



AIIMS Bathinda **Recruitment Rules for Research Project Staff**

Administration of research projects in the Research section involves managing research staff recruitment and other administrative aspects of funded projects.

PROCEDURE FOR APPOINTMENT OF RESEARCH PROJECT STAFF IN EXTRAMURAL PROJECTS:

To meet the requirement for time-bound research project engagements, a more flexible system for appointing manpower on a contract basis across various extramurally funded research projects has been developed for implementation.

- The research staff are appointed in extramural funded projects on a contract basis against the sanctioned post under the project. Although the project staff work directly under the project investigators, they are administratively governed by the Research Section.
- The research staff employed for the project are not treated as employees of AIIMS/Govt. of India, and the deployment of such staff is terminated after expiry of the project or on the recommendation of the project investigator. All service matter/administrative activities related to contractual research staff are dealt by the Research Section through the project investigator.
- The service conditions for projects are, in general, as approved by the competent authority of the institute from time to time. **However, the research project staff are not entitled to any claim to permanent absorption in AIIMS Bathinda after the expiry of the project.**

In order to streamline the appointment of research staff in various projects, the following procedures should be followed in AIIMS Bathinda:

- i) The project Principal Investigator (PI) should ensure that Manpower has been duly approved by the funding agency as per the Budget Head.
- ii) The PI has to prepare the advertisement in coordination with the research cell as per the prescribed format, and submit it to the research section for advertising on the website and to circulate the advertisement to the concerned institutes. In addition, the advertisement notice must be sent to the Principal/Dean/Registrar/Superintendent of all medical colleges in Punjab, Haryana, Rajasthan, etc., by email for wider publicity, with at least 2 weeks' notice. The evidence of wider circulation (in the form of a copy of the email or proof of posting) must be provided to the Research Section.
- iii) The PI should clearly mention the name of the post, title of the project, name of the funding agency, prescribed/requisite qualification, salary structure, Age limit, tenure of contract appointment, etc., on the advertisement notice, which will be advertised by the IT cell for visibility of the concerned.
- iv) The applicant will send their applications in a predesigned format to the PI, and after receiving the applications, the PI and Co-PI shall do a screening of the applications, and the eligible candidates will be called for an interview by the committee. The interview will be in both online and offline modes.
- v) Candidates without the requisite criteria/qualification/experience should not be called for an interview by the PI.
- vi) The selection committee shall do the selection of project staff, comprising the Executive Director, Dean Research, Principal Investigator and Co-PI.

vii) The selection process should be fair and transparent. Candidates should be selected based on eligibility criteria and merit.

Vii) After selection, the PI will submit the applications to the research section with the following documents for each applicant:

- Self-attested copies of all degree/certificates related to qualifications/Date of birth/Experience etc.
 - One latest passport-size photograph to be pasted on the application form.
 - Self-attested copy of relevant certificate of SC/ST/OBC/Ex-serviceman/ Physically Handicapped, if applicable.
 - Checklist (For different posts and different agencies – Checklists have been prepared to ensure completeness of the application).
 - The attendance of all candidates who appeared for the interview
 - Copy of the advertisement
 - Proof of wide dissemination of the advertisement (copies of email / UPC/ copy of advertisement on AIIMS website)
- It is a good practice to have a waitlist of candidates, and the same should be sent to them. It helps save time in case the selected incumbent does not join or resigns soon after joining.

viii) The Selection committee for all posts in the research section approves the contractual appointment after scrutinising that the RRs and proper procedures for selection have been followed as laid down by the Research Section.

ix) Research Section checks that the selected candidate meets the essential qualifications and other criteria for the post, and after approval, the research section shall issue an appointment letter.

x) The contract appointment is given from the date of the appointment letter issued. This is usually the date recommended by the selection committee on the application. It must be noted, however, that the recommended date can never be prior to the date of application received at the research section, i.e. **no person is allowed to be employed retrospectively.**

xi) At the time of joining, the research project staff will submit their joining in the research section and submit the following:

- a. Original degree/ certificates of qualification/date of birth/caste, etc., for verification by the PI in the research section.
- b. Undertaking and Non-disclosure form in a specific format.
- c. In case HRA is admissible as per the project funding, the employee needs to submit address proof/rent agreement.
- d. Proof of experience documents need to be submitted as per the requirements of posts as mentioned in RRs
- e. Other documents as per checklists .

xii) No person can be employed either as a daily wage or on a part-time basis.

xiii) No person can be employed out of contingency funds.

xiv) No TA or any other allowances are given for the interview or for joining the contract job.

