



## Office of Dean (Research, Sponsored Projects and Consultancy)

### PEM 01 : Approval of Advertisement and Selection Committee (for Project Staff)

I.	Project Title						
II.	Name of sponsoring agency						
III.	Project No. (allotted by the RSPC)						
IV. A	Project related other details:						
	Name of sanctioned position	No. of positions		Name of incumbent(s) and last date of tenure	Project		
		Available	Occupied		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 (Maximum One Year)**	Eligibility criteria
A				
B				

\*\*The staff can be reappointed through fresh selection process.

VI	Last date of the application submission***	Proposed date of written test	Proposed date of interview***	Mode of written test / Skill test
For A				
For B				

\*\*\* Kindly refer to Note 1 & 2, before filling the details above.

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

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

I, request to kindly approve the above proposed committee.

Principal Investigator  
Signature

Forwarded by Head of the Discipline  
Name of HoD -



To be filled by Office RSPC (details regarding interview scheduling)		
Date	Time	Venue
		<b>Approved/ Not Approved</b>
<b>Office Dean (RSPC)</b>	<b>AR / DR</b>	<b>Dean (RSPC)</b>
<b>Note (for PI):</b>		
<ol style="list-style-type: none"><li>1. Kindly note that for all the advertisements which are being submitted in a particular week (by Friday or last working day of the week), the last date for receiving applications, would be of the Monday of 3<sup>rd</sup> subsequent week (this will provide time of more than 15 days for the advertisement) and the interview date will be the Monday of 4<sup>th</sup> subsequent week.</li><li>2. The interview of the shortlisted candidates will be conducted at RSPC office / Conference Hall, 2<sup>nd</sup> Floor, Admin Building on Monday, 11 AM preferably.</li><li>3. This Approval of Advertisement and Selection Committee is for the specific selection process only. In case the selection process could not materialize, due to any reason, kindly take fresh approval for the Advertisement and Selection Committee.</li><li>4. PI is requested to not to alter the form in any manner. For any exceptional request, kindly put up the request on note sheet, along with the filled form.</li><li>5. PI is requested to send the advertisement to CC and ensure that it should be uploaded on the Institute website <a href="http://www.iiitdmj.ac.in">http://www.iiitdmj.ac.in</a> and all social media platform of the Institute (LinkedIn, FB, Twitter etc)</li><li>6. PI is requested to coordinate with the selection committee members regarding conduct of interview.</li><li>7. It is assumed that the prior consent of the proposed committee members has been taken by the PI.</li><li>8. PI is requested to sign on both the pages of this form.</li><li>9. Along with the "Report of Selection Committee" (FORM -PEM02) recommendation, PI is requested to kindly send the self-attested copies of all eligibility related documents of the selected candidates.</li><li>10. All original documents of the selected candidates will be verified by the RSPC office at the time of joining.</li></ol>		

**Principal Investigator  
Signature**