Guidelines to be followed by the Project staff

1. At the time of joining:

Report to R&D Section in the forenoon (before 12.00 noon) of a working day other than Saturday/Sunday/Institute holidays along with the documents listed below

I. Copy of the offer letter.
II. Certificates/ mark sheets /documents in original in support of essential qualification, age etc.
III. Recent passport size photograph.
IV. Copy of the release order from the most recent employer if you were employed earlier.
V. An application forwarded by PI stating that you are not in receipt of any institute fellowship, if you are a Research scholar who is enrolled as a project staff.

2. Immediate steps on joining:

A. To inform R&D Section whether you are interested to avail Institute hostel accommodation or Institute bus facility, so that R&D Section can take care of formalities associated with it.
B. To submit to R&D Section the Copy of document regarding Hostel allotment once you have been allotted hostel accommodation by Hostel Affairs Board(HAB) under Students Affairs Section.
C. To collect the medical forms from the R&D section and report to the medical Section of the Institute for medical examination.
D. To Report to the concerned Principal Investigator for duty.
E. To open an account in SBI (in case if you are not an account holder of SBI) and inform the concerned staff of the R&D section about your SBI A/C No.
F. To visit the computer Centre to register with the institute e-mail ID and report back to R&D section to register in RnDOPS so that you can mark your daily attendance online and avail web based services of the institute.

3. After Joining:

- On completion of all the procedures stated above, you will be issued Joining Office order via email, subsequent to that you will be issued ID card (hard copy) from R&D Section.

4. At the time of completion of tenure or resignation:

a) To approach R&D section atleast one week before the completion of tenure to issue you No dues clearance certificate and then release order. In case of resignation, you are to submit your resignation letter to the R&D Section only after being duly forwarded by your PI so as to obtain No dues clearance certificate and then release order from R&D Section.
b) You must return your ID card (hard copy) to R&D section while submitting the duly filled in No dues clearance certificate.
c) To collect your experience certificate, you will have to submit a written application forwarded by your PI addressing to the Dean, R&D.
d) Request for experience certificate after completion of tenure may not be taken into consideration.
e) If you wish to join any other project in the institute based on your selection for the same, you will be allowed to join only when you submit your formal release order from the previous project as issued by R&D Section.

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NOTICE

This is for information of all concerned that the fellowship of Project Staffs of the externally funded research projects undertaken by IITG has been revised with effect from 01.01.2019

The new salary structure is as given below:

Sl.No.	Designation	Existing Pay Range	Existing Increment	Revised Pay Range	Revised Increment	Qualifications
1	Sr. Project Engineer	41000-72000	1600	54000-75000	2100	PhD degree + 3yrs exp. OR Master's degree in Engineering /Design + 6 yrs. Exp.
2	Sr. Project Scientist	36000-47000	1400	54000-75000	2100	PhD degree + 3 yrs exp. OR Master's degree in Science/Humanities + 6 yrs. Exp.
3	Project Engineer	36000-47000	1400	47000-65500	1850	PhD degree OR Master's degree in Engineering/Design +3 yrs. Exp. OR Bachelor's degree in Engineering/Design + 6 yrs. Exp.
4	Project Scientist	30000-39000	1200	47000-65500	1850	PhD degree OR Master's degree in Science/Humanities + 3 yrs. Exp.
5	Associate Project Engineer	30000-39000	1200	35000-49000	1400	Master's degree in Engineering/Design OR Bachelor's degree in Engineering/Design + 3 yrs. Exp.
6	Associate Project Scientist	23000-33000	1100	35000-49000	1400	Master's degree in Science/Humanities OR Bachelor's degree in Science/Humanities + 4 yrs. Exp.
7	Assistant Project Engineer	23000-33000	1100	28500-42000	1350	Bachelor's degree in Engineering/Design
8	Assistant Project Scientist	17000-23000	900	21000-32000	1100	Bachelor's degree in Science/Humanities

#	Post					Qualification
9	Sr. Project Technician	12000-17000	800	15000-25000	1000	B.Sc. + 5 yrs exp. OR Diploma in Engineering + 5 yrs exp. OR ITI OR BA with 7 yrs computer exp. (for computer related jobs)
10	Project Technician	9000-12000	600	11200-18700	750	ITI certificate + 3 yrs exp. OR Diploma in Engineering/Design OR B.Sc. OR BA with 3 yr computer exp. (for computer related jobs)
11	Laboratory Attendant	6000-9000	600	7450-14950	750	High School pass with 1 yr exp.
12	Project Officer	40000-78000	1600-2300	49500-69500	2000	PhD in Science or Engineering/Design
13	Jr. Project Officer/ Project Fellow	19000-31000	800-1600	23500-33500	1000	Master's degree in Science OR Bachelor's degree in Engineering/Design with 3 Yrs Exp.

