

GUIDELINES FOR CHAIRPERSONS – IRD SELECTION COMMITTEES

The following guidelines are to be followed with regard to recruitment / selection of project appointments:

1. The Chairperson will ensure that any candidate who does not fulfill the advertised qualifications / experience is not interviewed/recommended for selection. The candidates appeared/ appearing for final exams will not be considered qualified, If their result is still awaited as on the last date of receipt of application. The candidates not fulfilling the minimum advertised qualification can not be considered even for the lower post , if such lower position has not been advertised.
2. Fixation of salary: Usually the salary & allowances such as HRA publicized through advertisement must be honored unless there is a proper justification in this regard. Fixation of salary should be commensurate with the qualification & experience held by the candidate. In case committee recommends fixation at higher stage within the scale, the same may only be given with proper justification. The Committee may consider higher qualification than that advertised towards required experience / in lieu of necessary experience only in case of technical positions.
3. The selection committee, in its wisdom, may select a particular candidate for a lower post provided he / she fulfills the advertised qualifications and experience for the higher post advertised. The candidates not fulfilling the minimum advertised qualification can not be considered even for the lower post , if such lower position has not been advertised.
4. Any cancellation and change of qualification in published advertisements for recruitment will take effect only with the prior approval of Competent Authority.
5. The Scheduled Selection Committee meetings can not be cancelled or rescheduled at short notice in order to avoid inconvenience to appearing candidates specially from outside Delhi. In case of absence of Chairperson or PI/Co-PI due to exigency, his/her nominee may be involved to allow smooth conduct of interviews as scheduled.
6. The Chairman will also ensure that all candidates who come to attend an interview are interviewed properly by the Selection Committee.
7. The pay-fixation of retired employees of Institute or government organizations will be as per IRD norms notified vide OM No. IITD/IRD/M-37 dated 14th November, 2011 (Annexure-IX).
8. The concerned Selection Committee members should dissociate themselves completely from the process of selection where their own close relatives are involved. No close relative of any Selection Committee Member should be appearing in the test/interview. In case, it is so, the concerned Committee Member may nominate any other faculty member in his/her place OR abstain himself/herself from the selection process.