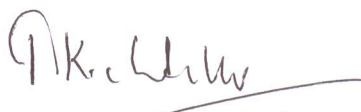


GUIDELINES FOR PROJECT APPOINTMENT

1. Appointments in the research / consultancy projects can be made on the basis of posts sanctioned by the sponsoring agency for the approved period only.
2. Appointments in the research/consultancy projects shall be processed only on receipt of Grant not on the basis of sanction of the project.
3. All appointments in the research project shall be purely on temporary basis.
4. The following selection procedure should be followed in the project appointments:
 - a. An advertisement should be published on the institute web-site stating the required educational qualification and experience etc. It should be clearly mentioned in the advertisement that the post is purely on temporary basis and for certain period. Normally the working days in the week for project employees will be 5 (i.e. Monday to Friday) but if PI/Coordinator of the project requires services of Project Employee on Saturday also in that case it should be clearly mentioned in the advertisement that although the Institute is observing 5days week but considering project requirement 6 days week will be observed in this project. Before advertising the project vacancy, an approval from the Dean, R&D, must be obtained.
 - b. A selection committee should be constituted and approved by the Dean, R&D, along with a copy of advertisement. The following criteria may be followed:
 - i. Chairperson of the School (Chairman)
 - ii. Faculty from the same School (Member)
 - iii. Faculty from the same School (Member)
 - iv. Faculty from other School (Member)
 - v. P.I./Coordinator of the project (Convenor)
 - c. It should be ensured by the PI/Coordinator of the project that no one can be a member of the selection committee in case of his friend/kith & kin is in the panel of candidates considered for selection.
 - d. The Selection committee report duly forwarded by the Dean, R&D, along with the BIO-DATA of the candidate(s) selected and also considered for selection should be placed before the DIRECTOR for its approval.
 - e. After DIRECTOR's approval appointment letter may be issued by the Dean, R&D, to the selected candidate.
 - f. In the appointment letter the following information must be clearly mentioned:
 - i. That the appointment is purely on temporary basis
 - ii. The period of appointment
 - iii. Consolidated Salary (Not more than as approved by the sponsoring agency)
 - iv. Leave entitlements as per rule


DIRECTOR