

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit

GUIDELINES FOR HIRING OF MANPOWER UNDER VARIOUS IRD PROJECTS

In order to meet the growing demand for time bound selections, a more flexible system for hiring of manpower under various IRD Projects has been evolved for implementation.

Types of hiring Manpower

The hiring of manpower under sponsored Research Projects/Consultancies and other Miscellaneous Projects of IRD are categorized below:

- a. **Casual Appointments:** Hiring of manpower on **Casual Basis** for a maximum period of 03 months by means of awarding a short term work specific contract (REC-1 online).
- b. **Project Appointments:** Hiring of qualified candidate(s) by giving wide publicity through Press/ Internet, etc. for a period beyond three months and extendable on yearly basis on the recommendation of PI/CI for a maximum period of five years or till the duration of the project, whichever is earlier.
- c. **Assistantship** to Full Time Post Graduate Students of IIT Delhi against vacant project positions of JRF/SRF/RA/Project Associate/Project Scientist, etc.

Casual Appointment(s):

The PI/CI can hire the services of qualified candidates on casual basis (Informal selection) against vacant posts for a specific work pertaining to the project up to a maximum period of three months. The request for such appointments can be sent online on IRIS.

Project Appointment(s)

1. The PI/CI will forward request for holding selection for such appointments against the vacant position(s) on Form No. IRD/REC-2. The PI/CI will also submit the qualification(s) & experience prescribed for the positions. The proposed qualification & experience can be higher but not lower than the IRD/ Funding Agency norms. (Annexure-I(a).
2. The PI/CI has two options for holding these selections which are as under:-
Option I - Walk in test/ Interview
Option II - Shortlisting followed by test and / or Interview
3. After receiving various requests from concerned PIs/CIs, IRD Unit will prepare the advertisement covering all the requests and post it on Institute website on 1st (Slot 1) or 15th (Slot 2) of every month and a notice through advertisement in a National Newspaper indicating "***Details of the advertised Project Positions are available on IRD website. Interested candidates may visit the website http://ird.iitd.ac.in/proj_positions***".

Note: The practice of advertisement of individual project-position through detailed newspaper advertisement / wide circulation will be dispensed with, until unless requested specially by PI.

The following Schedule shall be followed:-

Table-I Schedule for Appointment

Slot	Request Received	Advertisement Date	Walk-In Test / Interview Date
Slot-I	The requests for Advertisement received from PI/CI during 13 th – 27 th day of any month.	1 st of the next month.	Can be after 15 th of the month.
Slot-II	The requests for Advertisement received from PI/CI during 28 th – 12 th day of the following month.	15 th of the same month.	Can be after 1 st of the next month.

PROCEDURE TO BE FOLLOWED AFTER THE RELEASE OF ADVERTISEMENT

Once the Advertisement is uploaded on the website. The following procedure will be followed according to the choice opted.

Option I : Walk in Interview

- i. This type of selection is preferred where response from only limited number of candidates as per qualifications / experience in the related area(s) is expected.
- ii. The PI/CI will form the Selection Committee and finalise the test / interview date/time and venue at the time of sending the advertisement request to IRD on Form No. IRD/REC-2&3.
- iii. The uploaded advertisement will clearly mention the Date, Time & Venue of the walk-in interview.

The interested candidates would report for test and / or interview with dully filled application on the prescribed Form No. IRD/REC-4. The candidates will be advised to bring original certificates / testimonials at the time of interview. The test / interview date shall be scheduled at least after 15 days from the date of release of Advertisement as per table-1. The candidates from outside NCR will be given option to consult PI/CI by email to check suitability of their candidature for the advertised post.

- iv. The PI/CI with the help of Selection Committee would conduct the interviews and chairperson would ensure smooth conduct of interview as per IRD norms (Annexure-II). All candidate fulfilling advertised qualification /experience would be provided TA/DA as per rules.
- v. The minutes mentioning the Project No., Post Advertised, Short-listing criteria (if any), Name of the selected candidates, salary proposed, justification, if any (for fixing salary other than at the start of the slab) by the selection committee duly signed by the committee members along with applications/CVs on form IRD/REC-4 of all the candidates is to be sent back to IRD Unit for further processing (Annexure-III- minutes of the selection committee).

