



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

O/o. the Dean, Students Welfare
Fellowships & Scholarships Section

Ref. UH/ DSW/F&S/2022/1275

28th March 2022

CIRCULAR

Sub: Submission of Attendance / Continuation Certificates through 'Google Form' - Reg.

This is to bring to the notice of all fellowship / scholarship holders of UGC and CSIR and concerned Supervisors, Heads / Deans that the UGC and CSIR has been disbursing fellowship / scholarship under various schemes through online, which is integrated with PFMS for payment through DBT mode. The monthly payment to the awardees are generated automatically on the web portal based on the confirmation of monthly attendance / continuation certificate of the candidates duly endorsed by the concerned supervisor and Head / Dean of department / school. The option to update / upload the monthly attendance / continuation certificate in the UGC-Canara Bank portal and CSIR New FMS portal will be available from 1st to 15th of every month and from 1st to 10th of every month, respectively.

In this connection, all fellowship holders (UGC, CSIR, DST INSPIRE, DBT JRF, ICMR, ICSSR, NBHM, etc.) are hereby informed that the Fellowships & Scholarships Section has designed a google form, in order to facilitate the individuals to upload the soft copy of the 'Monthly Attendance / Continuation Certificate' of preceding month, duly signed / certified by the Supervisor and Head / Dean of the Department / School, directly through google form, to avoid the submission of physical copy to the Fellowship & Scholarship Section. The fellowship / scholarship holders are directed to complete the submission of monthly attendance / continuation certificate through google form, on or before 5th of every month.

Steps to be followed for uploading monthly attendance / continuation certificates through Google Form, is provided in the separate sheet and all the fellowship / scholarship holders are advised to follow the same. The fellowship / scholarship holders are free to contact this section through email: fss-dsw@uohyd.ac.in for any difficulties during submission of the google form and uploading the relevant documents.

Based on the information and documents submitted by the fellowship / scholarship holders through google form, the section will verify and update the same in the respective web portals for release of fellowship through DBT mode and also initiate the payment of fellowships in the offline mode through Finance & Accounts.

If any of the fellowship / scholarship holders fails to submit his / her continuation / attendance certificate through google form, within the above stipulated date, the same will be processed and updated / uploaded in the respective web portals along with the next month fellowship claim.

All the Supervisors are advised to verify the status of semester registration of the fellowship / scholarship holder, before they affix signature on the Attendance / Continuation Certificate.

Prof. Santosh R Kanade
Deputy Dean Students' Welfare

Note: All types of forms relating to fellowships / scholarships of various agencies are attached herewith for the use of fellowship holders.

To

1. Webmaster - with a request upload in the UoH website
2. Director, CNF - with a request to circulate among all the Deans / Heads / faculty and all the students



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

**O/o. the Dean, Students Welfare
Fellowships & Scholarships Section**

Steps to upload Continuation / Attendance Certificates through Google Forms

Step 1: visit UoH website www.uohyd.ac.in

Step 2: click on 'Study @ UoH' tab in the Home Page

Step 3: click on 'Scholarship Updates' under the 'Study @ UoH'

Step 4: click on "Submit and Upload Attendance / Continuation Certificate"

Step 5: A google form will automatically opens in the web browser, if the candidates already logged-in through his / her mail account of University (Ex: xxxx@uohyd.ac.in)

or

Browser will automatically direct you to login to your mail account of University (Ex: xxxx@uohyd.ac.in) and thereafter a google form will be opened in the web browser.

Step 6: Fellowship Holders are required to fill the google form carefully and required to upload Attendance / Continuation Certificate (attached along with Circular) duly certified and signed by the Supervisor, Head / Dean and also Non Boarder certificate for the attendance / continuation period, issued by Chief Warden, if he / she is claiming HRA. (Please upload as a single file in PDF and name of the file should be your Reg. No., ex: "21XXXX21").

Note: If a Non Boarder scholar fails to attach his / her Non Boarder Certificate, he / she shall be treated as Boarder and the F&S Section is not responsible for that.

Step 7: After completing the google form and uploading documents, candidates are required to click on the "Submit" button at the bottom of the form. After submission of the form, an auto email along with response submitted by the candidate, will be sent to the email id of the candidate.

Based on the submission and uploaded documents, the Fellowships and Scholarships Section, will update / upload the attendance / continuation of the fellowship holder in the respective web portals for release of payment.


