



UNIVERSITY GRANTS COMMISSION

Notice of Structured Interview and Presentation Requirement

For the posts of Deputy Secretary (DS)/ Deputy Registrar (DR) and Deputy Accountant (DA)/ Deputy Bursar (DB)/ Deputy Internal Auditor (DIA) in the University System- 2025

The structured interview for the Deputy Secretary/Deputy Registrar post will take place on June 5th and 6th, 2025, while the interviews for the Deputy Accountant/Deputy Bursar/Deputy Internal Auditor post will occur on June 12th, 2025.

All prospective candidates applying for the post of Deputy Secretary / Deputy Registrar and Deputy Accountant / Deputy Bursar / Deputy Internal Auditor are hereby informed that, if shortlisted for the structured interview, they must make a **10-minute presentation** before the Selection Committee. The presentation should be based on the following topic:

"The contribution that you have made to the advancement of the HEI/s in which you were/are attached since joining the University system and your intended plan to improve the productivity of your present HEI/s in the future."

Individual interview letters, including further details, will be issued to all eligible candidates in due course.

Please note that the issuance of this notice does not confer any right or claim to be summoned for the structured interview for the post of Deputy Secretary (DS), Deputy Registrar (DR), Deputy Accountant (DA), Deputy Bursar (DB), or Deputy Internal Auditor (DIA).

Secretary

University Grants Commission

May 09, 2025

