IIITDMJ/ODRSPC/2024/..1.1.6

June 19, 2024

NOTIFICATION

Subject: Modification in some procedures/policies followed by the RSPC office for better management and convenience of PI/Co-PIs/project staff

The revised rules/ guidelines for the "Project Staff Appointment Process" are as follows:

1. Project staff appointment process:
   a. The PI will decide on the date and venue (maybe concerned discipline lab/conference hall/a commonplace like conference hall at the 2nd floor of the admin block) for the interview. The same will be mentioned in the form and informed to the RSPC office, the committee members, and shortlisted candidates by the PI.
   b. The PIs are advised to keep 21 days between the advertisement date and the written test/ interview date.

2. Project staff initial appointment duration:
   a. 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. The maximum duration of appointment will be limited to the end date of the project.
   b. 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.

3. Extension of project staff after 1 year: 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.

4. 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.

5. Start of project staff recruitment process: PI may initiate and complete the project staff appointment process after getting a sanction letter for the project. However, the offer /appointment letter will be issued once the funds are received.

This notification is issued with the approval of the competent authority.

(Shailesh Sharma)
Assistant Registrar, RSPC

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