**Form No……**

**Updated on ………**



 **INSTITUTIONAL SUPPORT**

Request for hiring R&D personnel

1. **Basic information**

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Description** | **Details** |
| 1 | **Name of the faculty member** | Prof./Dr./ |
| 2 | **Unit** |  |
| 3 | **Debit Head**  | **Centre Funds** |
| 4 | **Deployment of R&D personnel** (mention place of work)  |  |
| 5 | **Position to be hired** |  **R&D Assistant [ ]**  **Research Associate(Provisional) [ ]** **Research Associate [ ]**  **Other [ ]  ………………………….**(please specify) |
| 6 |  **Type of appointment\*** | ***Ad hoc***(instructions 1 to 9) **[ ]**  (up to 3 months) **Normal [ ]**  (up to 6 months)(**Centre’s student** enrolled for degree programme)**Normal [ ]**  (up to 6 months)(**External candidate**/Centre’s non-degree student) |
| 7 | **Mention the duration of appt.**  |  **[ ]  months** |

|  |  |  |
| --- | --- | --- |
| 8 | **Name of the candidate** | **Dr./Mr./Ms** |
| **CV and testimonials of the candidate**  | **Enclosed [ ]** [If type of appointment is **Normal (external candidate),** the box may be left unchecked] |

 Date: Signature of the faculty member

**Note:** Before proceeding further,

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

***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 can also be operated when the position falls vacant due to sudden exit of a R&D personnel, before completion of the term.
5. Any eligible candidate as judged by the faculty member may be appointed on *Ad hoc* basis.
6. *Ad hoc* appointment candidate can either be a **Centre’s student** or an **external candidate**
7. *Ad hoc* appointment is made based on the recommendation of the faculty member only, without following the advertisement procedure
8. The faculty member should ensure that the testimonials of the candidates for *ad hoc* appointment are in order and stand out against the ensuing advertisement.
9. Repeated *ad hoc* appointments for a position is neither allowed with the same individual nor with a different candidate, unless operated under Clause 3 above.
10. **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.**
11. Normal appointment is allowed for a initial period of six months, renewable up to a maximum period of 12 months, based on satisfactory performance.
12. **Normal appointment (Centre’s student), for the position of RA (P) is allowed for a maximum period of six months or till the date of Viva, whichever event occurs earlier.**
13. Students whose registration is cancelled will be treated as external candidates.

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

|  |  |  |
| --- | --- | --- |
| 9 | **Permit appointment of Centre’s degree student as R&D personnel** |  **Yes [ ]**  **No [ ]**  (Tick **No** box for one of the following reasons):1. Request for **RA position**, prior to completion of Thesis Defense
2. Request for higher remuneration without GATE/NET score
3. Request for partial financial assistance

Other ………………………………………. |
| 10 | **Returned to faculty member with remarks, if under Sl.No.9, the NO box is checked.****Faculty member may re-submit for processing as appropriate.** [ ]  Remarks:**(b) Sent to Establishment for further processing** [ ]  **Academic Coordinator** |

|  |
| --- |
| **C) For Office use (Establishment)**  |
| 11 | **Manpower availability**  |  **Yes [ ]**  **No [ ]** (Tick the **No** box for one of the following reasons):1. Requested position is already filled
2. The candidate does not possess the requisite educational qualification

Other ……………………………………….  |
| 12 | **Returned to faculty member with remarks, if under Sl.No.11, the NO box is checked.** **Faculty member may re-submit for processing as appropriate.** [ ]  Remarks:  |
| 13 | **If the YES box is checked under Sl.No.11*****Ad hoc* [ ]  Normal [ ]  Normal [ ]**  (**to submit for** (Centre’s student) (external candidate) **President’s approval; (Returned to faculty member) (Returned to faculty member)** **Sl.No.17) (Faculty member to (Faculty member to proceed** **proceed to Sl.No.15) to Sl.No.14)****AAO(SG)** |

14. **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. **\*\*Faculty member 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 proposing faculty member, constitute the Selection Committee.**

**Date : Signature of the faculty member**

|  |  |  |  |
| --- | --- | --- | --- |
| 15 | **Forwarded by the Unit Chair with remarks, if any****Signature** | 16 | **Recommended by Dean, R&D with remarks, if any****Signature**  |
| 17 | **Approval by the President**  |