TERMS & CONDITIONS FOR CONTRACT APPOINTMENT

It is clarified that all contract appointments in extramurally funded research projects are treated as new appointments and not as a continuation of an earlier one.

A) Duration/Extension of the contract appointment

The appointment will be purely on a contractual basis and will end on the day the project ends; the candidate is in no way assumed to be permanent and derives no right whatsoever in that regard.

The first/initial contract appointment will be given for a duration of six months only. Subsequently, the contract appointment will be extended for further periods on a six-monthly or yearly basis only on the recommendation of the PI. The responsibility for seeking an extension lies with the concerned research staff and the PI and should be done at least 15 days before the expiry of the tenure.

B) Recruitment Rules, Eligibility criteria and salary structure for project staff

The Research Section is following the eligibility criteria and pay structure for the research staff as per the rules of the concerned funding agency. With the approval of the competent authority, the Research Section has compiled the recruitment rules for Principal Investigators (PIs) at AIIMS Bathinda.

1) Projects funded by DST, ANRF, DBT, CSIR and DRDO-

(a) Recruitment Rules as per DST OM No. SR/S9/Z-08/2018 dated January 30, 2019 regarding revision of emoluments and guidelines on service conditions for JRF/SRF and RA;

(b) Recruitment Rules as per DST OM <http://No.SR/S9/Z-05/2019> dated 21st August 2019 regarding essential qualifications and monthly emoluments of scientific/technical manpower other than JRF/SRF/RA.

2) Projects funded by ICMR -

(a) ICMR OM No.16/107/2008-Admn.II dated 04.10.2016 and OM No.16/107/2008-Admn.II dated 31.10.2018 regarding guidelines for recruitment of staff for Research Projects.

(b) Salary of JRF, SRF and RA will be as per ICMR OM No. 16/139/2014-Admn.II dated 11.06.2019. For salary of other staff, clarification has been received from ICMR to follow OM No.16/107/2008-Admn.II dated 04.10.2016 guidelines.

3) Projects funded by AYUSH and other Ministries of Govt. Of India –

(a) As per ICMR guidelines.

(b) In projects funded by AYUSH, those candidates with qualification & experience related to Ayurveda, Yoga and complementary or Alternative Medicine will also be eligible to apply depending on project requirement.

4) Projects funded by International agencies-

The RRs should be as per ICMR or DST-DBT guidelines. However, salary may be given as per sanction of the funding agency.

5) Projects funded by Private/Pharmaceuticals industries-

Both RRs and salary should be as per ICMR or DST-DBT guidelines.

NOTE:

i) It is brought to the notice of all Principal Investigators that Government funding agencies/ departments have become very strict regarding recruitment rules of the project staff and are withholding further release of funds in subsequent years if these guidelines are not strictly followed. Hence, all Project Investigators are hereby directed to ensure compliance with the recruitment guidelines issued by respective Government funding agencies while advertising and recruiting such project staff under their projects.

ii) It is pertinent to inform that in DST/DBT/ANRF/CSIR/DRDO funded projects, if the candidate has cleared NET/GATE/National Level examination (as mentioned in OM No. SR/S9/Z-08/2018 dated January 30, 2019), he/she will be eligible for JRF/SRF. The National Level examination list will also include the AIIMS PhD entrance examination. However, if the candidate has not cleared NET/GATE/National Level examination, then he/she will be eligible for Project Associate-I and Project Associate-II with the same salary of JRF/SRF as per DST OM <http://No.SR/S9/Z-05/2019> dated 21st August 2019. However, PI should inform the funding agency and seek approval for changing the position of JRF/SRF to Project Associate I and II before recruitment of manpower in the project.

iii) The Utilisation report shall be submitted to the research cell every 6 months after verification by the accounts section.

iv) If a candidate is registered for a PhD at AIIMS against a post in a project, there is no need to advertise the post and interview the candidate. In such cases, the PI is requested to send the following to the Research Section:

a) Application of the candidate, duly recommended and forwarded by the project investigator.

b) Proof of AIIMS Bathinda PhD registration.

c) Certificate/undertaking of PI that the selected candidate is against the same funded project for which PhD seat was sanctioned.

iv) The DST/DBT/ANRF OM applies mainly to science and engineering graduates/post-graduates. However, for recruitment of research staff, including JRF/SRF/RA from medical/para medical/pharmaceutical/social science/humanities/other miscellaneous backgrounds, it is requested that the PI may seek clarification from the concerned funding agency for providing guidelines of recruitment rules and emolument details for such posts at the time of sanction of the project. Subsequently, PI may please apply the same as approved by the funding agency for recruitment of such project staff.