25-3-22



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

**O/o. the Dean, Students Welfare
Fellowships & Scholarships Section**

Forms (Fellowships & Scholarships Section)

S No	Name of the Form	Purpose	Page Nos / Link
1	Joining Report	For joining in the UGC - NET JRF Joining Report	4 - 5
		For joining in the UGC - MANF Joining Report	6 - 7
		For joining in the UGC - NFSC Joining Report	8- 9
		For joining in the NFST Joining Report	10
		For joining in the UGC - NFOBC Joining Report	11- 12
2	Proforma for Activation of DBT Mode (DBT Form)	For activation of any fellowship under DBT Mode (to be submitted along with joining report)	13 - 14
3	Continuation Certificate	For release of monthly fellowship	15
4	HRA Certificate	For release of monthly HRA (accepted only along with the latest Non Boarding Certificate issued by O/o. Chief Warden)	16
5	Contingency Certificate	For release of quarterly contingency (accepted only along with original bills / vouchers and statement of expenditure)	17
6	CSIR - JRF Joining Report	For joining in the CSIR - JRF Scheme	18 - 19
7	CSIR - Attendance Certificate	For release of monthly fellowship and HRA (HRA will be accepted upon submission of latest Non Boarding Certificate issued by O/o. Chief Warden)	20
8	UGC -Upgradation Form	For upgradation of JRF to SRF (3 Members Assessment Committee Report)	21
9	CSIR - Grant-in-Aid Claim Bill	For release of monthly Post Doctoral Fellowship	22
10	ICSSR - Grant-in-Aid Bill	For release of Post Doctoral Fellowship (on half yearly basis)	23
11	Format for issue of ID Cards for PDFs	For issue of Id Cards to Post Doctoral Fellows	24

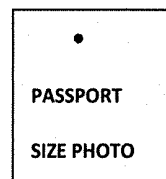
ANNEXURE-II

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 offor 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	Name
Date	Date	Date	Date
Awardee	Guide/Supervisor	Head of Deptt.	Registrar/ Director /Principal
Ph. No.	(Seal)	(Seal)	(Seal of University/Institution/ College)
Mobile :			Bank A/c No. of
E.mail :			University/Institution)
Bank A/c No.			IFSC Code :
IFSC Code :			
Adhaar No. (if any)			

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 st 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 LLM. 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)

Annexure-I**University Grants Commission
New Delhi-110002**

Maulana Azad National Fellowship for Minority Students (MANF)		PHOTOGRAPH OF CANDIDATE
VERIFICATION FORM CUM JOINING REPORT FOR AVAILING FELLOWSHIP UNDER THE SCHEME		
1	Name of Scholar/Candidate	
2	Date of Birth	
3	12 digit unique AADHAAR Number	
4	Whether belong to Minority Community as notified by the Central Government	
5	No. of UGC-NET e-Certificate for eligibility for Assistant Professor	
6	MANF-2020-21 Award letter Number and UGC-Ref.No.	
7	Year of passing of Master's Degree or equivalent examination	
8	Percentage of Marks in Master's Degree or equivalent examination	
9	Pursuing research for M.Phil or Ph.D	
10	Date of Admission for M.Phil/Ph.D	
11	Whether registered for M.Phil/Ph.D	
12	If already registered, give date of registration	
13	Whether pursuing research through full time regular mode	
14	Whether engaged in any type of employment (part-time/ad-hoc/full time or any other)	
15	Name of University where admitted for M.Phil/Ph.D	
16	Name of Institution where pursuing research	
17	Name, designation and official address of SUPERVISOR. <i>(Only a full time regular teacher of concerned university/institution can act as a supervisor)</i>	
18	Whether received (earlier) or receiving any other fellowship/ scholarship/ monetary assistance from UGC or any other source for pursuing M.Phil/Ph.D. <u>(If yes, give details)</u>	
19	I hereby declare that each and every fact given above is true and correct. I also authorise UGC to recover any excess/wrong payment from me.	
20	Signature of candidate with date	

