

GUIDELINES FOR THE INSTITUTE POSTDOCTORAL FELLOWSHIP (N-IPDF/F-IPDF) AT IIT GUWAHATI

Institute will admit young researchers, both Indian (N-IPDF) and Foreign Nationals (F-IPDF), as Institute Postdoctoral Fellows (IPDFs). Under this scheme, IPDF will carry out advanced research at IIT Guwahati with at least two faculty members of IIT Guwahati as mentors. Due to limitation in the number of IPDFs, a faculty member can mentor maximum of one IPDF at a time.

1. ELIGIBILITY:

- PhD degree holders with all along first class or equivalent and having consistently a good academic record.
- From the PhD work, minimum 2 (Two) research publications in peer reviewed journals / conference proceedings.
- Not completed 2 (Two) years from the date of PhD defense to IPDF application submission deadline.
- A PhD degree holder from IIT Guwahati is eligible to apply only after gaining one year of post-PhD relevant experience elsewhere other than IITG and the (opted) mentor(s) is other than his/her PhD supervisor(s).
- **AGE LIMIT:** Maximum age of the IPDF applicant should be **35 years or below as** on the date of deadline of IPDF application submission. It can be relaxed by 5 years for women, reserved category and PWD candidates.
- **N-IPDF/F-IPDF:** Both Indian and Foreign nationals are eligible to apply for IPDF. If selected, before joining the Institute, a foreign national candidate will have to obtain required permission from the concerned authority of the Government of India.

The application format and other relevant details will be hosted in the Institute's Website.

2. IPDF INDUCTION PROCEDURE:

- Call for floating "JOINT CONCEPT NOTE" in the form of a google document will go from R&D section to the Faculty members of IITG for IPDF selection.**
 - The interested group of faculty members (minimum two), from the Departments/Centers/Schools (Inter-Departmental/Centres'/Schools' group are expected) need to submit the filled in **GOOGLE DOCUMENT/ONLINE FORM/MS FORM** consisting of details of mentors and **Joint Concept Note** together with preference of Indian (**N-IPDF**) and/or foreign nationals (**F-IPDF**) as intake for IPDFs to the R&D section and the same will be floated in the IPDF advertisement. They will also be asked to propose 5-Potential Reviewers list needed for the 1st round of selection process as mentioned under section 2(iii). **[Annexure-I; Google Doc Form]**.
 - Concept notes will be invited from faculties for IPDF for 30 positions. Out of 30, 27 positions will be opened for all and 3 will be reserved for foreign citizens. Out of 30, one seat will be reserved for water research concept. The total no. of 30 seats will be distributed focusing on 11 Departments (02 each), 05 Centers (01 each) and 3 Schools (01 each). In this process, concept notes received for Foreign IPDF intake will be segregated by the office of Dean, R&D.

- **Structure of the JOINT CONCEPT NOTE:** The Joint Concept Notes must contain interlinked Concepts of focused work packages from two or more faculty mentors and must be multidisciplinary/interdisciplinary in the nature to meet the current research needs of the society. Mentors should highlight their individual components to be mentored during the tenure of the IPDF.
- Each prospective IPDF will be mentored by the respective mentors against each selected proposal against chosen concept note. The interdepartmental mentoring is encouraged. However, under special circumstances, based on the mentor's research field/need and other constraints, intradepartmental mentorships are also allowed. Concept of the proposal will not be changed during the tenure of the IPDF and same will be witnessed during evaluation.
- Each mentor can submit **ONLY ONE JOINT CONCEPT NOTE** during a particular phase of IPDF recruitment. The faculty members already having an existing IPDF in their research groups, will not be allowed to float a concept note for IPDF recruitment in order to give other faculty members a fair chance.

(ii) **Advertisement Procedure**

- All the received **Joint Concept Notes** against the call [as mentioned under clause no 2(i) above] together with the Project Proposal Template [**Annexure-II**] will be displayed in the institute website/open advertisement along with the advertisement of IPDF application. There will be a single advertisement. Both the National and Foreign Candidates Can apply based on any one of the Concept Note. F-IPDF related concept notes will also be sent to Alumni and External Relations Section for further display and contact from their side (advertisement) to participating institutes and others. Special initiatives should be taken to disseminate the information amongst premier institutes in India and abroad. The IPDF applicants will submit their Research Proposal, in line with their research interest against the floated Research Concept Notes along with the other documents.
- One candidate is eligible for choosing only one Concept Note and can submit the application form along with the Project Proposal only once.
- A prospective N-IPDF or F-IPDF candidate can apply for any advertised concept note irrespective of any specialization he or she belongs to.

