BY THE UGC

The applications received are placed before a short listing/screening committee constituted for this purpose. The short listed proposals are placed before the selection committee to finalise the proposals for the award of JRF and RA. The decision of the Commission is final and binding. The UGC conveys the provisional intimation of selection to the candidate. However, this intimation does not bestow the award to the candidate. The formal award letter is issued only on receipt of political clearance from the Ministry of Home Affairs and the Ministry of External affairs, Government of India. The Commission also reserves the right to withdraw/cancel the award without assigning any reason.

6. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The number of slots available under the scheme are:

- Junior Research Fellowship (JRF): 20
- Research Associateship (RA): 7

The tenure of these awards is:

In case of JRF, four years.

In case of RA, initially for two years, extendable by another two years.

It is expected that the concerned departments will monitor the progress of the Fellow continuously. The Fellow should not accept or hold any other position, paid or otherwise, or receive emoluments, salary, stipend, etc. from any other source during the tenure of the award.

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

The financial assistance available under the scheme is as follows:

JRF:

		Fellowship
Fellowship	@ Rs.8,000/- p.m.	For remaining period subject to the recommendation for enhancement/extension by a three-member committee and the Commission's approval.
	@ Rs.9,000/- p.m.	
	@ Rs.10,000/- p.a.	For sciences for initial two years
		For humanities and social sciences for initial two years
Contingency	@ Rs.25,000/- p.a.	For remaining period for sciences
		For remaining period for Humanities
Departmental assistance	@ Rs.20,500/- p.a.	
	@ Rs.3,000/- p.a. Per JRF	
Escort/handicapped allowance	@Rs.1,000/- p.a.Per JRF	

RA:

Fellowship	@Rs.12,000/- p.m.	Fixed) for four years
Contingency	@ Rs.30,000/- p.a.	For four years
Departmental assistance	@10% of Associateship to the host institution for providing infrastructural facilities.	

HRA:

Suitable single-seated hostel accommodation in the institutions may be provided to the JRF, failing which HRA as per rules of the university/institution will be paid to the fellow subject to the submission of the HRA certification through registrar/principal. JRF/RA provided with accommodation in 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 JRF/RA makes his/her own arrangements of accommodation, he/she may be entitled to draw HRA as per categorization of cities by the Government of India. The Fellow will submit a certificate for this purpose to UGC for claiming HRA through the concerned university/institution/college

Medical:

No separate/fixed medical assistance is provided. However, the JRF/RA may avail of the medical facilities available in the institution/university

Leave:

Leave for a maximum period of 30 days in a year in addition to public holidays may be taken by a Fellow with the approval of the supervisor. However, they are not entitled to any other vacations, for example, summer, winter and pooja vacations. Women awardees 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 awardee may in special cases may be allowed by the Commission leave without fellowship/associateship and contingency for a period not exceeding three months during the tenure of award on the recommendation of the supervisor/Head of department of the institution concerned. The period of leave without fellowship/associateship will be counted towards the tenure.

7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC

On receipt of Joining Report (Annexure II) of the candidate together with required documents, the UGC office releases the first instalment of the admissible grant to the concerned university/institution. Thereafter, the grant is released on receipt of the

Utilisation Certificate and statement of expenditure for the last paid grant (Annexures -III, IV and V). On completion of the award, an audited utilisation certificate is to be submitted by the university/institution the awardee has worked with. The UGC office may hold an amount of Rs.5,000/- of the last instalment and the same will be reimbursed on receipt of all required documents for settling and finalising accounts.

PROCEUDRE FOR MONITORING THE PROGRESS OF THE SCHEME

8.

The progress of the awardee is monitored by the concerned supervisor and head of department. The awardee is required to submit a six-monthly progress report of the work by the end of the month of June and December duly signed by the supervisor, head of department and registrar (Annexure VI).

In case of JRF, after completion of initial period of two years, the candidate may apply to the department/university for enhancement of the fellowship to the SRF level. The work done by the Fellow will be assessed by a three-member committee consisting of a supervisor, head of the department and an external expert in the related field. The recommendations/comments of the committee duly signed by the head/registrar of the institution are to be forwarded to this office for consideration.

