



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



INSTITUTIONAL SUPPORT

Request for hiring R&D personnel

A) 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 <input type="checkbox"/> Research Associate(Provisional) <input type="checkbox"/> Research Associate <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
6	Type of appointment*	<i>Ad hoc</i> (instructions 1 to 9) <input type="checkbox"/> (up to 3 months) Normal <input type="checkbox"/> (up to 6 months) (Centre's student enrolled for degree programme) Normal <input type="checkbox"/> (up to 6 months) (External candidate/ Centre's non-degree student)
7	Mention the duration of appt.	<input type="text"/> months

8	Name of the candidate	Dr./Mr./Ms
	CV and testimonials of the candidate	Enclosed <input type="checkbox"/> [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.

B) For Office use (Academic)

9	Permit appointment of Centre's degree student as R&D personnel	Yes <input type="checkbox"/> No <input type="checkbox"/> (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	<p>Returned to faculty member with remarks, if under Sl.No.9, the <u>NO</u> box is checked. Faculty member may re-submit for processing as appropriate. <input type="checkbox"/></p> <p>Remarks:</p> <p>(b) Sent to Establishment for further processing <input type="checkbox"/></p> <p style="text-align: right;">Academic Coordinator</p>	

C) For Office use (Establishment)

11	Manpower availability	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>(Tick the No box for one of the following reasons):</p> <p>1. Requested position is already filled</p> <p>2. The candidate does not possess the requisite educational qualification</p> <p>Other</p>
12	<p>Returned to faculty member with remarks, if under Sl.No.11, the <u>NO</u> box is checked.</p> <p>Faculty member may re-submit for processing as appropriate. <input type="checkbox"/></p> <p>Remarks:</p>	
13	<p>If the <u>YES</u> box is checked under Sl.No.11</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><i>Ad hoc</i> <input type="checkbox"/></p> <p>(to submit for President's approval; Sl.No.17)</p> </div> <div style="text-align: center;"> <p>Normal <input type="checkbox"/></p> <p>(Centre's student) (Returned to faculty member) (Faculty member to proceed to Sl.No.15)</p> </div> <div style="text-align: center;"> <p>Normal <input type="checkbox"/></p> <p>(external candidate) (Returned to faculty member) (Faculty member to proceed to Sl.No.14)</p> </div> </div> <p style="text-align: right;">AAO(SG)</p>	

14. Advertisement Procedure

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

Sl. No.	List of enclosures	To be ticked
1	Advertisement copy*	<input type="checkbox"/>
2	Selection process** (Abstract, Shortlist, Interview, Selection)	<input type="checkbox"/>
3	List of rejected candidates (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. **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	16	Recommended by Dean, R&D with remarks, if any
	Signature		Signature
17	Approval by the President		