(iii) **SELECTION PROCEDURE**

- **SHORTLISTING BY THE DEPARTMENT/CENTRES/SCHOOLS:**
 - The applications received against the advertisement will be sent to the respective Departments/Centers and they will be asked for short listing following the eligibility and the Departmental Short listing criteria.
 - The Department/Center/School level committee will consist of following members
 - Head of the concerned Department/Centre/School (Ex-officio*) - Chairman
 - At least two expert members from the concerned Department/Centre (other than the members nominated for IPDFSC) to be nominated by the DPPC/CPPC/SPPC, based on the proposed areas of research of IPDF candidates for each selection committee meeting – Members

- *If the HOD/HAC is a mentor with first preference of a candidate appearing for interview, then he/she can participate in interviewing the candidate but may not participate in the Department/Centre/School evaluation of that candidate.
- Project proposals received for N-IPDF and F-IPDF categories will be shortlisted by the Department/Center//School level scrutiny Committee. Separate gradation needs to be done for both the categories. Maximum 3 (Three) applications against a single joint concept note for both N-IPDF and F-IPDF categories will be shortlisted by the Departments/Centres/Schools from the received application list based on the eligibility criteria, and feedback from mentors.
- The Department/Centre level scrutiny Committee shall send the shortlisted applications along with the criteria for an approval from the Chairman IPDF Selection/Dean R&D at the R&D Section toward the 1st round of selection.

● **1ST ROUND SCREENING CUM SELECTION: EXTERNAL REVIEW (35 MARKS):**

- The approved list of the shortlisted applications will be sent out for external review by the R&D Section. The external review committee (single/group) will do the initial screening of the shortlisted IPDF applications based on the merit of the Joint Concept Note driven Project Proposals. The screening should be done as per the evaluation criteria in the below-mentioned table.

Sl. No	Item	Points	Score	Remarks
1.	Technical Enrichment of the Proposal	50		
2.	Research questions to be addressed	10		
3.	Feasibility of the Proposal	10		
4.	Novelty/ importance of the proposed project in the context of current status	15		
5.	Outcome/Impact of Proposal (Societal/Economic/Scientific advancement etc.)	15		
	Total	100		

- **The external review would carry 35 marks of the overall 3-stage selection process.** The candidates scoring a minimum of 17.5 marks (50% cut off) in this first round will get shortlisted for the next 2nd round of selection. This process will be done centrally by the R&D section. The list of screened applicants will be approved by the Chairman IPDF selection/Dean and sent to the respective Departments/Centers for sending the call letter for the 2nd round of selection, i.e. the interview process by the Departments/Centers. The Dates of the interview will be notified by the R&D Section.
 - **Extreme Situation:** If arise that none of the external reviewers respond even if they agree, then the IPDFSC will facilitate to evaluate those applications and grade them against 35 marks in the 1st round of selection.
- **2ND ROUND SCREENING CUM SELECTION: INTERVIEW BY THE DEPARTMENT/CENTRE (35 MARKS):**
- The approved applicants from 1st round of selection cum screening process will be called for an interview process by the respective Departments/Centres. Accordingly,

softcopy of the **interview** call letter will be sent to the shortlisted candidates by respective Departments/Centres.

- The list of the shortlisted candidates for IPDF interview process shall be uploaded in the respective Department/Centres website.
- The Departmental/Center scrutiny committee shall provide the merit list to the Central IPDF selection committee, R&D Section.
- Separate merit list has to be provided for N-IPDF and F-IPDF.
- The Department/Center/School level Scrutiny Committee (committee structure is mentioned above under 2(iii)) will evaluate the candidates for **35 marks in the 2nd round of Selection**.
- The Merit list of the candidates appeared in the 2nd round of selection process shall be sent by the Department/Centre to the Chairman IPDFCS/Dean R&D.
- An overall Merit list based on the total marks obtained by a candidate (out of 70 marks combining the 1st and 2nd round of selection process) will be prepared by the IPDFSC at the R&D Section.
- Top 6 candidates in N-IPDF and F-IPDF categories from each Department/Center/School will be shortlisted by the R&D Section based on the total marks obtained out of 70 from the 1st and 2nd rounds of selection process. These candidates will be allowed to appear before the **IPDFSC** for the 3rd and final round of the selection.
- The list will be provided to the respective Department/Centre along with the tentative Date and time (May be on the same day or next day) of the 3rd round of selection by the IPDFSC at R&D Section.
- The list of candidates qualified for the 3rd and Final round of selection shall be displayed in the respective Department/Centre's website and on the website of the R&D Section.

