**Form No………………………..**

**Updated on …………………..**

**EXTRAMURAL RESEARCH PROJECTS**

Request for hiring R&D personnel

1. **Basic information**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Description** | **Details** |
| 1 | **Name of the PI** | Prof./Dr./ |
| 2 | **Name of the Co-PI/In-charge**( If PI not available) | Prof./Dr./ |
| 3 | **Unit** |  |
| 4 | **Title of the Project** |  |
| 5 |  **Source of Funding**  | **Government [ ]** **Industry/Private [ ]**  |
| 6 | **Name of the Funding Agency** |  |
| 7 | **Whether UC/SOE uploaded at the PI’s portal?**(applicable only in respect of SERB Projects, including newly sanctioned projects) | **Yes [ ]** (If yes, attach the saved pdf of the same)**No [ ]** (If No, specify the reasons, with justification) Reasons :  |
| 8 | **Debit Head with Code**  |  |
| 9 | **Deployment of R&D personnel** (mention place of work)  |  |

|  |  |  |
| --- | --- | --- |
| 10 | **Position to be hired** (as sanctioned in the project) | **JRF [ ]** **R&D Assistant [ ]** **SRF [ ]** **Research Associate [ ]** **Other [ ]  ………………………….**(please specify)  |
| 11 | **Deviations** (in terms of manpower hiring/remuneration) **from the project norms/sanction order** | **Yes [ ]**  (If yes, attach the approval for the same) **Justification**: ………………………………………(Provide justification for Industry/Private funded projects)**No [ ]**  |
| 12 |  **Type of appointment\*** | ***Ad hoc(instructions 1 to 8)*  [ ]** (up to 3 months)**Normal [ ]** (up to 12 months or end of project)(**Centre’s student** enrolled for degree programme)**Normal [ ]** (up to 12 months or end of project )(**External candidate** including Centre’s non-degree students) |
| 13 | **Mention the duration of appt.**  |  **[ ]  months** |
| 14 | **Name of the Candidate** | **Dr./Mr./Ms** |
| **CV and testimonials of the candidate**  | **Enclosed [ ]**  [If the type of appointment is Normal (external candidate), the box may be left unchecked] |

**Date:**   **Signature of the PI**

**Note:** Before proceeding further,

* If Centre’s student is being appointed, submit to Academic
* If external candidate, submit to Accounts

***You will receive the file for further processing, within 3 working days*.**

 **\*Instructions:**

1. *Ad hoc* appointment is a stopgap arrangement till normal hiring formalities are completed
2. *Ad hoc* appointment is allowed for a maximum period of three months only.
3. *Ad hoc* appointment is operated to meet immediate requirement of R&D personnel
4. *Ad hoc* appointment is also operated when the position falls vacant due to sudden exit of a R&D personnel
5. Any eligible candidate as judged by the PI may be appointed on *Ad hoc* basis.
6. PI should ensure that the testimonials of the candidate considered for *ad hoc* appointment are in order and stand out against the ensuing advertisement
7. *Ad hoc* appointment is made based on the recommendation of the PI only, without following the advertisement procedures
8. *Ad hoc* appointment candidate can either be a **Centre’s student** or an **external candidate**
9. **While processing for a position already filled under *Ad hoc* appointment and subsequently being converted into Normal appointment, a fresh form is to be submitted with updated information, if any.**
10. Normal appointment (Centre’s student) is made based on the recommendation of the PI only, without following the interview procedure.
11. Normal appointment is allowed for a maximum period of twelve months initially, renewable for further period, based on satisfactory performance.
12. **All appointments made through industry/private funded projects preferably go through advertisement procedure. To side-step the advertisement procedure and also, if a candidate is found worthy for payment of higher remuneration, the request should be supported with proper justification.**
13. **For Office use (Academic)**

|  |  |  |
| --- | --- | --- |
| 15 | **Permit appointment of Centre’s degree student as R&D personnel** |  **Yes [ ]**  **No [ ]** (Tick the **No** box for one of the following reasons):1. Request for **RA(P) position**, prior to submission of thesis
2. Request for **RA position**, prior to completion of Thesis Defense
3. Request for JRF/SRF position without GATE/NET score
4. Request for partial financial assistance

Other ………………………………………. |
| 16 | 1. **Returned to PI with remarks, if the NO box is checked under 15.**

 **PI may modify the request and send it back** [ ]    Remarks:**(b) Sent to Accounts for further processing** [ ]  **Academic Coordinator**  |

1. **For Office use (Accounts)**

|  |  |  |
| --- | --- | --- |
| 17 | **Fund availability for the requested position**   | **Yes [ ]  No [ ]**  Rs*……………………………………….*(If yes, specify the amount in figures)  |
| 18 | 1. **Date of commencement/Date of start of project**
2. **Term of the project permits appointment up to the duration requested by PI**

  | **………………………….. (dd/mm/yyyy)****Yes [ ]  No [ ]**  **……………………………………………**(If **No**, specify the term of the Project/Project end date) |
| 1. **Status of the UC/SOE**
 | **Under preparation [ ]**  **In transit [ ]**  **ACO** |

|  |
| --- |
| 1. **For Office use (Establishment)**
 |
| 19 | **a) Manpower availability** **b) Fund position permits appointment up to the duration requested by the PI** | **Yes [ ]**  **No [ ]**  (Tick the **No** box for one of the following reasons):1. Request for appointment does not match the sanctioned position.

 1. Requested position is already filled
2. The candidate does not possess the requisite educational qualification

 Other ……………………………………….**Yes [ ]  No [ ]** **……………………………………………**(If **No**, specify till what duration the appointment can be permitted) |
| 20 | **Returned to PI with remarks, if the NO box is checked under Sl.Nos.7 and/or 17 and/or 18(b) and/or 19(a), 19(b).** **PI may modify the request and send it back** [ ]  Remarks: |
| 21 | **If YES box is checked under Sl.Nos.7, 17, 18(b) and 19(a) and 19(b)*****Ad hoc* [ ]  Normal [ ]  Normal [ ]** (**to submit for** (Centre’s student) (External candidate) **President’s approval (Returned to PI; (Returned to PI**; **Sl.No.25)**   **PI to proceed to Sl.No.23) PI to proceed to Sl.No.22)** **AAO(SG)** |

22**. Advertisement Procedure**

 (Please enclose the following documents as per the formats provided)

|  |  |  |
| --- | --- | --- |
|  **Sl.****No.** | **List of enclosures** |  **To be ticked** |
| 1 | **Advertisement copy\*** | **[ ]**  |
| 2 | **Selection process\*\***(Abstract, Shortlist, Interview, Selection) | **[ ]**  |
| 3 | **List of rejected candidates**(copies of CVs to be retained at Unit Office for records)  | **[ ]**  |

**Note:**

1. **\*Advertisement to be posted on Centre’s Website, giving not less than 7 working days to apply**
2. **\*\*PI may typically shortlist at least 4 candidates for interview, against one position to be filled**
3. **\*\*Two faculty members (one may also be external) apart from the PI, constitute the Selection Committee.**

Date:  **Signature of the PI**

|  |  |  |  |
| --- | --- | --- | --- |
| 23 | **Forwarded by the Unit Chair with remarks, if any****Signature** | 24 | **Recommended by Dean, R&D with remarks, if any****Signature**  |
| 25 | **Approval by the President**  |