

SPONSORED PROJECTS AND CONSULTANCIES

GUIDELINES FOR APPOINTMENT OF PROJECT STAFF

Attempts shall be made to hire suitable Project Staff as soon as possible.

ADVERTISEMENT

1. Wide publicity shall be given for appointment of Project Staff.
2. Vacancies for less than 6 months need not be advertised and may be appointed *ad hoc*.
3. Vacancies of more than 6 months but less than 1 year need not be advertised, but the information shall be circulated to various Universities and research institutions.
4. Posts for more than one year need to be advertised in the Classified Column of a national newspaper, appropriate journals such as Current Science/Economic & Political Weekly, and professional websites.
5. The advertisement shall be displayed on the University website for at least 15 days. Advertisements in newspapers shall be brief (see **Annexure-10** in AU website for a sample) and at least 15 days must be allowed for the candidates to respond.

MINIMUM QUALIFICATIONS AND EMOLUMENTS

1. Generally, grant agencies specify the minimum qualifications for the sanctioned positions and these shall be adhered to. If the minimum qualifications are not indicated, University/Govt. norms shall be followed.
2. The emoluments for each Project are subject to change and the latest revised scales specified by the grant agency may be followed. Project staff are entitled to House Rent Allowance (HRA) as per AU norms provided the funding agency has sanctioned the same.

SELECTION COMMITTEE

1. A Selection Committee shall be constituted for selection of the candidates in accordance with the norms laid down by the funding agency. The format for requesting for constituting the Selection Committee is given in **Annexure-11 (AU website)**. Once constituted, the Selection Committee will be valid for a period of 3 years.
2. The Selection Committee will comprise the following members:

i) Dean of the Faculty	Chairperson
iii) Head of the Department	Member
iv) *A Subject Expert from another Institution	Member
v) PI	Convener
vi) Co-Investigator	Member

*If stipulated by the funding agency.

INTERVIEW

1. The date for the interview shall be fixed in consultation with the members of the Selection Committee (**Annexure-12, AU website**: Specimen copy of interview letter).

2. The interview letters must be mailed to the candidates well in advance.
3. The external member shall be paid TA/DA and sitting fee as per University norms from the project funds.
4. The Committee may also recommend if the candidate can register for M.Phil./Ph.D. if he/she fulfils the admission requirements of AU.
5. The topic of the M.Phil./Ph.D. thesis shall however pertain to the project in which the staff is employed.
6. Only the PI or Co-Investigator alone can function as a Research Supervisor for the Project Staff admitted to the M.Phil./Ph.D. programme.
7. Project Staff admitted to M.Phil./Ph.D. programme will be governed by both the Projects and M.Phil./Ph.D. ordinances.
8. After the interview, the Minutes of the Selection Committee meeting (**Annexure-13, AU website**) shall be sent to the Registrar with the following details:
 - Name of the post
 - Number of candidates called for the interview
 - Number, names, and qualifications of the candidates who appeared for the interview
 - Name of the candidate selected for the post and the emoluments.
 - Wait-listed candidates

APPOINTMENT CONDITIONS

1. The appointment of all Project Staff shall be on contract basis, and the letter should indicate the duration, and the terms and conditions of the appointment. Furthermore, it shall be made clear that the appointment is purely temporary and no claim may be made for regular appointment.
2. The term of appointment shall be for a maximum period of one year at a time or until the end of the project, whichever is earlier. A specimen copy of the appointment order and the joining report are appended in **Annexure-14 and Annexure-15 (AU website)** respectively.
3. All the terms and conditions for the appointment of the project staff shall be indicated in the contract agreement entered into between the PI and the selected candidate (**Annexure-16, AU website**). The appointment may be extended at the end of one year based on the performance.
4. Project Staff who want to be relieved in the middle of the project work with genuine reason, shall submit resignation to the Director of Research through the PI, after giving one month notice.
5. Services of the project staff may be terminated by the PI if the performance is not satisfactory after giving one month notice. *However, this shall be done by placing the matter before a Committee comprising the PI, Co-PI, Head of the Department, and a Senior Faculty.*