**University Grants Commission
New Delhi-110002****CERTIFICATE BY THE INSTITUTION**

1. Certified that all the facts/information given in the VERIFICATION FORM CUM JOINING REPORT FOR AVAILING FELLOWSHIP UNDER THE SCHEME (**Annexure-I**) as given by the candidate Mr./Ms. _____ has been verified and is found to be true and correct. He/She is a full time and regular student of our institution.
2. We have read the 'Guidelines' of the scheme and the Notification.
3. Certified that the candidate belongs to 'Minority Community' as notified by the Government of India.
4. He/She is eligible for receiving the fellowship under 'Maulana Azad National Fellowship for Minority Students' -**2020-21**.
5. As per our knowledge he/she has neither received nor receiving any other fellowship/scholarship/monetary assistance from UGC or any other source for pursuing either M.Phil or Ph.D. **OR** He/she was getting fellowship/scholarship under the scheme _____ for M.Phil/Ph.D, and the entire amount has been refunded by him/her.
6. We understand that UGC will disburse the amount of fellowship directly to the account of candidate on the basis of information and details of candidate being uploaded (**Annexure-I & II**) by our institution on the scholarship portal.
7. Certified that University/Institution is complying with UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) Regulations, 2016 and its amendments issued from time to time.
8. AISHE code of our University/Institution is _____.

Signature of candidate:	Signature of Guide/ Supervisor
Date:	Date: Seal:
Name:	Name:
	Designation:

Signature of Head of Department:	Signature of Head of Institution:
Date:	Date:
Seal:	Seal:
Name:	Name:
Designation:	Designation:

Annexure-I

**University Grants Commission
New Delhi-110002**

National Fellowship for Scheduled Caste Students (NFSC)		PHOTOGRAPH OF CANDIDATE
VERIFICATION FORM CUM JOINING REPORT FOR AVAILING FELLOWSHIP UNDER THE SCHEME		
1	Name of Scholar/Candidate	
2	Date of Birth	
3	12 digit unique AADHAAR Number	
4	Whether belong to a notified Scheduled Caste (SC) category	
5	No. of UGC-NET e-Certificate for eligibility for Assistant Professor	
6	NFSC-2020-21 Award letter Number and UGC-Ref.No.	
7	Year of passing of Master's Degree or equivalent examination	
8	Percentage of Marks in Master's Degree or equivalent examination	
9	Pursuing research for M.Phil or Ph.D	
10	Date of Admission for M.Phil/Ph.D	
11	Whether registered for M.Phil/Ph.D	
12	If already registered, give date of registration	
13	Whether pursuing research through full time regular mode	
14	Whether engaged in any type of employment (part-time/ad-hoc/full time or any other)	
15	Name of University where admitted for M.Phil/Ph.D	
16	Name of Institution where pursuing research	
17	Name, designation and official address of SUPERVISOR. <i>(Only a full time regular teacher of concerned university/institution can act as a supervisor)</i>	
18	Whether received (earlier) or receiving any other fellowship/ scholarship/ monetary assistance from UGC or any other source for pursuing M.Phil/Ph.D. <i>(If yes, give details)</i>	
19	I hereby declare that each and every fact given above is true and correct. I also authorise UGC to recover any excess/wrong payment from me.	
20	Signature of candidate with date	

**University Grants Commission
New Delhi-110002**

CERTIFICATE BY THE INSTITUTION

1. Certified that all the facts/information given in the VERIFICATION FORM CUM JOINING REPORT FOR AVAILING FELLOWSHIP UNDER THE SCHEME (**Annexure-I**) as given by the candidate Mr./Ms. _____ has been verified and is found to be true and correct. He/She is a full time and regular student of our institution.
2. We have read the 'Guidelines' of the scheme and the Notification.
3. Certified that the candidate belongs to Scheduled Caste category as notified by the Government of India.
3. He/She is eligible for receiving the fellowship under 'National Fellowship for Scheduled Caste students-**2020-21**'
6. As per our knowledge he/she has neither received nor receiving any other fellowship/scholarship/monetary assistance from UGC or any other source for pursuing either M.Phil or Ph.D. **OR** He/she was getting fellowship/scholarship under the scheme _____ for M.Phil/Ph.D, and the entire amount has been refunded by him/her.
7. We understand that UGC will disburse the amount of fellowship directly to the account of candidate on the basis of information and details of candidate being uploaded (**Annexure-I & II**) by our institution on the scholarship portal.
8. Certified that University/Institution is complying with UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) Regulations, 2016 and its amendments issued from time to time.
8. AISHE code of our Univesity/Institution is _____.