No Increment for JRF, SRF, RA

#	Post					Qualification
15	JRF (GATE)	25000	NIL	31000	NIL	Post Graduate degree in basic science or Graduate / Post Graduate Degree in Professional Course selected through a process described through any one of the following: 1. Scholars selected through National Eligibility Test – CSIR-UGC NET including lectureship (Assistant Professorship) and GATE. 2. The selection process through National Level examinations conducted by Central Government Departments and their Agencies and institutions such as DST, DBT, DAE, DOS, DRDO, MHRD, ICAR, ICMR, IIT, IISc, IISER etc
16	JRF	12000	NIL	15000	NIL	M.Sc./B.E./B.Tech/B.Des./B.VSc./ B. Pharm without GATE/NET (if and only if approval is there)
17	SRF (Direct)	28000	NIL	35000	NIL	Qualification as per JRF (GATE) + 2 years of research experience.
18	SRF (Extended)	32000	NIL	40000	NIL	M.Tech./M.E./M.Des./M.VSc./M. Pharm/MBBS/BDS/M.Sc. with at least 2 yrs exp. as SRF
19	Research Associate-I	36000	NIL	47000	NIL	Ph.D Degree
20	Research Associate-II	38000	NIL	49000	NIL	Ph.D Degree + 2 Yrs Exp.
21	Research Associate-III	40000	NIL	54000	NIL	Ph.D Degree + 3 Yrs Exp.

| 22 | Any other project positions as per willingness of the funding agencies | To be decided depending on the funding agencies | |

Note:

1) HRA will be provided to the project staffs (if approved by the funding agencies) @ 16% of the basic salary (till further notification)

2) Rs. 1250.00 will be charged per month for providing medical facilities.

This is as per approval of the Director, IITG.

DEAN, R&D 01/8/19

3.6 Hiring Norms

i. Short term engagement of Project Staff (Ad hoc appointment):
On the recommendation of the Principal Investigator, short term job contracts for upto 89 days may be given with the approval of the competent Authority. However, re-engagement for 89 days may be consider only under special circumstances. There will be an internal circular within the Institute for ad hoc recruitment.

ii. All project appointments will be contractual and on the basis of consolidated monthly compensation

iii. Automatic transfer from one project to another either on completion or midway shall not be permitted.

iv. In case contractual engagement, the period of engagement shall be for 11 months with provision for re-engagement of another period of 11 months after a break of 3 working days, this may be subsequently repeated upto a maximum of 3 years. Re-engagement of project staff after 11 months will be made as per the recommendation of the PI and to be approved by the competent authority.
Beyond 3 years, fresh recruitment to be conducted via open advertisement against such post. However, project staff who have completed 3 years in any project are also eligible to apply.
There will be an open advertisement through website/newspaper against such recruitment.

v. All project positions in any project will co-terminus with the project.

vi. The rules and regulation of funding agency shall be applicable for engagement of project staff.

vii. A project employee shall execute a contract agreement on non-judicial stamp paper of value Rs.10/-with the DoRD at the time of joining, with the explicit provision that contract may be

terminated by either side (staff or The DoRD office) by giving one month's notice or one month's consolidated compensation in lieu of the notice.

viii. Selection of JRF/ SRF/ RA shall normally be made as per the guidelines provided by the sponsoring agency, and as per Institute requirements, and with the approval of the Director.

ix. All appointment letters shall be issued under signature of the DoRD on approval of the Director.

x. The Principal Investigator shall consider prevailing compensation packages, general qualifications and experience of staff while preparing project proposals.