● **3RD ROUND SELECTION: IPDF SELECTION COMMITTEE (IPDFSC) (30 MARKS):**

- The candidates qualified based on 1st and 2nd round of selection cum screening process will be interviewed for the 3rd and final round of the selection process at the R&D section by the **IPDF SELECTION COMMITTEE (IPDFSC)**.
- IPDFSC** shall conduct the interview for the shortlisted candidates and awards **marks out of 30**. This marks will be added to the marks obtained by the candidate in the 1st and 2nd rounds of the selection process.
- Based on the total marks scored by the candidate out of 100 marks, **IPDFSC** select the candidates for recommendation.

3. **OFFER LETTER:** The selection recommendations of **IPDFSC** will be submitted to the Director, IIT Guwahati for approval. Then, the offer letters will be issued by the R&D section.

4. **TRAVEL ALLOWANCE:** Indian Candidates called for interview are **eligible for reimbursement of** to and fro **AC II tier** railway fare by the shortest route from the address of correspondence. Foreign nationals are exempted from appearing personally before the selection committee. Such candidates shall be interviewed through video conferencing mode.

5. **VARIOUS COMMITTEES RELATED TO IPDF:**

- (i) **The Department/Center/School level committee will consist of following members**

- Head of the concerned Department/Centre (Ex-officio*) - Chairman
- At least two expert members from the concerned Department/Centre (other than the members nominated for IPDFSC) to be nominated by the DPPC/CPPC, based on the proposed areas of research of IPDF candidates for each selection committee meeting – Members
- *If the HOD/HAC is a mentor with first preference of a candidate appearing for interview, then he/she can participate in interviewing the candidate but may not participate in the Department/Centre evaluation of that candidate.
- The Department/Center/School level scrutiny committee will Short list the received applications (separate gradation to be done for N-IPDF and F-IPDF) and Send the same to the R&D Section toward the 1st round of selection. This Committee will evaluate the candidates for **35** marks in the **2nd round of Selection** and will share the merit list to the R & D Section toward next level of selection process.

(ii) **IPDF SELECTION COMMITTEE (IPDFSC) CONSTITUTION AND TERMS OF REFERENCE**

The **Institute Post-Doctoral Fellow Selection Committee (IPDFSC)** will have the following composition

- Dean R&D (Ex-officio*) – Chairman
- Associate Dean R&D (Ex-officio*) – Vice Chairman
- Head of the concerned Department/Centre (Ex-officio*) – Member
- Two Faculty Members to be nominated by the Chairman – Members
 - * In case non-availability of ex-officio members on the day of selection committee meeting, on behalf of them, the in-charge will participate in the selection committee meeting.
 - If an Ex-officio member is a mentor with first preference of a candidate, then he/she can participate in interviewing the candidate but may not participate in deciding on final selection of that candidate.
 - The Chairman, **IPDFSC** will convene the meeting of the Committee (minimum 2 times and maximum 4 times a year) as and when required and will send specific recommendation to the Director, IIT Guwahati with respect to IPDF applications.

6. DURING THE TENURE OF THE IPDF:

- (i) At the time of joining the IPDF position, the IPDF has to give **joining report** to DORD. The IPDF will carry out research work under the guidance of the mentors in the concerned academic department / center.
- (ii) The performance of the IPDF will be assessed by the **Performance Assessment Committee (PAC)** with the following composition:
 - Head of the concerned academic Department/Centre (HoD/HAC) – Chairman*
 - DORD nominee – Member (Outside the concerned department)
 - The mentors - Members
 - Two Faculty members in the area of research carried out by the fellow (need not necessarily be from the same Department/Centre) as Members

* If Head is the mentor, then DORD nominee will be the chairman of the committee.