- vi. Once IRD Unit receives the minutes of the selection committee, verification of selected candidates will be carried out as per the shortlisting criteria & thereafter minutes will be sent to Competent Authority for approval.
- vii. Further the IRD Unit will issue offer letters for appointment to the selected candidate(s) alongwith the proforma of Joining Form-cum-check-list (Form No. IRD/REC-6), Medical Fitness Certificate and Character Certificate (Form No. IRD/REC-7). Once the candidate submits the joining report duly forwarded by PI/CI alongwith the requisite documents listed in the Joining Form cum check-list, his/her joining will be notified.

Option II: Shortlisting followed by Test and / or Interview

- i. This option is advisable in cases where a large number of candidates/applications are expected.
- ii. The candidates will be given at least 15 days time to submit their applications from the date of issue of advertisement.
Note: Practice of submitting draft or P.O. of Rs.50/- or Rs.100/- alongwith application has been discontinued.
- iii. The applications either can be invited in IRD through post or through weblink (under development) or directly by the PI/CI (through post or email), depending upon his discretion.
- iv. IRD will forward applications or received electronics data, as the case may be to the PI/CI for shortlisting.
- v. The PI/CI will shortlist the candidates on the basis of minimum advertised qualifications / experience. However, the shortlisting criteria may be higher than the minimum advertised depending upon the volume of response of applicants against the advertisement. .
- vi. The PI/CI would decide and form Selection Committee and fix the date, time & venue for written/skill test and interview and intimate the same to IRD Unit for notification on Form No. IRD/REC-3.
- vii. The procedure and schedule of selection must be clearly mentioned in the interview letter (Annexure-IX), which must be sent at least 15 days in advance to the shortlisted candidates by the concerned PI/CI by speed post or email or both. **Notice of the interview along with the list of shortlisted candidates will be displayed on IRD website.**
- viii. The PI/CI with the help of Selection Committee would conduct the interviews and chairperson would ensure smooth conduct of interview as per IRD norms (Annexure-II).
- ix. The minutes mentioning the Project No., Post Advertised, Short-listing criteria (if any), Name of the selected candidates, salary proposed, justification, if any, (in case of salary recommended at higher than the start of slab) by the selection committee duly signed by the committee members along with applications/CVs on form No IRD/REC-4 of all the candidates is to be sent back to IRD Unit for further processing (Annexure-III).

- x. Once IRD Unit receives the minutes of the selection committee, verification of selected candidates will be carried out as per the shortlisting criteria & thereafter minutes will be sent to Competent Authority for approval.
- xi. Further the IRD Unit will issue offer letter of appointment to the selected candidate(s) alongwith Joining Form-cum-check-list and related forms. Once the candidate submits the joining report duly forwarded by PI/CI alongwith the requisites documents listed in the Joining Form cum check-list, his/her joining will be notified.

JRF, SRF and Assistantships

PIs are encouraged to select full-time M. Tech./Ph.D. students through M. Tech. & Ph.D. selection process of the Dept./Centre and extend JRF, SRF and assistantship through the Project against sanctioned staff positions. The request for these assistantships can be sent online on IRIS alongwith minutes of DRC/CRC.

Assistantships to Full Time Ph.D./M.Tech. Students of IIT Delhi

- PIs can select full-time M. Tech./Ph.D. students through M.Tech. & Ph.D. selection process of the Dept./Centre and extend JRF, SRF or assistantship through the Project against sanctioned staff positions (JRF/SRF/RA/Project Associate/Project Scientist). Salary of JRF & SRF will be as per the sanction norms of respective funding agency, while assistantship can be to a maximum value of Rs.25,000/- per month for Ph.D. students and Rs.15,000/- per month for M. Tech. students.
- PIs can also offer assistantships to already admitted full time M. Tech./Ph.D. students from projects at any time of the year against sanctioned staff positions (JRF/SRF/RA/Project Associate/Project Scientist).

Gap period assistantships

- IRD has been supporting assistantship for Ph.D Students in the 5th year of registration. Such support can now be extended in the form of Gap period assistantship for both M.Tech./MS(R) and Ph.D. students who are drawing their fellowship/assistantship from the projects. These assistantships will be provided to the students once the projects get over and there is no other project to pay them assistantship. The norms for such awards of assistantship will be as under:
 - (i) M.Tech/MS(R) students can be supported for a maximum gap period of six months. Within this period either they should be completing their M.Tech programme or should switch to Institute teaching assistantship (if available and recommended by DRC/CRC) or switch to research assistantship from another project. Ph.D. students would be supported for a maximum period of one year. Within this period either they would complete their Ph.D. programme or switch to Institute teaching assistantship (if available and recommended by DRC/CRC) or switch to research assistantship from another project.
 - (ii) All assistantships provided by IRD would be at the corresponding Institute assistantship levels. From the projects it may now be possible to give assistantship of upto 25,000/- p.m. for Ph.D. students and Rs. 15,000/-p.m. for M.Tech students (if the project sponsor has not put any constraints). The amount to be paid from IRD during the “gap” periods however would be limited to what is paid under Institute teaching assistantships.

