

**SELECTION PROCEDURES FOR RECRUITMENT OF RESEARCH  
STAFF UNDER SPONSORED RESEARCH AND INDUSTRIAL  
CONSULTANCY PROJECTS**

**1. Preparation of Draft Advertisement**

- (i) Principal Investigator will send the draft advertisement to Dean (SRIC) for approval.
- (ii) Dean (SRIC) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.
- (iii) Walk in interviews for project position may also be adopted following prescribed procedure approved by the Director.
- (iv) Ad hoc appointments may be made by the approved ad hoc Appointment committee.

**2. Advertisement of the Positions**

The Principal Investigator will advertise the positions and receive the applications.

**3. Screening of Applications**

- (i) The P.I. will screen the applications according to the advertised or higher criteria and send the recommendation to Dean (SRIC) for approval
- (ii) The P.I. will issue the letters to the candidates called for interview after the recommendation has been approved by Dean (SRIC).

**4. Interview**

The P.I. will fix the date of the interview and get the interview conducted. The P.I. will send the recommendations of the Selection Committee to Dean (SRIC) for approval.

**5. Selection Committee Constitution**

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|-------|----------------------------------------------------------------|----------|
| (i)   | One senior Faculty                                             | Chairman |
| (ii)  | Head of the Concerned School                                   | Member   |
| (iii) | Concerned Principal Investigator/<br>Co-Principal Investigator | Member   |
| (iv)  | One <b>faculty member</b> from the school                      | Member   |
| (v)   | One external expert from<br>outside the School                 | Member   |

**6. Final Selection / Application**

Selection Committee report will be approved by Dean (SRIC) and appointment letter will be issued by Dy. Registrar/Asstt. Registrar (SRIC-Admn.).

**Guidelines for Walk- in Interview Procedure**

1. Request for the approval of draft advertisement of Research position as per approved qualifications and experience is sent by PI/Head of the School to the Dean SRIC
2. Draft advertisement submitted by PI/Head of the School considered and approved by Dean SRIC and thereafter the advertisement is released by the PI/Head of the School publically through different media including the Institute website.
3. The PI/Head of the School will arrange the walk-in interviews on the advertised date by a Selection Committee duly approved.
4. PI/Head of the School will send the complete Selection Committee report on the walk-in interview as per prescribed criteria supported with relevant documents pertaining to candidates' ligibility, for the approval of Dean, SRIC
5. After approval of Dean, SRIC the offer letter will be issued to the selected candidate under intimation to PI/Head of the School by A.R. ( SRIC-Admin).
6. The candidate will join the project and the joining report of the candidate will be forwarded by the PI to Dean, SRIC.

### **Guidelines for Ad hoc Appointment Procedure**

In case of urgent need, ad hoc appointments may be made to any post. The duration of an ad hoc appointment may be upto a maximum of 6 months. It may be extended by the Ad hoc committee. For Technical staff, the maximum duration of consecutive ad hoc appointment is 3 years. For all other posts, the maximum is 2 years.

1. The PI selects a suitable candidate who meets all the required qualification for the post.
2. The Ad hoc committee considers the application and recommends appointment.
3. Dean (SRIC) approves the recommendations.
4. AR (SRIC) issues the appointment letter.
5. The candidate joins the project. The joining report is forwarded to Dean (SRIC) by the PI.

#### **Constitution of the Ad hoc committee**

To be constituted by Dean (SRIC):

- |       |                                                                                       |          |
|-------|---------------------------------------------------------------------------------------|----------|
| (i)   | A senior faculty member                                                               | Chairman |
| (ii)  | One faculty member from one of the Engineering Schools                                | Member   |
| (iii) | One faculty member from the School of Basic Sciences or Humanities and Social Science | Member   |
| (iv)  | Concerned PI                                                                          | Member   |