In case of RA, the award is fixed for a period of four years and is non-extendable. The awardee is to submit six-monthly progress reports ending in the month of June and December duly signed by the supervisor, head of department and registrar.

In both the schemes, the awardee ceases to be a UGC JRF/RA 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.

CANCELLATION OF AWARD

9.

The fellowship is liable to cancellation in case of:

- Misconduct.
- Unsatisfactory progress of research work.
- Failure in any of the examinations related to M.Phil./Ph.D.
- Candidate found ineligible later.

If the JRF/RA is discontinued before the period of two years, the entire amount of the fellowship will be refunded to the UGC.



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 of Rs..... minimum admissible to a lecturer as per university rules.

Registrar

OR

Certificate No. 3:

Certified that Mr./Ms./Dr..... 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 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.



ANNEXURE II

**UNIVERSITY GRANTS COMMISSION
(Selection & Award Bureau)
South Campus, Delhi University
Benito Juarez Marg
New Delhi-110021**

JOINING REPORT

**AWARD OF JUNIOR RESEARCH FELLOWSHIP (JRF) AND RESEARCH ASSOCIATESHIP
(RA) FOR FOREIGN NATIONALS**

Name of awardee:

Award letter number and date:

This is to certify thathas joined the Department offor 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 awardee. Also certified that fellow shall not accept/hold any position, 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)**



ANNEXURE III

**UNIVERSITY GRANTS COMMISSION
SELECTION & AWARD BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021**

UTILISATION CERTIFICATE

Certified that an amount of Rs. (Rupees.) sanctioned vide letter number dated released to in respect of Junior Research Fellowship/Senior Research Fellowship/Contingency/HRA/Departmental Assistance, etc. under the scheme of 'JRF to foreign national' 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 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 regularise the objected amount.

Signature of Awardee

Head of Department (Seal)

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



ANNEXURE IV

**UNIVERSITY GRANTS COMMISSION
SELECTION & AWARD BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021**

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

1-Name of 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 -Books and allied items:

B- Typing (tracing and ammonia printing):

C- Stationery:

D- Postage:

E -Chemical and electrical goods:

F- Travel/fieldwork:

1- Period for which the contingency grant is payable:

Certified that the expenditure of Rs.out of the contingency grant of Rs.....sanctioned vide Commission letter number F.....dated.....in respect ofhas been utilised 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 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.



ANNEXURE V

**UNIVERSITY GRANTS COMMISSION
SELECTION & AWARD BUREAU
SOUTH CAMPUS OF DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021**

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

Name of awardee:

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. Purchases:

c. Technical and clerical assistance:

d. Repairs: e. Electricity for 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 ofhas been utilised 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 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.



ANNEXURE VI

UNIVERSITY GRANTS COMMISSION
(Selection & Award Bureau)
South Campus, Delhi University
Benito Juarez Marg
New Delhi-110021

PROGRESS REPORT FOR THE PERIOD ENDING JUNE/DECEMBER

1. Name of the Research Associate/JRF awardee:
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.....

1 Number of days the Research Associate/JRF remained out of station for fieldwork/travel, with dates and places visited:

- a. Number of days from..to.....
- b. Places visited..... ..

1 Number of days the Research associate/JRF remained present at the university/college:

2 Publications during the period under report (please enclose a reprint of each): Title of

article/paper:

3 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:

1 Title of the monograph written during the period under report:

2 A detailed account of the work done during the period (a separate sheet may be attached for the purpose):

3 Comments of the supervisor on the progress of the research work during the period under report:

**Signature of Awardee
(Seal of University/Institution)**

Head of Department (Seal)

Registrar/Principal/Director



UNIVERSITY GRANTS COMMISSION

(SELECTION & AWARD BUREAU)

**SOUTH CAMPUS: DELHI UNIVERSITY
BENITO JUAREZ MARG
NEW DELHI - 110 021**

Application Form for the Junior Research Fellowship and Research Associateship in Science and Humanities, Including Social Sciences, to Foreign Students from Developing Countries for Doctoral and Postdoctoral research work.