- (iii) Students on IRD assistantship can be assigned Teaching Assistantship responsibilities by the Deptts./Centres if required.
- (iv) For M.Tech/MS(R) students, IRD assistantship would be considered only when teaching assistantship is not available within the Deptt./Centre sanctioned teaching assistantship strength in the applicable category (GE, OBC, SC, ST) i.e. the Deptts./Centre should first consider transferring such students to Institute assistantship if vacancies are available.
- (v) Normally IRD assistantship would be restricted to supporting only one assistantship in Ph.D., and one assistantship in M.Tech./MS(R) under a faculty member at a given time depending upon his/her track record. The track record of faculty member in sponsored research and consultancy would also be considered for supporting more than one student at one time.
- (vi) The request for assistantship should be made online in IRIS for this purpose. The Supervisor has to clearly indicate the duration for which support is required and expected source of support after the expiry of this period.
- (vii) Under no condition, the student will be supported beyond the present time limit i.e. five years for those pursuing Ph.D. and beyond two years for those who are pursuing M. Tech./MS(R).

COMPOSITION OF STANDING SELECTION COMMITTEES

The composition of the selection committee shall be as follows:

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.
• Director / Nominee – Chairperson	• DRC/CRC Chairperson / Nominee – DRC/CRC Chairperson may nominate any Professor in relevant area(s) keeping in view the available expertise.
• PI (Co-PI in the absence of PI)	• PI (Co-PI) in the absence of PI)
• Head of the concerned Dept./Division	• One Expert nominee (faculty or Group A Officer) from the concerned Dept/Unit.
• One expert nominee of the Senate from outside the concerned Dept./Division	• One Expert nominee (faculty or Group A Officer) from outside the concerned Dept/ Unit. (No needed for Attendant & Jr. Project Attendant)
• One Expert from outside the Institute.	• One Expert (Only for Sr. Project Scientist & CSIR projects, if required) from outside the Institute.
Note: For the post which has been sanctioned by the funding agency and is not covered under above mentioned table, Dean (R&D) / Associate Dean (R&D) will constitute / approve the Selection Committee on case to case basis.	

All members must be present during the interview. In case of exigency, the member may nominate in writing another faculty member to fill his position.

OTHER PROVISIONS

- PI may decide to hold web-based interview of any candidate residing outside NCR with the permission of Chairperson.
- The selection committee may also recommend and place the candidate(s) on panel which shall remain valid for the duration of the project or one year whichever is earlier. However, the panel will expire if fresh interviews are held for the project positions.
- No application fee is required to be submitted by the candidates with the application in both the options.

- The guidelines for fixation of salary in respect of superannuated govt. employees to be followed as approved by the Competent Authority (Annexure-V)

DO'S AND DON'TS

- Any cancellation of recruitment or change of qualification in published advertisements [will take effect only with the prior approval of Competent Authority. Scheduled selection committee meetings cannot 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.
- 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.
- The sanctions in a project and spending norms of funding agency are considered supreme, and in cases, where funding agency has explicit provisions or restrictions with reference to any of the above, those must be followed. For example,
 - Qualifications and salaries of project staff (such as JRF/SRF/RA) sanctioned by various Funding agencies are bound by their respective circulars. PIs cannot, at their discretion, recruit project staff in such projects at IRD scales without obtaining prior sanction from the funding agency.
 - Under CSIR funded projects, all appointments are required to be sent to CSIR for their approval along with their duly-filled Form-G (in original).
- Under unavoidable circumstances, project positions can be downgraded but within the same cadre. However, qualification & experience must be clearly publicized for downgraded positions before interviewing /selecting any candidate.
- 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.

INSTRUCTIONS TO PROJECT STAFF

- The project appointees are required to submit/furnish the following documents in IRD Unit at the time of joining the project post(s) within a maximum period of 15 days, failing which the joining/formal appointment will not be notified and hence no salary will be released:
 - a. Self-Attested copies of all certificates related to qualifications/work experience (2 sets to be submitted in case of CSIR sponsored projects)
 - b. Two latest passport-size colour photographs.
 - c. NOC/relieving letter from previous employer
 - d. Self-Attested copy of relevant certificate of SC/ST/OBC/Ex-Servicemen/Physically Handicapped, if applicable.
 - e. Medical Fitness Certificate from IIT Delhi Hospital/Institute recognized hospitals/practicing doctor (IRD/REC-7)
 - f. Character Certificate on prescribed format (IRD/REC-7).