Signature of candidate:	Signature of Guide/ Supervisor
Date:	Date:
	Seal:
Name:	Name:
	Designation:

Signature of Head of Department:	Signature of Head of Institution:
Date:	Date:
Seal:	Seal:
Name:	Name:
Designation:	Designation:

JOINING REPORT

**AWARD OF M.Phil./ Ph.D./ M.Phil.+ Ph.D. IN SCIENCES, ENGINEERING AND TECHNOLOGY,
HUMANITIES AND SOCIALSCIENCES**

UNDER THE SCHEME

NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS

(Being implemented by Ministry of Tribal Affairs, Govt. of India)

Name of Awardee:

This is to certify thathas joined the Department offor doing M.Phil./Ph.D./M.Phil.+Ph.D in the University/Instituteon He/She will be provided with all necessary facilities during his/her tenure of award as mentioned in the award letter under the scheme National Fellowship & Scholarship for Higher Studies of ST Students. 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

Supervisor (Seal)

Head of Department

Nodal Officer/Designated Officer of
the University/College/Institute

Roll No:

Aadhar No:

Address:

Name of theUniversity/Institute

Name of the Guide:

Topic:

Contact Number:

Annexure-I**University Grants Commission
New Delhi-110002**

National Fellowship for Other Backward Classes (NFOBC)		PHOTOGRAPH OF CANDIDATE
VERIFICATION FORM CUM JOINING REPORT FOR AVAILING FELLOWSHIP UNDER THE SCHEME		
1	Name of Scholar/Candidate	
2	Date of Birth	
3	12 digit unique AADHAAR Number	
4	Whether belong to a notified Other Backward Class (OBC)	
5	No. of UGC-NET e-Certificate for eligibility for Assistant Professor	
6	NFOBC-2020-21 Award letter Number and UGC-Ref.No.	
7	Year of passing of Master's Degree or equivalent examination	
8	Percentage of Marks in Master's Degree or equivalent examination	
9	Pursuing research for M.Phil or Ph.D	
10	Date of Admission for M.Phil/Ph.D	
11	Whether registered for M.Phil/Ph.D	
12	If already registered, give date of registration	
13	Whether pursuing research through full time regular mode	
14	Whether engaged in any type of employment (part-time/ad-hoc/full time or any other)	
15	Name of University where admitted for M.Phil/Ph.D	
16	Name of Institution where pursuing research	
17	Name, designation and official address of SUPERVISOR. <i>(Only a full time regular teacher of concerned university/institution can act as a supervisor)</i>	
18	Whether received (earlier) or receiving any other fellowship/ scholarship/ monetary assistance from UGC or any other source for pursuing M.Phil/Ph.D. <i>(If yes, give details)</i>	
19	I hereby declare that each and every fact given above is true and correct. I also authorise UGC to recover any excess/wrong payment from me.	
20	Signature of candidate with date	

**University Grants Commission
New Delhi-110002**

CERTIFICATE BY THE INSTITUTION

1. Certified that all the facts/information given in the VERIFICATION FORM CUM JOINING REPORT FOR AVAILING FELLOWSHIP UNDER THE SCHEME (**Annexure-I**) as given by the candidate Mr./Ms. _____ has been verified and is found to be true and correct. He/She is a full time and regular student of our institution.
2. We have read the 'Guidelines' of the scheme and the Notification.
3. Certified that the candidate belongs to 'Other Backward Class' (OBC) as notified by the Government of India.
4. He/She is eligible for receiving the fellowship under 'National Fellowship for Other Backward Classes -2020-21'.
5. As per our knowledge he/she has neither received nor receiving any other fellowship/scholarship/monetary assistance from UGC or any other source for pursuing either M.Phil or Ph.D. **OR** He/she was getting fellowship/scholarship under the scheme _____ for M.Phil/Ph.D, and the entire amount has been refunded by him/her.
6. We understand that UGC will disburse the amount of fellowship directly to the account of candidate on the basis of information and details of candidate being uploaded (**Annexure-I & II**) by our institution on the scholarship portal.
7. Certified that University/Institution is complying with UGC (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) Regulations, 2016 and its amendments issued from time to time.
8. AISHE code of our University/Institution is _____.