xi. The Selection Committee for the recruitment of Project staff for each project will be constituted by the DoRD as follows:

      i) DoRD or his nominee   : Chairman
      ii) Principal Investigator(PI)   : Member
      iii) HOD/HOC of the Concerned Deptt./ Centre to which the PI belongs : Member
      iv) An expert on the subject (to be recommended by the deptt./centre) : Member
      v)   An expert to be nominated by the DoRD if the PI is the HOD /HOC. : Member

xi. If the DoRD is not the Chairman of the selection committee, its recommendation shall be submitted to the DoRD for consideration and approval. The DoRD shall have the power to fix, on the recommendations of the selection committee, the monthly consolidated compensation and the duration of the contractual appointment

xii. On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered by the DoRD on the recommendations of the PI and the HOD/ HOC of the concerned Deptt./ Centre

xiii. The project employees shall be entitled to HRA, if accommodation on the campus is not made available to them. Expenditure towards subsidized in-campus accommodation/ HRA and medical facilities shall be charged to the salary head of the respective project

xiv. All project staff shall work for the project in which he she is employed, only, unless requested otherwise by the PIs concerned, and agreed to by the DoRD

xv. The PIs shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.

Conduct Rules:

Project employee shall

- follow general code of conduct as approved by the DoRD.

- maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information

- The DoRD may, at his discretion, constitute committee(s) to conduct disciplinary proceedings, if necessary against project employees. On the basis of the report, suitable disciplinary action may be initiated and punishment will be imposed by the DoRD

- Project employees may be allowed to register for the Ph.D. programme of the Institute if they fulfil all the requirements prescribed by the Institute.

3.7 Leave Provision

Faculty members going out of town on research project related work will be treated to be on duty subject to a maximum leave of 30 days per year, and subject to a maximum leave of 10 working days per regular semester. Approval for going on duty on such work will be approved by the DoRD.

4. GUIDELINES FOR PROJECT STAFF APPOINTMENT

i. There should be provision for appointment of project staff in the project.

ii. Funds should be available for project staff in the project OR there should be a commitment from the funding agency for providing funds for project staff. In the latter case, appointments will be made only after the receipt of funds.

iii. If the above two conditions are satisfied, then appropriate appointment procedure among the following may be adopted:

   a) Open selection by wide publication of the advertisement in at least one local newspaper and issuing a circular within the Institute. Advertisement may also be sent to other educational institutions

   b) In special and exigent situations – direct appointment for duration up to 89 days on ad-hoc basis.

   However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.

iv. The Principal Investigator (PI) will write to the DoRD seeking approval for initiating the process of appointment stating/enclosing:

   a) the position(s) to be filled

   b) educational qualifications required and

   c) scale of pay (The notifications on approved Salary Ranges and Minimum Qualifications for Project Staff dated 15.08.2019 may be referred to).

   d) a committee with at least three members examining the candidates' suitability for the post.
   in case of iii. a) above,

   - a committee to shortlist candidates to be called for interview (min. of 3 members, with the PI as the convener)

   - a draft of the advertisement/circular
   in case of iii. b) above --

   - Description of exigency for direct appointment

   - Bio-data of the person(s) to be appointed directly.

   - Recommendation of a committee with at least three members examining the candidature

v. The PI will receive the applications from the candidates. The PI will then submit the committee report on short-listed candidates to be called for interview to the DoRD.

vi. The PI will suggest a selection committee consisting of the following members to the DoRD for approval:
- DoRD or his nominee (as Chairman),
- PI (as Member),
- HOD/HOC of the Concerned Depts./Centre to which the PI belongs (as Member),
- an expert on the subject (to be recommended by the depts./centre) (as Member), and an expert to be nominated by the DoRD, if the PI is the HOD /HOC (as Member).

vii. Interview for the project staff will be held in the respective department of the PI, after approval of the selection committee by the DoRD.

viii. After the interview, selection committee report *(in prescribed format)* on the selected and waitlisted candidates, on recommendation of DoRD, along with the following documents, will be submitted to the Director for approval:
- o approval for filing of project staff
- o formation of selection committee

ix. Subsequent to the Director's approval, the R&D section will issue appointment letter(s) to the selected candidate(s).

x. The selected candidate(s), while reporting for joining will undergo medical check-up at the Medical Centre of the Institute. On certification by the Sr. Medical Officer as the incumbent(s) to be medically fit, a notice of appointment will be issued by the DoRD with copies to all concerned.

xi. The project staff thereafter will work under the Principal Investigator/Co-investigator(s) of the project. The PI will monitor the works of the project staff. The PI will sanction and record casual leaves of the project staff. For other matters, the project staff will write to the DoRD with approval of the PI.

xii. The PI will send a duty report to the R&D Section certifying that the project staff is/are attending to his/her/their duties normally/satisfactorily at the end of every month for release of salaries.