- (iii) The mentors will propose the PAC with the above composition on a prescribed form within one month of joining of IPDF and the same with or without modification may be approved by the DORD.
- (iv) The PAC will meet **every year or whenever the mentors feel it is necessary** to assess the performance of the Postdoctoral Fellow. The IPDF should present a **progress report to PAC** detailing the research work carried out and research findings supported by reprints/preprints/manuscripts of the papers published/accepted for publication or communicated/ research reports for this purpose. The extension of FIPDF after initial one year for 2nd year term will be based on the writing skill of a project proposal which is supposed to be written in guidance with the mentors. The same joint research proposal is expected to be submitted by the mentor to the funding agency for a research Grant to the Mentors/Institute.
- (v) **NO EXTENSION** will be given to IPDF beyond 2 years' term at IIT Guwahati.

7. TA ASSIGNMENTS TO IPDFs

- (i) Apart from the research pursued by the IPDF, **services of the postdoctoral Fellow will be utilized by the concerned Department/Centre/School** up to **8 hours** per week for academic assistance in the department/Centre/School work which may include teaching assistantship, handling of tutorials and laboratory work.
- (ii) The IPDFs will be eligible to serve as co-guide for B. Tech/B. Des/M.Sc./MA and M. Tech/M. Des/M.S (R) projects along with the mentor with the approval of the concerned DUPC/DPPC/CPPC and Dean of Academic Affairs.

8. BENEFITS TO IPDFs:

The IPDFs are eligible for the following:

- **Fellowship Amount:**

An annual increment of Rs.6000/- is granted based on the satisfactory performance as per the assessment report of the PAC subject to the following conditions:

- After the increment the consolidated pay is to be less than or equal to Rs.66,000/-
- After the increment, if the consolidated pay amount exceeds Rs.66,000/-, then the consolidated pay will be fixed as Rs.66,000/- and it will remain same further.

- **Contingency Grant:**

Contingency grant for IPDFs will be provided as below:

- 1st and 2nd Year of the PDF programme : Rs.50,000/- [Lapsable]

- **Ordinary Leave:**

A IPDF is entitled for a maximum of 30 days of ordinary leave with fellowship in a year and it can be availed on a pro-rata basis of 2.5 days per completed one month of service. The IPDF will have to apply through the mentor to concerned HoD/HAC for approval of leave. Maximum number of carried-over of un-availed ordinary leaves, from one completed year to next year, shall be 15 (Fifteen) days.

- **Special Casual Leave:**
Subject to recommendations of the mentor and the concerned HoD/HAC and approval by DoRD, IPDFs will be entitled for 15 (Fifteen) days of special casual Leave per every completed PDF year, for participating in national/international conference(s)/workshops. Un-availed special casual leave shall not be carried over for next year.
- **Maternity/Paternity Leave:**
Married IPDF is eligible for 180 days of maternity leave or 15 days of paternity leave as applicable only once during the entire duration of IPDF position.
- **Permission to participate in National/International Conference with academic leave:**
Subject to availability of money in the allocated contingency grant for the IPDF and academic leave, as well as recommendations of the mentor and the concerned HoD/HAC and approval of the DoRD, an IPDF will be able to participate in National/International Conference.
- **Accommodation:**
No accommodation will be provided to IPDF candidates on campus. However, IPDFs can avail House Rent Allowance (HRA) as per the prevailing Institute approved HRA rate. Any possibility of on campus accommodation in future will be intimated as and when it is available.
- **Medical benefits:**
The IPDF will have OPD facility of IIT Guwahati Dispensary only. His/her spouse and two children will also have access to OPD facility of IIT Guwahati Dispensary only.

9. TERMINATION

- A Post-Doctoral Fellow shall be able to withdraw from the programme (a) with prior approval of the mentor and the chairperson of the concerned PAC and (b) by giving 1(one) month notice to DoRD through the concerned HoD/HAC.
- Similarly, the Institute may also terminate an IPDF if his/her performance/conduct is found to be unsatisfactory, by giving 1(One) months' notice.

10. IPDF INTAKE/SCHEDULE

- Presently, the number of IPDFs to be inducted per financial year is 2 (Two) per Academic Department, 1 (One) per Center and One (01) per School. The 3 IPDFs for foreign citizens are included in the total no. of allotted seats per Department/Centres/Schools in a financial year. The number of IPDFs intakes may be reviewed from time to time.
- IPDF selection process shall be conducted two times a year similar to the calendar as is followed for PhD selection by the Institute.