

Rules for Post-doctoral Apartments (PDA)

JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH

JAKKUR POST, BENGALURU - 560064

1. Accommodation will be allotted to only to Post-Doctoral Fellows or Research Associates of the Centre (PDF/RA). To apply, the concerned supervisor must send a request to wardens@jncasr.ac.in, cc NVSH@jncasr.ac.in, hostel@jncasr.ac.in.
2. Rooms will be allocated based on availability of vacant rooms. The following points will be taken into consideration at the time of room allotment – A) Date of request; B) Joining date at the Centre; and C) Whether another member of the same group is already occupying an apartment.
3. The allocation of a Post-doctoral apartments will be only for 2.5 years from the date of occupancy. If the need arises for extension of stay, the same must be requested in advance by email for Warden's approval. Extension will be provided if there is no waiting list and the extension cannot exceed 6 months.
4. Occupants must inform Hostel/NVSH office one month in advance about completion of their term. At the time of vacating, cleaning charges will be collected as per existing norms. In addition, actual damages, if any, will be claimed, before the 'no dues' certificate is signed.
5. They will be charged their entire HRA for the accommodation provided. In case where HRA is not allotted in their sanction letter, consolidated remuneration will be charged to the candidates as per prevailing conditions. In addition, utility charges will be applicable as per prevailing rates.
6. The utilities provided will be basic kitchen amenities, basic furniture, electricity, water, Wi-Fi connectivity, common washing machine, corridor intercom etc.
7. The NVSH/Hostel office will try to facilitate the requirements of the residents.
8. The complaints on civil/electrical/network services can be lodged in the NVSH/Hostel office.
9. The mess facility can be availed in NVSH, if need be, based on divide and share basis. To ensure smooth functioning of the mess, the mess rules should be strictly followed.
10. **Smoking and consumption of alcohol in the premises is strictly prohibited.**
11. Any guests to the residents must be informed in advance and approval taken from Wardens and informed to NVSH/hostel office by email. (COVID-related restrictions continue to be in place – therefore only immediate family members are permitted, with prior approval from Wardens)
12. The guests must be always accompanied by their hosts or other designated inmates if they must visit the Main campus. The guests are expected to produce a copy of a valid government issued or academic/work identity card and produce the original whenever asked for, in the campus.
13. All guests are required to adhere to the rules, and it is the responsibility of the host to ensure compliance. The centre will not be responsible for any acts of misconduct of the

guests. The damages, if any, caused by the guests during their stay in the hostel will be recovered from the host.

14. Medical aid, when required, can be obtained from the Health Centre (Dhanvantri). In case of medical emergencies, the Wardens should be informed immediately after getting the medical help.
15. Any untoward incidents within the apartments block or outside, relating to the inmates should be brought to the notice of the security office.
16. The residents are expected to lock their apartments and the Centre will not be responsible for loss of personal belongings.
17. It is preferable that the residents channelize their complaints/ requests through the NVSH/Hostel Office. However, in case of emergency, the Wardens can be contacted.
18. Any complaints of Sexual harassment can be brought to the attention of the Chairperson of the complaints committee for Prohibition of Sexual Harassment of Women at workplace.

Administration of JNCASR reserves the right to take any disciplinary action, if rules of the apartment are not adhered to by the residents.