- g. All appointees are required to undergo Mediclaim Policy for self and family members and Accidental insurance cover for self. The minimum coverage for medical and accident insurance together shall not be less than Rs.1,00,000/- with full payment of premium for atleast one year.
 - h. In case, HRA is applicable, the employee needs to fill House Rent Allowance Claim Form (IRD/REC-10).
 - i. Other documents as listed in (IRD/REC-6).
- The project appointee is required to deposit one-month salary as security deposit in IRD Cash Section in two instalments after joining the project post. The security deposit will be refunded on the production of security deposit receipt(s) at the time of leaving the project post subject to obtaining the no-dues clearance.
 - All future correspondence by the project staff with IRD office shall be strictly routed through the PI/CI.

After joining the project post the candidate concerned will be given Joining notification along with their employee code for issue of their **I-Card / Internet access facility and library facilities**. For availing such facilities, the candidates will have to complete the required formalities with the concerned units for issue of their I-card, Internet access and library facilities.

Eligibility for Accommodation: Sr. Project Consultant, Project Consultant, Sr. Project Scientist, Project Scientist, Project Associate, Research Associate, SRF, JRF are entitled for allotment of residential accommodation earmarked for IRD in the campus based on their seniority as per the IRD House Allotment Rules. On allotment of accommodation, applicable HRA will be deducted by IRD and the allottee will be required to pay licence fees, electricity/water bills as per norms. In case no HRA is being provided, employee will be required to make payment directly to BHM as per their norms. No superannuated person employed in a project shall be entitled for IRD accommodation. (IRD/REC-9).

Salary: The salary bill for IRD project staff are processed at IRD on 15th and end of each month.

Terms & Conditions: All the terms & conditions governing the project post/appointments are also given in Annexure-VI.

Mediclaim Insurance: The project staff can avail mediclaim insurance scheme on contribution basis subject to availability of funds in the project and permission by PI/CI for the purpose.

Resignation: Appointments are renewable on yearly basis. However, PI/CI has a right to terminate appointment with a notice of one month depending upon the performance or conduct of the candidate. Candidate too may resign from the post by giving one month notice or salary in lieu of the notice period to PI. Resignation / termination letters duly signed by PI/CI should be forwarded to IRD (IRD/REC-8).

Clarence / No Dues: The candidates will have to submit clearance / no dues certificate to the IRD office for their final settlement. Signature/stamp of all concerned authorities in the NO DUES / CLEARANCE Form must be obtained for processing their case for final settlement (IRD/REC-8).

Refund of Security: The security deposited with the IRD Accounts will be refunded on production of the following documents: (1) Original NO DUES / CLEARANCE CERTIFICATE / request for refund of Security deposit (IRD/REC-8). (2) Original Receipts of Security Deposit. The refund of security deposit will be made by cheque by IRD Accounts.