Signature of candidate:	Signature of Guide/ Supervisor
Date:	Date:
Name:	Seal:
	Name:
	Designation:

Signature of Head of Department:	Signature of Head of Institution:
Date:	Date:
Seal:	Seal:
Name:	Name:
Designation:	Designation:

PROFORMA FOR THE MASTER ENTRY IN THE UGC DBT-MODE FOR THE SCHEME OF

Scheme	:	
Year of Selection	:	
University / UGC Ref ID	:	
Student Name	:	
Account No	:	
IFSC	:	
Bank & Branch Name	:	
Date of Birth	:	
Gender	:	
Stream	:	
Present Address	:	
Domicile State, Dist, Urban/Rural and local village/town name	:	
PIN	:	
Father Name	:	
Mother Name	:	
Divyang (PH)	:	NO / YES
Category	:	Gen/SC/ST/OBC/Other
ID Proof	:	Aadhar / Student ID / Passport / Driving License / Voter ID
Mobile	:	
Email	:	
Date of Joining to the Course	:	(DD-MMM-YYYY)
Course End Date	:	(DD-MMM-YYYY)
End of Fellowship Date	:	(DD-MMM-YYYY)
Aadhar	:	
JRF/ SRF/ others	:	
Name of the Course	:	M.Phil. / Ph.D. / Others
HRA	:	Day Scholar / Hostel Resident
Research Topic	:	
Research Summary	:	
Professor's Name	:	
Professor's Mobile No	:	
Professor's email Id	:	

Declaration:

I _____ Reg.No _____ Course _____ Subject _____
_____ Sch/Dept/Center _____ under the
supervision of Prof./Dr. _____ hereby declare that the
above information provided by me is correct.

Signature

Research Scholar

Date: _____

Signature

Guide /Supervisor

Date: _____

Signature

HOD/Dean

Date: _____

Check List

- Joining Report (Annexure-II & IIa)
- Photocopy of Course Admit Card
- Copy of Award letter (laminated)
- Photocopy of Semester Registration and Student Identity Card
- Photocopy of Bank Account pass Book front page
- Caste Certificate
- Photocopy of Aadhar / Passport / Voter ID / Driving License
- Birth Certificate/SSC Pass certificate
- Hostel allotment letter (if Hosteller) / Non-Boarding certificate (if non-boarder)
- PG certificates
- **If availing University fellowship (Non-Net), first need to submit a letter to stop the Non-net and refund the amount if any.**

FOR OFFICE USE ONLY

Check List

- Joining Report (Annexure-II & IIa)
- Photocopy of Course Admit Card
- Copy of Award letter (laminated)
- Photocopy of Semester Registration and Student Identity Card
- Photocopy of Bank Account pass Book front page
- Caste Certificate
- Photocopy of Aadhar / Passport / Voter ID / Driving License
- Birth Certificate/SSC Pass certificate
- Hostel allotment letter (if Hosteller) / Non-Boarding certificate (if non-boarder)
- PG certificates
- **If availing University fellowship (Non-Net), first need to submit a letter to stop the Non-net and refund the amount if any.**

Forwarded / Not Forwarded

Dealing Assistant

Section Officer
Fellowships & Scholarships Section

Uploaded in the UGC Web Portal on: _____



Annexure - I

UNIVERSITY OF HYDERABAD

Scholarship Name: _____ (DBT mode)

CONTINUATION CERTIFICATEFrom / To /

Registration Number	:	
Award No	:	
Name of the Scholar	:	
School / Department / Center	:	
Name of the Research Supervisor	:	

It is certified that he / she has continuously working for the above said period.

Signature :
Research Scholar
Date :Signature :
Guide / Supervisor
Date :Signature :
HoD / Dean
Date :

Check List : Photocopy of Semester Registration and Identity Card

FOR OFFICE USE ONLY

Check List :

- ☐ Existing Sanction : From Date To Date
- ☐ Photocopy of valid Semester Registration and Student Identity Card

Forwarded / Not Forwarded ()

Dealing Assistant

Section Officer
Fellowships & Scholarships SectionForwarded to upload in the UGC Web Portal on Uploaded in the UGC Web Portal on

Uploaded by

Uploaded on



Annexure - II

UNIVERSITY OF HYDERABAD

Scholarship Name: _____ (DBT mode)

H.R.A. CERTIFICATEFrom / To /

Registration Number	:	
Award No	:	
Name of the Scholar	:	
School / Department / Center	:	
Name of the Research Supervisor	:	

It is certified that he / she has continuously working for the above said period.