Affix Passport
Size
Photograph

(The form must be filled in carefully. Incomplete form is liable to be rejected.)

INSTRUCTIONS

Each candidate must complete three copies of this form to be either typed or written legibly in ink. Other documents to be submitted with the forms are:

1. Three certified copies of University/College record. (Refer to item No. 9. Attach one to each form.)
 2. Three typed copies of statement of not more than 500 words as instructed in item No. 19. (Attach one to each form.)
 3. One certified copy of birth certified or evidence of date of birth.
 4. Three recent passport size photographs, one stapled (but not struck) to each form in the space provided above.
- 1- Name in full (block letters; underlining the names by which you are normally called):
 - 2- Sex:
 - 3- Nationality and/or citizenship:
 - 4- Place and date of birth:

- 5- Religion:
- 6- Family:
 1 Single or married
 2 Number of children (if any) with age:
 3 Which members of your family will accompany you if you receive the award?
- 7- Address for correspondence about this application (block letters):
- 8- Permanent address (if different from above): If your permanent address is not in the country of your birth, state the year in which you left the country and mention any subsequent changes of permanent residence:
- 9- Name, address and relationship with you of person to be informed in case of emergency (block letters):
- 10- Educational record, starting with secondary and higher education (set out chronological order):

University of equivalent	Degree	% in aggregate	Division	Years attended (from...to...)	Major subject

(Attach certified copies of university or college record. Give the language of instruction in each of these institutions.)

11. If tending to sit for an examination (public or university or to complete a qualification before taking up the fellowship), give particulars and date of result expected:

12. Language proficiency:

Do you consider yourself capable of following instruction at a university or college in India?

1. In English

2. Yes/No 2. In* _____ Yes/No

Knowledge of English:

Reading:

Good () Average () Poor ()

Speaking:

Good () Average () Poor ()

Writing:

Good () Average () Poor ()

Other Language: _____

Reading:

Good () Average () Poor ()

Speaking:

Good () Average () Poor ()

Writing:

Good () Average () Poor ()

(*Interest any other language(s) in which you claim general proficiency).

List any other languages in which you are proficient:

13. Academic distinctions general proficiency or prizes received:

14. Publications and titles of thesis submitted for any degree: (State degree, whether successful and give dates.)

15. Other distinctions gained or offices held during your educational career:

16. Present occupation or employment and previous appointments: (Give details including dates and description of experience gained.)

17. Proposed future occupation:

[You are advised to consult your University or College teachers before completing questions 18 to 21 of this form.]

18. For which degree or similar qualification do you intend to study in an Indian university (Ph.D./postdoctoral research)?

19. Preference of place of study:

If you prefer to hold the UGC Research Fellowship at a particular Indian university, please state your preference below, in accordance with the instructions given in the rules:

- 1.
- 2.
- 3.
- 4.

Are you willing to accept a place at some other institution in India if the appropriate agency recommends it?

20. Before an award can be made, a university in India must know exactly what the applicant wishes to do and must agree to provide facilities. An abstract of your proposed plan of research in about 500 words may be given in a separate sheet (in triplicate). If you have given a preference to question 19, include reasons for this in your statement.

21. Have you already approached any Indian university or any university professor in India where you wish to study? If so, give names and result:

22. References: (Name three persons to whom confidential reference about you may be made. At least two of them should, if possible, be persons under whom you have studied. The third may be a person with whom you have worked.)

Name	Designation	Address

23

(a) Have you previously studied outside your country? If so, give dates and details:

(b) If already engaged in study in an Indian university, state how it is being financed?

24. State when you will be able to take up an award, if offered to you:

25. Any other information that you consider relevant to this application:

DECLARATION OF APPLICANT

I declare that I am normally resident in _____ and that the statements made in this application are to the best of my belief, true, complete and correct. If awarded a fellowship, I undertake to return to that country at the end of the fellowship period and to observe all the other conditions of the award. I have seen and read the rules/prospectus giving details of the University Grants Commission fellowship for which I now apply.

Date: -----

Signature