Qualifications/Experience and Consolidated Pay Slabs for Project Staff

A: Scientific Staff

Sl. No.	Designation	Qualifications	Consolidated Pay Slabs
1.	Sr. Project Consultant	Ph.D. with 1 st class or equivalent (in terms of Grades etc.) at the preceding degree in the appropriate branch with a very good academic record throughout & a minimum of 12 years teaching/research/Industrial experience after Ph.D. OR An outstanding Engineer/Technologist with 1 st Class B.Tech./ M.Sc. or M.Tech. having a minimum of 20 years or 18 years working experience respectively in Industry of repute and who has made significant contribution to knowledge but not having Ph.D. Degree.	Existing: 55,000 – 60,500 – 66,000 – 71,500 – 77,000 – 82,500 – 88,000 (plus HRA @ 20%) Pre-revised: 32,000 - 34,200 – 36,400 –38,600 –39,800
2.	Project Consultant	Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a minimum 8 years teaching/research/Industrial experience after Ph.D. OR An outstanding Scientist/Engineer/Technologist with 1 st class B.Tech./ M.Sc. or M.Tech. working in Industry and having a minimum of 12 years or 10 years experience respectively with established reputation, and who has made significant contribution to the knowledge but not having Ph.D. Degree.	Existing: 50,000 – 55,000 – 60,000 – 65,000 – 70,000 – 75,000 – 80,000 (plus HRA @ 20%) Pre-revised: 28,000 – 29,800 – 31,600 – 33,400 – 35,200
3.	Sr. Project Engineer/Scientist	Ph.D. with first class or equivalent at the preceding degree in the appropriate discipline. OR M. Tech. 1 st class or equivalent with 4 years' experience OR B.Tech. / M.Sc. 1 st class or equivalent with 6 years experience.	Existing: 40,000 – 44,000 – 48,000 – 52,000 – 56,000 – 60,000 – 64,000 (plus HRA @ 20%) Pre-revised: 24,500 – 26,000 – 27,500 – 29,000 – 30,500
4.	Project Engineer/ Scientist	M. Tech. 1 st class or equivalent in the appropriate discipline OR B.Tech. / M. Sc. 1 st Class or equivalent with 2 years' experience.	Existing: 32,000 – 35,200 – 38,400 – 41,600 – 44,800 – 48,000 – 51,200 (plus HRA @ 20%) Pre-revised: 22,000 – 23,200 – 24,400 –25,600 – 26,800
5.	Project Associate	B. Tech./ M. Sc. / M.C.A. 1 st class or equivalent in the appropriate discipline.	Existing: 27,500 - 30,250 - 33,000 - 35,750 - 38,500 - 41,250 - 44,000 (plus HRA @ 20%) Pre-revised: 20,000 – 21,000 – 22,000 – 23,000 –24,000

Note: Candidates will be considered to have 1st class who have got 60% marks or CGPA of 6.75 in the scale of 10. However, if the University from where they have got degrees award 1st class at higher level (e.g. 65%), then the higher level will be considered as the requisite performance level.

B: Technical Support Staff

Sl. No.	Designation	Qualifications	Consolidated Pay Slabs
1.	Sr. Project Assistant	B.Tech./B.E./AMIE and equivalent OR Technical Diploma (3 years duration)/ Graduate Degree in appropriate discipline with 8 years relevant work experience. In exceptional cases ITI (2 years duration) with 12 years of work experience in relevant field may also be considered.	Existing: 25,000 – 27,500 – 30,000 – 32,500 – 35,000 – 37,500 – 40,000 (plus HRA @ 20%) Pre-revised: 16,000 – 17,000 – 18,000 – 19,000 – 20,000
2.	Project Assistant	Diploma (3 years duration) / Graduate Degree in appropriate discipline with 4 years relevant work experience in relevant field. OR ITI (2 years duration) in relevant trade with 8 years relevant work experience	Existing: 23,500 – 25,850 – 28,000 – 30,550 – 32,900 – 35,250 – 37,600 (plus HRA @ 20%) Pre-revised: 13,500 – 14,400 – 15,300 – 16,200 – 17,100
3.	Jr. Project Assistant	Diploma (3 years duration)/Graduate Degree in appropriate discipline. OR ITI (2 years duration) in relevant trade with 4 years relevant work experience	Existing: 14,000 – 15,400 – 16,800 – 18,200 – 19,600 – 21,000 – 22,400 (plus HRA @ 20%) Pre-revised: 9,500 – 10,100 – 10,700 – 11,300 – 11,900
4.	Project Attendant	10 th Class with five years experience	Existing: 10,500 – 11,500 – 12,500 – 13,500 – 14,500 – 15,500 – 16,500 (plus HRA @ 20%) Pre-revised: 7,800 – 8,200 – 8,600 – 9,000 – 9,400
5.	Jr. Project Attendant	10 th class	Existing: 7,000 – 7,700 – 8,400 – 9,100 – 9,800 – 10,500 – 11,200 (plus HRA @ 20%) Pre-revised: 5,500 – 5,900 – 6,300 – 6,700 – 7,100

C: Administrative Officer Staff

Sl. No.	Designation	Qualifications	Consolidated Pay Slabs
1.	Sr. Project Officer	(i) A Post Graduate Degree with at least second class or its equivalent grade and (ii) 08 years of administrative experience in research establishments or other Institutions of higher education out of which 5 years as Assistant Registrar or equivalent post. Desirable: (i) An MBA or equivalent, (ii) Experience of computer system for information processing and retrieval.	Existing: 30,000 – 33,000 – 36,000 – 39,000 – 42,000 – 45,000 – 48,000 (plus HRA @ 20%) Pre-revised: 21,000 – 22,500 – 24,000 – 25,500 – 27,000