Signature :

Research Scholar

Date :

Signature :

Guide / Supervisor

Date :

Signature :

HoD / Dean

Date :

Check List : Photocopy of Semester Registration and Identity Card

FOR OFFICE USE ONLY

Check List :

- ☐ Existing Sanction : From Date To Date
- ☐ Photocopy of valid Semester Registration and Student Identity Card
- ☐ Non-Boarder certificate issued by CWO

Forwarded / Not Forwarded ()

Dealing Assistant

Section Officer

Fellowships & Scholarships Section

Forwarded to upload in the UGC Web Portal on Uploaded in the UGC Web Portal on

Uploaded by

Uploaded on



Annexure - III

UNIVERSITY OF HYDERABAD

Scholarship Name: _____ (DBT mode)

CONTINGENCY CERTIFICATEFrom : / To : /

Registration Number	:	
Award No	:	
Name of the Scholar	:	
School / Department / Center	:	
Name of the Research Supervisor	:	

It is certified that he / she has continuously working for the above said period.

Signature :
Research Scholar
Date :Signature :
Guide / Supervisor
Date :Signature :
HoD / Dean
Date :Check List : Photocopy of Semester Registration and Identity Card
Valid Bills for claim Contingency Grant**FOR OFFICE USE ONLY**

Check List :

- Existing Sanction : From Date To Date
- Photocopy of valid Semester Registration and Student Identity Card
- Valid Bills for claim Contingency Grant along with Statement of expenditure.

Forwarded / Not Forwarded ()

Dealing Assistant

Section Officer
Fellowships & Scholarships SectionForwarded to upload in the UGC Web Portal on Uploaded in the UGC Web Portal on

Uploaded by

Uploaded on

NEW FELLOW JOINING FORM

Fellowship Type*	Fellow Designation		

Result Details

Exam Month/Interview Month*	Exam Year/Interview Year*	Roll Number/ACK Number*	Date of Joining*

Validate Fellow

Personal Information

Roll No*	Exam Year*	Category*	Title*
First Name*	Middle Name	Last Name	Gender*
Date Of Birth*	Aadhar Type*	PAN No	
Present Address*	Present State*	Present City*	Present Pin Code*
Permanent Address*	Permanent State*	Permanent City*	Permanent Pin Code*
Phone No 1*	Email ID 1*	Phone No 2	Email ID 2
Bank Name*	Account No.*	IFSC Code*	

Academic Details

Highest Degree Obtained*	Year of Passing*		

Research Details

Fellowship Type*	Joined At*	Joined Designation*	Tenure in Month*
Date Of Joining*	Present Designation*	Date Of Termination*	Sanction tenure upto (DOR)*
Fellowship Status*	Institute Code*	Institute Name*	Institute Address 1*
LIVE	09/0414	UNIVERSITY OF HYDERABAD	PROF. CR RAO ROAD, GACHIBOWLI
Institute Address 2	State*	City*	Pin Code*
Department Joined*	Area of Research*	Subject*	Guide Name*
Guide Department*	Exam Date/Interview Date*		Stipend Amount*

Documents for Uploading:

File Size should not exceed 1MB Only PDF File Allowed.

If the PDF file you trying to upload contains any space or number or special characters rename it to only alphabets and try to upload.

- Duly filled Joining/Undertaking & Attestation forms* (***application, joining, undertaking and attestation all in one file and not more than 1 mb***)
- Passport sized color photograph of the candidate*
- Document in Support of Date Of Birth*
- Caste Certificate (if availed the benefit)
- PwD Certificate (if availed the benefit)
- EWS (Economically Weaker Section) Certificate (if availed the benefit)
- JRF-NET Certificate issued by Exam Unit of CSIR*
- Graduation Mark Sheet*
- Postgraduate Mark Sheet*
- Offer letter issued by CSIR-HRDG
- Integrated PhD/PhD registration documents for activation of JRF-NET (if qualified candidate is holding the Bachelor degree in science/engineering)
- Upload Aadhar Card/ Aadhar ACK Number
- Copy of Bank Passbook (Bank passbook, cheque and Annexures 1 & 2 all should be in one file)

The above mention documents are required both hard as well as soft copy (in PDF format). Scan copies need to be scan separately.



