**Form No……**

**Updated on ………**

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Description automatically generated

**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** | |

|  |  |  |
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| **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** | | |