Sl. No.	Designation	Qualifications	Consolidated Pay Slabs
2.	Project Officer	<p>(i) A Post Graduate Degree and (ii) Minimum 8 years relevant work experience in an Institute, out of which at least 5 years at the level of Superintendent or of supervising a section in a scale not less than that of a Superintendent.</p> <p style="text-align: center;">OR</p> <p>(i) A Graduate Degree and (ii) Minimum 12 years relevant work experience in an Institute, out of which at least 5 years at the level of Superintendent or of supervising a section in a scale not less than that of a Superintendent.</p> <p>Desirable:(i) An MBA or equivalent, (ii) Experience of computer system for information processing and retrieval</p>	<p>Existing: 26,500 – 29,150 – 31,800 – 34,450 – 37,100 – 39,750 – 42,400 (plus HRA @ 20%)</p> <p>Pre-revised: 18,000– 19,200 – 20,400 – 21,600 – 22,800</p>

D: Administrative Support Staff

Sl. No.	Designation	Qualifications	Consolidated Pay Slabs
1.	Sr. Project Assistant (Admn.)	<p>Graduate Degree in Arts, Science, Commerce or Business Management. At least 5 years work experience in the actual conduct of meetings / examinations and/or adequate experience of supervisory work as Jr. Superintendent level in a Govt. office or in educational Institution or in business organization of repute.</p> <p>Desirable: Knowledge of Office Procedures, rules & regulations generally operative in Govt. office or in Educational Institutions including experience in handling work in connection with meetings & conferences. Working knowledge of computer.</p> <p><u>In case of Accounts/Audit/Cash:</u> Graduate of a recognized University. Sufficient knowledge of fundamental & Supp. Rules, Account Code, G.F. Rules, Rules of Central Govt. Has passed an accounting exam such as subordinate accounts service, costing, etc.</p>	<p>Existing: 25,000 – 27,500 – 30,000 – 32,500 – 35,000 – 37,500 – 40,000 (plus HRA @ 20%)</p> <p>Pre-revised: 16,000 – 17,000 –18,000 –19,000 –20,000</p>
2.	Project Assistant	<p>Graduate degree with 2 years work experience as Sr. Assistant or equivalent post/scale.</p> <p><u>In case of Account/Audit/Cash:</u> Graduate degree preferably Commerce with 2 years work experience as UDC or equivalent post/scale</p> <p><u>In case of Stores/Stock Verification:</u> Graduate degree with 2 years relevant work experience of Stores/Stock verification at the level of Sr. Assistant or equivalent post/scale</p>	<p>Existing: 23,500 – 25,850 – 28,000 – 30,550 – 32,900 – 35,250 – 37,600 (plus HRA @ 20%)</p> <p>Pre-revised: 13,500 – 14,400 – 15,300 –16,200 –17,100</p>

Sl. No.	Designation	Qualifications	Consolidated Pay Slabs
3.	Jr. Project Assistant	i) Graduate Degree/Diploma (three years) ii) Knowledge of Office Procedures, noting, drafting etc. and dealing with correspondence. iii) Should have one year experience in one or more of the following: a) Estt. & Admn. Matters b) Maintenance of accounts, priced stores ledgers, processing of bills c) Purchase of stores & Purchase Procedure d) Work connected with meetings, conference, Co-ordination e) Admissions & conduct of examinations f) Knowledge of computers.	Existing: 14,000 – 15,400 – 16,800 – 18,200 – 19,600 – 21,000 – 22,400 (plus HRA @ 20%) Pre-revised: 9,500 – 10,100 – 10,700 – 11,300 – 11,900
4.	Project Attendant	10 th Class with five years experience	Existing: 10,500 – 11,500 – 12,500 – 13,500 – 14,500 – 15,500 – 16,500 (plus HRA @ 20%) Pre-revised: 7,800 – 8,200 – 8,600 – 9,000 – 9,400
5.	Jr. Project Attendant	10 th Class	Existing: 7,000 – 7,700 – 8,400 – 9,100 – 9,800 – 10,500 – 11,200 (plus HRA @ 20%) Pre-revised: 5,500 – 5,900 – 6,300 – 6,700 – 7,100

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Industrial Research & Development Unit

Qualifications of JRF/SRF/RA (as per DST Guidelines) vide circular No. A-20020/11/97-IFD dated 31st March, 2010.

