



पं. द्वारका प्रसाद मिश्र  
भारतीय सूचना प्रौद्योगिकी,  
अभिकल्पन एवं विनिर्माण संस्थान, जबलपुर  
(संसदीय अधिनियम द्वारा स्थापित राष्ट्रीय महत्व का संस्थान)

Pt. Dwarka Prasad Mishra  
Indian Institute of Information Technology,  
Design & Manufacturing, Jabalpur  
(An Institute of National Importance established by an Act of Parliament)

## Office of Research, Sponsored Projects and Consultancy

### Approval of Advertisement and Selection Committee (for Project Staff)

I.	Project Title						
II.	Name of sponsoring agency						
III.	Project No. (allotted by the RSPC office)						
IV.A	Project related other details:						
Sanctioned position	No. of positions		Name of incumbent(s) if any and last date of tenure	Project			
	Available	Occupied		Sanction date	Start date*	End date	Duration
IV.B	Whether project has sufficient funds to accommodate the manpower for the proposed duration (Yes/ No)						

\*Start date should be the date on which the first installment of the project grant is received at the institute.

V	Position proposed to be advertised	Consolidated salary (in Rs.) + HRA	Duration of appointment**	Eligibility criteria
A				
B				

\*\* The appointment will be initially for one year and will be extended as per the rules.

VI	Last date of the application submission <sup>#</sup>	Proposed date of written test	Proposed date of interview	Proposed place of interview	Mode of written test / Skill test
For A					
For B					

# It is advised to keep 21 days between the advertisement date and the written test/interview date

VII	Proposed selection Committee			
1	PI of the Project (Convener of the Committee)			
2	Co-PI(s), if any			
3	One expert from the relevant discipline (to be proposed by PI)			
4	Nominee of Dean RSPC			
5	External Expert (if applicable, as per project funding requirement)			
6	Any Other member (if required)			

VIII	List of enclosure submitted (Y / N)
A.	Signed advertisement to be uploaded on the Institute website

I, request to kindly approve the above proposed committee.

Forwarded by Head of the Discipline  
Name of HoD:

Principal Investigator  
Signature

AR / DR

Approved/ Not Approved  
Dean (RSPC)

**Guidelines for PI/Co-PI:**

1. PI may initiate and complete the project staff appointment process after getting a sanction letter. However, the offer /appointment letter will be issued once the funds are received.
2. It is advised to keep 21 days between the advertisement date and the written test/interview date.
3. This Advertisement and Selection Committee approval is for the specific selection process only.
  - (a). In case the selection process could not materialize, due to any reason, kindly inform Dean RSPC/office RSPC by mail with the modified dates in the advertisement. No fresh approval is required.
  - (b). In case the selection process could not materialize and terms or conditions have been changed, then take fresh approval for the Advertisement and Selection Committee.
4. PI is requested not to alter the form in any manner. For any exceptional request, kindly put up the request on the note sheet, along with the filled form.
5. PI is requested to send the advertisement to CC and ensure that it is uploaded on the Institute website <http://www.iiitdmj.ac.in> and all social media platforms of the Institute (LinkedIn, FB, Twitter etc.).
6. PI is requested to coordinate with the selection committee members regarding the conduct of the written test/interview.
7. It is assumed that the prior consent of the proposed committee members has been taken by the PI.
8. PI is requested to sign on both pages of this form.
9. Along with the "Report of Selection Committee" (FORM-PEM05), PI is requested to kindly send the self-attested copies of all eligibility-related documents of the selected candidates.
10. All original documents of the selected candidates will be verified by the RSPC office at the time of joining.
11. The appointment will be initially for one year and will be extended yearly on satisfactory performance till the completion of the project and as per the guidelines of the sponsoring agency. The maximum duration of the appointment will be limited to the end date of the project.
12. The duration of the appointment will be mentioned in the offer letter as per the recommendation of the committee and/or depending on the progress of the project staff.
13. On completion of one year, the PI will review the performance of the project staff and may recommend the extension of project staff through the Head of the discipline to be approved by the Dean RSPC. A short report on progress needs to be submitted.
14. Change of Category of project staff (Upgradation of designation): This should be as per the funding agency norms. In case of non-clarity, the existing process with the recommendation of the committee, proposed by the PI and one nominee of Dean RSPC, will be followed.

Principal Investigator  
Signature