

Guidelines to Apply for the Post of Vice Chancellor (VC) in State Universities of Uttar Pradesh

Applicant should note following points before applying for the post of VC:

- Keep your photo & signature ready in JPEG/JPG format whose size should not exceed 1 MB each, for uploading.
- After final submission of Online Application Form(s) for the post of Vice Chancellor, applicant will have to download the submitted Application Form(s) and send signed copy(ies) of same through post, along with two copies of Bio Data (for individual application form), to the **Additional Chief Secretary to the Governor, Raj Bhavan, Lucknow- 226027 (Uttar Pradesh)**, on or before the date as mentioned in the respective advertisement. The name of University for which applicant is applying shall be super scribed on the envelop.
- Only after receiving the copy of filled application form on the aforesaid address within the stipulated time, Application for the Post of Vice-Chancellor shall be considered for further proceedings else it shall be assumed that applicant is no longer interested for the appointment on the post of Vice Chancellor.
- After final submission of Application Form for the post of VC, no changes will be allowed in it. Although, when another vacancy for the post of VC will open then data submitted previously in the application form for the post of VC will get auto-filled in the application form of current vacancy. Applicant can do modification in auto-filled data as per their need and do the final submission of application.
- Fields marked with * in application form are mandatory to be filled.

Note: For any Technical Support regarding the Software Application contact our Technical Helpline Number: **0522-4150500** and for any other query contact us at **0522-2236497** or mail your query at **hgovup@gov.in**

A. Register & Login

- To get registered on the portal of Governor's Secretariat for Applying for the post of VC, applicant will have to submit his/her Full Name, Father's Name, Date of Birth, Email ID & Mobile Number on Registration Form.
- Thereafter, entered Mobile No. will be verified through One Time Password (OTP). Once the OTP verification is done, applicant's Login Credentials (Username & Password) will be sent to his/her registered Mobile No. through which he/she can login.

Note: On first login, applicant will have to change his/her auto-generated password for security reasons. Further, applicant will have to login through changed password.

Your New Password must be of 08-15 characters, comprising of 01 Numeric, 1 Upper Case, 1 Lower Case & 1 Special Character.

B. Fill & Submit Application Form

After Login, applicant will be redirected to Application Form, where he/she will have to submit details mentioned in below steps.

Step 1 – Select Universities

- Universities with Vacancies of VC will appear at this step. Select & submit one or more universities among them, where you want to get appointed as VC.

Step 2 – Submit General Information

- Submit Alternate Mobile Number, Gender, Nationality, Landline Number (if available), Details of Disciplinary Proceedings or Criminal Proceedings Pending against Applicant (if any), Permanent & Correspondence Address.
- Along with, upload Photo & Signature.

Step 3 – Submit Educational Qualification Details

- Submit following details in respective sections:
 - **Graduation Section**
 - Name of Course, Name of University, Passing Year, Subject(s), Percentage Achieved/CGPA & Distinctions
 - **Post-Graduation Section**

- Name of Course, Name of University, Passing Year, Subject(s), Percentage Achieved/CGPA & Distinctions
- **Doctor of Philosophy (PhD) Section**
 - Institute/University, Topic, Faculty Advisor/Supervisor, Date of Registration, Submission Date & Date of Award of Degree (if available)
- **Other Qualification (If any) Section**
 - Qualifications, Institute/University, Year of Completion, Subject(s)/Topic(s), Percentage Achieved/CGPA & Distinctions

Step 4 – Submit Total Experience Details

- Submit following details in respective sections:
 - **Total Working Experience Section**
 - Total Working Experience in Years & Months
 - **Present Position Section (If any)**
 - Designation, Organization, Pay Scale (INR) and Date of Appointment on the Post
 - **Details of Experience Possessed as Per Eligibility Criteria Section**
 - Post Held, Pay Scale (INR), Organisation, Nature of Duties & Working Period

Step 5 – Submit Administrative Experience/Post(s) & Responsibilities Held Details

- Submit details of Post, Organization/University & Working Period.

Step 6 – Submit Academic/Teaching Experience Details

- Submit following details in respective sections:
 - **Academic/Teaching Experience Section**
 - Post, Organization/University & Working Period
 - **Participation and Contribution in Relevant Areas of Higher Education Section**
 - Post, Organization & Area of Specialization
 - **Involvement with Formulation of Academic Programmes Section**
 - Nomenclature of Innovative Academic Programmes Formulated, Date of Approval by Academic Council & Year of Introduction
 - **Important MoUs Formulated for Academic Collaboration Section**
 - MoUs Formulated, Name of Agencies/Departments Involved & Year of MoUs
 - **Position of Chair Section**

- Name of Chair, Name of Agencies/Departments Involved, Period of Holding Chair

Step 7 – Submit Details of Achievements

- Submit following details in respective sections:
 - **Contribution to Journals and Books Section**
 - Name of Books/Journals and their details
 - **Publication Section**
 - Date of Publication, Title, Name of Journal, Refereed Journal or Not, Number of Citations (where possible)
 - **Total Articles Published (List of Articles Published in Popular Magazines or Newspapers) Section**
 - Date of Publication, Title & Name of Magazine/Newspaper
 - **Participation and Scholarly Presentations in Conferences Section**
 - Type, Date, Title of Conference or Institution, Title/Subject of Presentation (if any)
 - **Participation and Contribution in National/International Fora in the Area of your Academic and Professional Expertise Section**
 - Expertise Area, Type & Number of Participation & Contribution
 - **Honours/Awards & Fellowships for Outstanding Work Section**
 - Name of Honours/Awards & Fellowships, Elected/Honorary Fellow, Awarded By & Year of Award
 - **Number of Research Scholars Successfully Guided Section**
 - Number of Programme and Number of Scholars Guided (Under-progress not to be included)

Step 8 – Submit Research Projects Details

- Submit details like Name of Client/Organization, Nature of Project, Duration of Project & Amount of Grant (INR)

Step 9 – Submit Consulting Experience Details

- Submit details like Name of Client/Organization, Nature of Assignment & Duration of Assignment

Step 10 – Submit Other Details

- Submit details of applicant's Strengths, Vision for the University, Details of Referees (if any) and International Academic Exposure

C. Preview & Final Submission of Filled Application Form

- After submitting all the details in application form, applicant will be redirected to Preview & Final Submission page where he/she will have to preview the information filled by him/her and do the changes (if required). After making the required changes, if any, do the Final Submission of form. No changes will be allowed in application form thereafter.
- After Final Submission, application for the post of Vice Chancellor will be forwarded to Governor's Secretariat, Uttar Pradesh for further proceedings.

D. Instructions to Reset Password in case you have forgotten your password

- If you have forgotten your password, then click on **Forgot Password?** link given on the Login page and then submit your registered Mobile Number or Username. Thereafter, registered Mobile No. will be verified through an OTP, after which applicant will be redirected to create New Password.
- After creating New Password, applicant can login to his/her account using the new password.