Sl. No.	Designations & Qualifications	Revised Emoluments per month for first two years (JRF)	Emoluments per month after 2 years (SRF)
1.	Junior Research Fellow (JRF) leading to Ph.D. Post Graduate Degree in Professional Courses (M. Tech.)	Rs.18,000/- per month	Rs.20,000/- p.m.
2.	Junior Research Fellow (JRF) leading to Ph.D. Post Graduate (PG) Degree in Basic Sciences (M.Sc.) plus NET qualified. Or Graduate Degree in Professional Courses 1 st class (B. Tech.) degree or equivalent with NET/GATE qualification	Rs.16,000/- p.m.	Rs.18,000/- p.m.
3.	Junior Research Fellow (JRF) leading to Ph.D. Post Graduate (PG) Degree in Basic Sciences (M.Sc.) plus NET qualified for lectureship	Rs.12,000/- p.m.	Rs.14,000/-p.m.
4.	Sr. Research Fellow (SRF) 2 years of research experience as JRF or requisite qualification (as above at S. No. 1,2&3) with 2 years research experience.	Rs.14,000-18,000-20,000/- per month whichever is applicable for given qualifications mentioned above.	
HRA will be paid as per norms			

Research Associate (RA)

Educational Qualification: Ph.D. or equivalent degree or 1st class M. Tech. or equivalent with 3 years of research / teaching/ design and development experience.

S. NO.	Category	Revised emoluments per month
1.	Research Associate (RA-I)	Rs.22,000/ - p.m.
2.	Research Associate (RA-II)	Rs.23,000/ - p.m.
3.	Research Associate (RA-III)	Rs.24,000/ - p.m.
HRA will be paid as per norms		

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.

Industrial Research & Development Unit

Minutes of the Selection Committee

Minutes of the meeting of the Selection Committee held onfor making Project Appointment to the post ofin the consolidated pay-slab of Rs.....under the Sponsored Research Project titled” ” (RP00000) in operation under Prof.....of this Institute.

A Selection Committee comprising the following members met onfor making selection for Project appointments as mentioned above.

1.	Prof.	Chairman
2.	Prof.	Member
3.	Prof.	Member
4.	Prof.	Expert Member
5.	Prof.	Expert Member
6.	Prof.	Outside Expert

In response to the advertisement _____ candidates attended the interview. The Selection Committee noted the following advertised and shortlisting criteria:-

Advertised:-

Shortlisting:-

After interviewing the Candidates present and assessing their suitability for the advertised posts, the Committee recommends the following for project appointment(s).

S.No	Name	Post	Starting Salary	Justification for higher starting salary (if applicable)

It is to certify that none of the candidates who have appeared for the test/interview is a close relative of the undersigned Committee Members OR alternate arrangements have been made for such candidates as per IRD recruitment policy.

Prof.
Chairperson, SC

INDIAN INSTITUTE OF TECHNOLOGY
HAUZ KHAS NEW DELHI-110016

No.:IITD/IRD/RP0..... /

Dt.: 10/2013

Subject:- Interview for the contractual post of “.....” in the consolidated Pay slab of Rs..... under the research project entitled “ ” (RP0.....) in operation under Dr./Prof. The present duration of the project is up to :-
..... .

Reference: Your application for the above post.

Sir/Madam,

Kindly appear for Test/Interview for the above post on at
.....AM/PM in the office of Prof./Dr.

You will be entitled to 2nd class rail fare from your place to New Delhi and back by the shortest route on production of proof of travel. The travel reimbursement shall be remitted to you by cheque.

Kindly bring with you the following documents:

- 1 Original certificates/degrees/diplomas in support of your educational/professional qualification and experience.
- 2 Salary certificate form your present employer, clearly indicating your salary & other allowances, if any.
- 3 No objection certificate from your employer in case you have not submitted your application through your employer.

In case you fail to produce the above documents, you are not likely to be interviewed by the Selection Committee and also shall not be entitled to claiming TA for attending the interview.

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Principal Investigator of the Project

Fixation of salary in respect of Professionals retired from Government Services and hired under Sponsored Research Projects / Consultancy Jobs.