Office of the Dean, Students' Welfare
Fellowships and Scholarships Section

UNIVERSITY OF HYDERABAD
Prof. C.R. Rao Road, Gachibowli, Hyderabad,
TELANGANA – 500 046

No. UH/DSW/FSS/2022/

08 March 2022

ATTENDANCE CERTIFICATE

It is hereby certified that the following Research Fellow(s)/Associate(s) whose attendance authentication is done online has/have regularly attended the office to pursue his/her/their research work and have availed leaves with stipend that was applicable to him/her/them in accordance to Leave Rules of the CSIR fellowship during the month of the attendance certification i.e. **From** to

Sl. No.	File No.	Full Name of Fellow	HRA
1.			

Signature

Name of the Research Supervisor
Date:

Deputy Dean, Students' Welfare
Fellowships & Scholarships Section

**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 / Collegeon 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

Human Resource Development Group (HRDG)
Council of Scientific & Industrial Research
Grant-in-aid Claim Bill

Date:

Part-B: Individual Release of Grants

Name of the host institute:

Sno	Name of the beneficiary (Research fellow)/of the award and the position held by him/her	HRDG(CSIR) sanction letter no./file no.	Monthly amount of pay/fellowship/honorarium, etc.	Sanctioned tenure upto & CSIR-HRDG/CSIR Laboratory OM No. with date	Bank account number of the beneficiary seeded with the Aadhar Number	Name of the bank with IFSC Code where the beneficiary has his/her account	Aadhar Number of the Beneficiary	Period of Payment From To	Grant claimed				Total number of days the beneficiary remained absent (without pay) during the month	Amount deducted on account of without pay	Any other deductions, please specify (Licence fee/hostel fee etc.)	Net amount payable

..... days leave during the month (Please see leave rule available on HRDG-

Certified that the Research Fellow has regularly attended the office to pursue his/her research work and availed..... days leave during the month (Please see leave rule available on HRDG-CSIR website www.csirhrdg.res.in).

Name and Signature of Registrar/Principal/Administrative Officer/Finance & Accounts Officer
With Official Seal and date

Important: Separate claim bills for Fellowships & Associateships/EMR Projects/SSB Awards/YSA Awards/Travel Grants/Emeritus Scientist/Research Fellows in EMR funded projects, etc.

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

Grant-in-Aid Bill

Received a sum of _____ ()
by cheque/demand draft No. _____ dated _____
in favour of _____ drawn on Canara Bank,
ICSSR, Aruna Asaf Ali Marg, New Delhi-110067 being the grant-in-aid of the project
entitled _____
_____ towards the _____ instalment of the total grant-in-aid of ' ____ ()
sanctioned vide letter No. _____ dated _____
of the Indian Council of Social Science Research, New Delhi.

**Signature
Project Director**

Please affix Revenue Stamp

- Certified that the Institution accepts all the terms and conditions governing the above grant and that it lends itself to abide by these.
- Certified that the Institution/Organization was/has not been sanctioned any grant-in-aid for the same purpose by any other source of the Central Government during the period to which the grant relates.
- It should be countersigned by the Administrative Head of the Institution / University.

**Signature of the Head
(Affiliating Institute/University)
Designation with Seal**



UNIVERSITY OF HYDERABAD

OFFICE OF POST DOCTORAL AFFAIRS (OPDA)

Format for the Issue of ID Cards for Post-Doctoral Fellows

1. Name:			Photo
2. Scheme & Department:			
3. Sanction Order & Date (copy to be provided)			
4. Date of Joining (copy of Joining Report to be provided)			
5. Tenure of the Fellowship:			
Mode of payment of Fellowship:			
☐ University of Hyderabad, ☐ Canara Bank,			
☐ Direct credit to Candidate Account, ☐ Direct Benefit transfer			
Contact details:	Residential Address	Phone No	Email
Personal details	Date of Birth	Blood Group	AADHAR card No.
Details of Fees Paid: Rs. 200 /= Date			

Date:

Signature of Post-Doctoral Fellow

Signature (with date)
(Head of Department / Centre / Dean)

Office seal

Signature
Professor-in-charge, OPDA

Office seal

Signature
Public Relations Officer (PRO)

Office seal

Orders of the authorized officer to issue the ID Card

Date:

Deputy Registrar (A & E)

ID Card printed on _____ by _____