

OFFICE OF ASSOCIATE DEAN (R&D)

No. IITD/IRD/M-38/385

Date: January 16, 2014

Sub: Revised recruitment policy for project staff under Sponsored Research Projects, Consultancies and other IRD activities.

The appointment of qualified project staff is an important project management activity, however at present, it takes a long time for recruitment, because of which PIs/CIs tend to recruit project staff repeatedly on three-monthly contracts or on adhoc basis. This is undesirable as IIT Delhi is an equal opportunity employer and wide publicity of vacant positions is necessary to fulfil the provisions of law. In order to facilitate time bound selection, a more flexible system for hiring of man power has been approved by the Competent Authority. The details of this revised policy are available on the IITD Website and can be accessed through the web-link given below:-

http://ird.iitd.ac.in/recruitment_norms

Salient features of the new policy are as follows:-

- a) Only three types of appointments will be offered:
 - (i) **Casual Appointment**, which is similar to the currently available "Work on contract" for a maximum period of three months. This will be used for fulfilling short term requirement of the project against vacant positions or as one-time activity. Such a contract may be offered from salary head, contingency head or any other such provision made under the project.
 - (ii) **Project Appointment**, which would allow hiring of qualified candidates for a period beyond three months and extendable on yearly basis for a maximum period of five years or till the duration of the project, whichever is earlier. **The provision of adhoc appointment is being discontinued** and will be available only till the end of January 2014 to facilitate smooth transition to the revised recruitment policy.
 - (iii) **Assistantships** to full-time postgraduate students against JRF/SRF/RA and other vacant technical positions.
- b) Project Appointments have been simplified on the lines of currently available adhoc appointments, however, with provision of wide publicity through press and internet. Under Project Appointment, two options are being made available for holding the selection:-
 - (i) **OPTION I:** Walk in test/interview (similar to the adhoc appointment available currently). PI can exercise this option if only a limited number of candidates are expected to apply. Under this option on-the-spot written or skill test may also be conducted to narrow down the number of candidate.
 - (ii) **OPTION II:** Short-listing followed by test/interview (similar to the provision currently available for regular recruitment of staff under the project). This option has been retained if PI expects a large response by candidates and prior short-listing is unavoidable.
- c) **Under Option I**, the hiring may be completed within 20 to 35 days of submitting the request for advertisement to IRD Unit. Under this option, IRD will release a brief advertisement in the newspaper on 1st and 15th of every month, and on the same day, post all the details of vacant

position(s) with interview details for walk-in test/interview. The test/interview date may be fixed on any day after 15 days from the release of the advertisement. This process of advertisement will give wide publicity to available positions at IIT Delhi and at the same time reduce workload of PI and save substantial cost being currently incurred towards detailed advertisements in the newspapers.

- d) **Under Option II**, the hiring may take longer as short-listing step needs to be completed before test/interview can be notified. Here also, the 1st advertisement will go on 1st & 15th of every month as mentioned above, and list of shortlisted candidates along with interview details will be posted, subsequently, on the web. It has been decided to develop and implement recruitment software to facilitate application submission, short-listing and posting of interview letters, etc. in the near future.
- e) The formation of **Selection Committee** has also been de-centralized to facilitate holding of interviews at the time convenient to the members of Selection Committee. The PIs/CIs will propose Selection Committee as per revised composition given below:-

For the post of Sr. Project Consultant/ Project Consultant/ High Value Fellowships or equivalent with (remuneration equal or greater than that of Asstt. Professors).	For the post of Sr. Project Scientist, Project Scientist, Project Associate, RA, SRF, JRF, Sr. Project Officer/Project Officer, Sr. Project Assistant, Project Assistant, Jr. Project Assistant, Project Attendant, Jr. Project Attendant or equivalent.
<ul style="list-style-type: none"> Director/Nominee – Chairperson 	<ul style="list-style-type: none"> DRC/CRC Chairperson/ Nominee – DRC/CRC Chairperson may nominate any Professor in relevant area(s) keeping in view the available expertise
<ul style="list-style-type: none"> PI (Co-PI in the absence of PI) 	<ul style="list-style-type: none"> PI (Co-PI in the absence of PI)
<ul style="list-style-type: none"> Head of the concerned Dept./Division 	<ul style="list-style-type: none"> One Expert nominee (faculty or Group A Officer) from the concerned Dept./Unit.
<ul style="list-style-type: none"> One expert nominee of the Senate from outside the concerned Dept./Division 	<ul style="list-style-type: none"> One Expert nominee (faculty or Group A Officer) from outside the concerned Dept./Unit (Not needed for Attendant & Jr. Project Attendant)
<ul style="list-style-type: none"> One Expert from outside the Institute 	<ul style="list-style-type: none"> One Expert (Only for Sr. Project Scientist & CSIR projects) from outside the Institute.
<p>Note: For the post which has been sanctioned by the funding agency and is not covered under the above mentioned table, Dean (R&D)/Associate Dean (R&D) will constitute/approve the Selection Committee on case to case basis.</p>	

Clear guidelines have been prepared to help Chairpersons to smoothly conduct interviews without common errors and recommend proper fixation of salary. It will be necessary for all members of the Selection Committee to be present. In case of unforeseen exigency, the member may nominate in writing another faculty to fill his/her position.

- f) Some other provisions made under the revised policy are as follows:
- (i) The practice of submitting demand draft of Rs. 50 or 100 has been discontinued to benefit the candidates and encourage them to apply in large numbers.
 - (ii) Process of submission of attested copies of degrees/experiences along with application has been dispensed with. Candidates will be required to bring original degrees & testimonials at the time of interview only. These will be checked again by IRD staff for the selected candidates at the time of joining. Also at the time of joining, selected candidates would be required to submit only self-attested copies to avoid unnecessary inconvenience.
 - (iii) Provision has been made to hold web based interview for candidates residing outside NCR with the permission of Chairperson.

- (iv) Provision has been made to include email address (of the choice of PI) of the PI/CI in the advertisement so that candidates from outside NCR may contact PI/CI to seek eligibility of their qualification for walk-in interviews, in case of doubt.
- (v) Provision has been made to place candidate(s) on "Panel" which would remain valid for the duration of one year, unless fresh interviews are held. These candidates may be offered appointment, if the selected project staff leaves the project prematurely.
- (vi) Appointments will be made for one year (or remaining duration of the project, whichever is shorter), renewable yearly, regardless of the period of validity of accidental/Medical insurance(s). However, release of salary will be linked with maintenance of such requirements.
- (vii) In order to reduce the processing time for joining of the staff on a new appointment or for their resignation from the occupied position, the multiple forms being used at present have been converted to a single form for joining and another form for resignation. This would help faster release of first salary to the joining candidates and release of security to the resigning candidates.



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Associate Dean (R&D)

To:

- 1. All HoDs/HoCs**
- 2. All Faculty Members (through email)**