Ref.: OM No. IITD/IRD/M-37 dated 14/11/2011

With the approval of the Director, the salary of the superannuated employee on his/her appointment under sponsored research projects / consultancy projects etc . will be fixed in following categories with the appropriate designations and term and conditions:

1. **Category A** Rs.40,000 to Rs.70,000/- per month
(for those retired with grade pay of Rs.8000 & above)
Designations: Project Scientist (contract)/ Sr. Project Scientist (contract)/ Project Consultant (contract)/ Sr. Project Consultant (contract)
2. **Category B** Rs.25,000 to Rs.36,000/- per month
(for those retired with grade pay of Rs.5400/6600/7600)
Designations: Sr. Project Assistant (contract)/ Project Officer (contract)/ Sr. Project Officer (contract)
3. **Category C** Rs.16,000 to Rs.22,000/- per month
(for those retired with grade pay of Rs.4200/4600/4800)
Designations: Jr. Project Assistant (contract)/ Project Assistant (contract)

Terms & conditions:

- (i) The retired person may be appointed on yearly contractual basis. Based on his / her performance and requirement of his services for operating the project, the contractual appointment can be further extended upto a maximum of five terms of one years each subject to his/her attaining the age of (70) years or closure of the project whichever is earlier. Under special circumstances, superannuated employees could be hired beyond the age of seventy with appropriate approvals.
- (ii) The maximum consolidated monthly amount should be paid out of the project salary budget head depending upon (i) the position held by the person at the time of his/her superannuation and the associated salary and grade pay received; and (ii) the project position against which the appointment is to be made.
- (iii) The process for advertising for the project posts/position and for selecting the person(s) shall be as per prevailing IRD rules and Regulations. In case a superannuated employee is selected, he/she will be placed in the relevant / equivalent Designations given under category, A,B,C.
- (iv) No superannuated employee will be eligible for IRD accommodation. HRA will be given as per Govt. of India, IRD rules prevalent on that day.

TERMS AND CONDITIONS GOVERNING THE PROJECT APPOINTMENTS

1. **APPOINTMENT:** All appointments shall be on contract of one year or less if the project is terminated earlier. The appointment is against the temporary project post and will not continue in any circumstances beyond the duration of the said project. Any subsequent contract in the project or another project will be fresh appointment. The appointment in the outside funded project does not give project staff any claim whatsoever for appointment/regularization against any Institute post.
2. **PAY AND ALLOWANCES:** Consolidated salary offered for the project post include: Basic pay, DA, HRA, PF benefits and Insurances premium to cover against medical and hospitalization for self and dependent family members and accident insurance for self. Further, the candidate is required to deposit one month's salary as security (in a maximum of two installments within two months) in cash counter with intimation to IRD Accounts.
3. **DUTY AND INTELLECTUAL PROPERTY RIGHTS:** (i) Staff appointed in a project will be required to work under the Project Investigator of the project. (ii) The outcome of any research under the project is the property of the project and is bound by the prevailing IPR Policy of the Institute and sponsors of the project. Any result can only be published with prior written approval of the Project Investigator with due acknowledgement of the sponsors of the project. (iii) On leaving the service, all document relating to the project are required to be returned to the Project Investigator.
4. **LEAVE:** Project staff will be entitled to maximum of 30 days of leave in a year (i.e. @ two and half leave per month) including Earned Leave, Casual leave, Half Pay Leave, Maternity Leave etc. No leave encashment or carry forward is permissible on the termination of the contract or renewal of the contract.
5. **TERMINATION OF SERVICE:** During the period of project appointment in the Research Project services of project staff are liable to be terminated with one month's notice or payment of one month salary in lieu thereof. Likewise project staff too can resign by giving one month notice or salary in lieu of the notice period.
6. **OTHER CONDITIONS:** (a) No plural marriage can be contracted without the permission of the Competent Authority. In case the project staff has more than one spouse living, the fact should be intimated before joining new appointment. (b) Every employee of the project is deemed to have taken an oath of allegiance to Indi. The oath may also be administered to new appointee by the project investigator at the time of joining the project post.
7. **RESIDENTIAL ACCOMMODATION:** The IRD Unit has limited residential accommodation available at present in the campus for its project staff, which is allotted on the basis of entitlement and seniority and for which the project staff pays fixed rent as per IRD rules.
8. **MEDICAL FACILITY:** All project staff are required to take insurance to cover medical treatment for self and family members and accident insurance for self. This insurance cover must be maintained by the candidates during the entire period of employment under the project, failing which salary will not be released.
9. **CHARACTER CERTIFICATE:** At the time of joining the candidate will be required to produce a character certificate from a Class-1 Officer on the prescribed form.
10. **TRAVELLING ALLOWANCE:** No TA is admissible for joining the post or on leaving the service.
11. **MEDICAL EXAMINATION:** Before joining, project staff is required to undergo medical examination at IIT Delhi Hospital and produce a Medical Certificate from the Medical Officer/CMO about the present sound health and physical fitness in prescribed Form.

I _____ accept the offer of Project Appointment to the project post of
_____ as per the terms and conditions stated above.

Place : _____

Signature : _____