

**University Grants Commission  
Sanothimi, Bhaktapur**

**Checklist for the applicants**

1. Form filled by the applicant.
2. Appointment Letter.
3. Experience Letter.
4. Copy of Citizenship.
5. Copies of Transcript and Character Certificates -Attested not necessary.  
(Certificates of SLC to Minimum Qualification mentioned in the notice to the same post)
6. **Evidence of equivalence if the degree is from other than Nepalese Universities.**
7. PP size photographs 3 copies.
8. Curriculum Vitae.
9. Reprint of the Journal article ( For Director Post )
10. Exam fee

**No conditional applications will be accepted.**

**Marking Scheme**

**Director: Higher Education Reform**

S. No	Particular	Marks	Remarks								
1	Written Exam	40	Two Questions of 20 marks each Time: 1 hour Medium: English								
2	Presentation (PowerPoint)	20	Based on TOR								
3	Interview	20									
4	Academic Qualification	10	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Bachelor</th> <th style="width: 50%;">Masters</th> </tr> </thead> <tbody> <tr> <td>Distinction -5</td> <td>Distinction -5</td> </tr> <tr> <td>First Division -4</td> <td>First Division -4</td> </tr> <tr> <td>Second Division -3</td> <td>Second Division -3</td> </tr> </tbody> </table>	Bachelor	Masters	Distinction -5	Distinction -5	First Division -4	First Division -4	Second Division -3	Second Division -3
Bachelor	Masters										
Distinction -5	Distinction -5										
First Division -4	First Division -4										
Second Division -3	Second Division -3										
5	Article published in Journal (Maximum 4)	10	Published in Index Journal (2*5=10) Published in refereed journal (4*1.5=6)								
Total		100									

**Marking Scheme**

**Program Officer: Quality Assurance & Accreditation**

S. No	Particular	Marks	Remarks
1	Written Exam	50	
2	Interview	30	
3	Academic Qualification	20	
Total		100	

*Handwritten signature/initials*