



UNIVERSITY OF CALCUTTA

Information Brochure and Application Documents

Research Fellowships (JRF/SRF) for UGC NET Qualified Students

Instruction for JRF/SRF for UGC/CSIR-NET qualified candidates:

1. Application form may be downloaded from the website of the University.
2. The application in the prescribed format should be submitted in the office of the Development & Planning Officer, University of Calcutta (3rd Floor, Darbhanga building, College Street Campus)
3. Appointment letter will be issued to the candidate from the Development & Planning Office after scrutinizing and taking necessary approval.
4. Tenure of Fellowship:
 - a. JRF- 2 years
 - b. SRF- next 3 years
5. After completion of two years as JRF, the Fellow may apply for up-gradation to SRF. For this, an application has to be written and submitted to the Supervisor by the Fellow.
6. Supervisor will apply to HOD with a panel of 5 External experts and one Expert will be selected from that panel by the HOD for the Three Members Assessment Committee for interviewing the candidate for up-gradation from JRF to SRF.
7. When the Supervisor and Head of the Department is the same person then the senior most Professor of the Department will be a member of this committee.
8. **Fellowship amount (This may change as per UGC stipulations with time):**
 - a. JRF - 16000/- + 30% HRA per month
 - b. SRF - 18000/- + 30% HRA per month
9. Annual Contingency:
 - a. For Science candidates:
 - i. JRF - 12000/-
 - ii. SRF - 25000/-
 - b. For Arts & Humanities candidates:
 - i. JRF - 10000/-
 - ii. SRF - 20500/-
10. The candidate must get himself/ herself registered for M.Phil/Ph.D at the first available opportunity **but not later than a period of two years from the issuance of Eligibility Certificate of UGC/CSIR- NET Examination.**
11. **M.Phil Students:**
The M.Phil Students who has joined as JRF can continue with his/her fellowship for doing their Ph.D programme. But, they have to get registered for Ph.D within 6(six) months from the date of completion of their M.Phil course.
12. The actual payment of fellowship will be made with effect from the date of joining/ date of publication of NET result whichever is later.

13. Leave: In addition to public holidays a fellow is entitled to take leave with a maximum 30 days in a year. They are not entitled to take leave in any other vacations. Female candidates are entitled to take Maternity Leave (one time during the tenure) for 180 days.
14. The fellow with the consent of the Guide/HOD may assist the University/ Institution in its academic work, including tutorials, Evaluation of test papers, Laboratory Demonstration, Supervisor of Field Work, Library activities like Group Seminars and Symposia, provided such work is not likely to hinder the research programmes in hand. The total time to be spent on such activities should not exceed ten hours a week.
15. In special cases, JRF may be allowed leave without fellowship by the Commission upto one academic year during the entire tenure of the award for accepting teaching assignment on a temporary basis, provided the assignment is in the same city/town. In order to avail this the Fellow is advised to contact the office of DPO at least 15 days before the effective start of leave.
16. Transfer of the fellowship: in special cases, the fellow is entitled for Transfer of Fellowship once during the tenure of his/her award. The fellow may apply to the UGC along with No Objection Certificate from both institutions duly forwarded by the Registrar/ Principal/ Director for transfer of Fellowship
17. **Resignation:** In case the Fellow wants to resign, a resignation Letter has to be submitted to the office of the DPO, duly forwarded by the Supervisor and HOD one month prior to the effective date of Resignation. Necessary documents (Library Clearance Certificate and Offer letter from other institution, if any) has to be attached with the letter. **It may be noted that, the fellow should not join anywhere before acceptance of his/her resignation letter issued by the office of the DPO.**
18. Cancellation of Award: The fellowship is liable to cancellation in case of:
 - a. Misconduct
 - b. Unsatisfactory progress of Research work/ failure in any examination related to M.Phil/Ph.D
 - c. He/ She is found ineligible later.

Development and Planning Office



University of Calcutta

Application form for Junior Research Fellowship in Science/ Humanities

(Please use BLOCK LETTERS to fill this form)

SUBJECT : _____

NAME: _____

(First Name)

(Middle Name)

(Surname)

Date of Birth

dd

mm

yy

Nationality: _____

(Please enclose proof/certificate)

Name of Guardian: _____

(Father/ Mother/Husband)

Category/ Caste:

Gen

SC

ST

OBC

PH

(Please strike one)

(Please enclose a proof of category if other than Gen)

Present Address: _____

Permanent Address: _____

Contact Phone:

Land Line (with STD Code): _____

Mobile: _____

E-mail ID: _____

Preferred Address of Communication:

Present

Permanent

Whether already passed UGC-NET(for JRF):

YES

NO

Year of passing: _____

Roll No. of UGC NET: _____

Subject taken: _____

(Please enclose the copy of the certificate)

Whether registered for M.Phil for research work leading to award of doctorate degree:

YES

NO

Date of Registration:

Department: _____

Name of the Supervisor : _____

Designation : _____

Department: _____



University of Calcutta

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Please furnish academic records in the following table

Examinations	Year of passing	Board/ University	Major Subjects	Division/Grade	% Marks

Please furnish information about any previous/existing scholarships/ fellowships drawn by you in the following table

Source of Scholarship/ Fellowship	Value of Scholarship/ Fellowship	Date of Commencement	Date up to which it is tenable	Whether the work has been completed/ is in progress

Statutory Declaration by the Applicant:

I hereby declare that I have read the rules regarding the award of Research Fellowships of the UGC and in event of a fellowship being awarded, undertake to engage myself whole time for the work on the subject under the direction of the Supervisor during the tenure of fellowship. I further declare that the information provided by me in this application form are factually correct to the best of my knowledge.

Place: _____

Date: _____

Signature of Applicant



University of Calcutta

Application form for Junior Research Fellowship in Science/ Humanities

To be filled by applicant

List of enclosures:

1. Proof for Date of Birth- Madhyamik or Equivalent Admit Card/ Birth Certificate
2. From Madhyamik or Equivalent to Masters Degree Marksheet (attested)
3. JRF Award Letter
4. Supervisor's Willing Certificate and declaration (Annexure "A")
5. 500 words synopsis of proposed Research Work
6. Caste Certificate (Where needed)
- 7.....

<input type="checkbox"/>
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<input type="checkbox"/>

Please tear off here

To be retained by applicant

Received an application for Junior Research Fellowship in Science/ Humanities from

 with..... (number) enclosures.

Date of Receiving :

Signature of receiving Staff



Declaration by the Supervisor

I hereby declare that, I am willing to accept Mr./ Ms./Mrs.
as a Research Scholar/ Junior Research Fellow under my guidance in my Research Project. I also
declare that, the total number of Ph.D Scholars and M.Phil Scholars enrolled under my supervision
will not exceed the limits of eight (8) and five(5) respectively, if he/she joins my research group/
project.

Date:

.....
(Signature of the Supervisor with seal)

.....
(Name of the Supervisor)

.....
(Department)

.....
(Mobile Number)