

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

### **Request for Upgradation of Appointment through Selection Committee**

1.	Project No.			
2.	Project Title			
	Funding Agency			
3.	Project Completion Date			
4.	Name of Candidate		Mob. No.	
5.	Present Designation		P.F. No	
6.	Current Fellowship/ Salary/ per month			
7.	Designation to be Upgraded			
8.	Fellowship/Salary proposed which to be upgraded per month	₹ (Consolidated)		
9.	Fellowship/Salary proposed is as per Sanctioned Letter	Yes: (      )                          No: (      )		
10.	Qualification & Experience			
11.	Date of Joining in present designation			
12.	Date of Upgradation in designation			

13.	Justification for upgradation in designation & fellowship/ salary with supporting documents (approval, rules & guidelines of funding agency)	
14.	Upgradation (till the completion of project or a specific date)	From: _____ To: _____
15.	Funds available in respective Salary Head	Yes: (    )                  No: (    )

**Proposed Committee for Upgradation:**

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)	

**Enclosure: Supporting document/norms of the funding agency for the upgradation of designation and fellowship/salary.**

**Guideline for upgradation:**

- The Principal Investigator can recommend for upgradation (with change of designation) of the employee within the same project as per funding agency norms OR through the selection committee. Such recommendation must be justifiable in terms of qualification, experience and requirement.
- Report of the Selection Committee along with a short report on the progress made by the project staff is to be submitted.

Recommended & Forwarded by

Signature: \_\_\_\_\_

Name of PI: \_\_\_\_\_

Date: \_\_\_\_\_

**Forwarded by Head of the Discipline**

**AR /DR (RSPC)**

**Approved/Not Approved**

**Dean, RSPC**