

**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	Bachelor	Masters
			Distinction –5 First Division –4 Second Division –3	Distinction –5 First Division –4 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	

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