



## जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर पोस्ट, बेंगलूरु - 560064, कर्नाटक, भारत

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान  
सम विश्वविद्यालय संस्था

## Jawaharlal Nehru Centre For Advanced Scientific Research

Jakkur P.O., Bengaluru - 560064, Karnataka, INDIA

An autonomous institution under Department of Science and Technology, Govt. of India.

An Institution Deemed-to-be-University



### EXTRAMURAL RESEARCH PROJECTS

Request for hiring R&D personnel

#### A) Basic information

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

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

**B) For Office use (Academic)**

15	<b>Permit appointment of Centre's degree student as R&amp;D personnel</b>	Yes <input type="checkbox"/>  No <input type="checkbox"/> (Tick the <b>No</b> box for one of the following reasons):  1. Request for <b>RA(P) position</b> , prior to submission of thesis 2. Request for <b>RA position</b> , prior to completion of Thesis Defense 3. Request for JRF/SRF position without GATE/NET score 4. Request for partial financial assistance  Other .....
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16	<p>a) Returned to PI with remarks, if the <b>NO</b> box is checked under 15. PI may modify the request and send it back <span style="float: right;"><input type="checkbox"/></span></p> <p>Remarks:</p> <p>(b) Sent to Accounts for further processing <span style="float: right;"><input type="checkbox"/></span></p> <p style="text-align: right;"><b>Academic Coordinator</b></p>
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**C) For Office use (Accounts)**

17	<p><b>Fund availability for the requested position</b></p>	<p>Yes <input type="checkbox"/> <span style="float: right;">No <input type="checkbox"/></span></p> <p>Rs..... (If yes, specify the amount in figures)</p>
18	<p>a) <b>Date of commencement/Date of start of project</b></p> <p>b) <b>Term of the project permits appointment up to the duration requested by PI</b></p>	<p>..... (dd/mm/yyyy)</p> <p>Yes <input type="checkbox"/> <span style="margin-left: 100px;">No <input type="checkbox"/></span></p> <p>..... (If <b>No</b>, specify the term of the Project/Project end date)</p>
	<p>c) <b>Status of the UC/SOE</b></p>	<p><b>Under preparation</b> <input type="checkbox"/></p> <p><b>In transit</b> <input type="checkbox"/></p> <p style="text-align: right;"><b>ACO</b></p>

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## 22. Advertisement Procedure

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

Sl. No.	List of enclosures	To be ticked
1	<b>Advertisement copy*</b>	<input type="checkbox"/>
2	<b>Selection process**</b> (Abstract, Shortlist, Interview, Selection)	<input type="checkbox"/>
3	<b>List of rejected candidates</b> (copies of CVs to be retained at Unit Office for records)	<input type="checkbox"/>

### 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	24	Recommended by Dean, R&D with remarks, if any
	Signature		Signature
25	Approval by the President		