v) For any other clarification relating to recruitment rules and salary of project staff (not listed in these OMs), Project Investigators are requested to get the necessary guidelines from the funding agency. Only then will they be accepted by the Research Section.

vi) These RR guidelines may be revised from time to time depending upon any modifications communicated by the funding agencies. PIs will be informed accordingly.

vii) The Research Section will not approve of any appointment of research staff that has not been made as per the guidelines attached by the funding agencies.

iii. Resignation/Termination of contractual project staff

A contract research staff member can tender resignation, or a project investigator can terminate the contractual service of research staff before the completion of the project or the extension of appointment. The tendered resignation or termination is accepted on the recommendation of the PI as per the following terms and conditions:

- The institute reserves the right to terminate the contract appointment at any time with 15 days' notice.

- The project employee can resign from the post either by giving 15 days' notice or by paying 15 days salary in lieu thereof.

a) Project employees resigning without giving 15 days notice or depositing 15 days salary will NOT be issued an experience and no dues certificate.

b) They will not be considered for appointment to any other project in AIIMS Bathinda simultaneously within the contract period.

iv. Final No dues certificate

After acceptance of the Resignation/termination of contract appointment, the research staff has to submit a no-dues certificate from his/her PI, the Library, etc., through the project investigator, and the Research Section will issue a final leaving Certificate.

v. Experience certificate

The certificate of work experience for the period involved will be issued by the Research Section to the project staff on his/her request, duly forwarded by the project investigator. Project investigators are not allowed to issue experience certificates to project staff employed for research projects.

FACILITIES AND ENTITLEMENTS OF CONTRACTUAL RESEARCH STAFF

i) **Grant of Leave:** A research staff member can leave the station only with sanctioned leave or prior permission of the officer to whom he reports. The Project Investigator (PI) is the authority to sanction/recommend all types of leave. The provisions of the leave rules are briefly described in the following paragraphs:

a) **Casual/Earned Leave:** A project employee can avail a total of 30 days leave per annum (Pro-rated @ 2.5 days per month of completed service) from the date of joining. The leave record will be forwarded by the project investigator to the research section. This leave cannot be accumulated or encashed.

ii) **Leave Travel concession:** Contractual project staff are not covered under the leave travel concession scheme.

iii) **Provident Fund:** Contractual project staff are not covered under the General Provident Fund/Contributory Provident Fund-cum-Gratuity Scheme/New Pension Scheme. They are engaged for a short duration in the project and against the post sanctioned by the funding agency.

iv) **Allotment of Institute Residential Accommodation:** Contractual project staff are not entitled for institute residential accommodation.

v) **Permission to Research staff for attending scientific conferences/ symposia/ seminars/ workshops/ training in India and abroad etc.:**

The research project staff is permitted to attend scientific conferences/ symposia/ seminars/ workshops/training in India and abroad related to his/her research project as per guidelines. Travel entitlements are as per GOI rules.

(i) Recommendation for attending any of the above must be given by PI.

(ii) Funding for attending national and international conferences can be obtained by project staff from any of the following sources, with permission of the PI approved by the competent authority.

a) Project/fellowship funds - if there is such a provision already sanctioned by the funding agency in the project/fellowship.

b) Extramural travel funding from ICMR/DST/DBT/Conference organisers, etc.

(iii) Administrative approval/permission will be granted as per the guidelines/rules of the Research Section, AIIMS Bathinda.

(iv) However, for those JRF/SRF who are registered for PhD in AIIMS, they should send their request for permission to Academic Section and a separate request may be sent to Research Section for sanction of TA/DA, registration fee from their fellowship or research project.

PROJECT STAFF INTRAMURAL PROJECTS

i) Project staff are allowed in Inter-institutional collaborative intramural research projects in collaboration with IIT-Ropar, IIT Indore, Lovely Professional University(LPU), ISER Mohali, CUP, MRSPTU and other institutes that have an MoU with AIIMS Bathinda.

ii) Only Attendant, Lab. Attendant, DEO and Lab. Technicians (NOT PhD students, JRF, SRF, Research Assistant, Research Associate, SRO, RO, Scientist etc.) are allowed on contract basis in these collaborative research projects

iii) RRs and salary are the same as applicable in extramural research projects.

iv) No separate salary head is allowed in inter-institutional collaborative intramural research projects, however, the salary can be paid from the total cost/budget of the project.

OTHER ADMINISTRATIVE FUNCTIONS/ACTIVITIES

i) The research section provides approval from the competent authority for different activities that are enshrined under the project budget e.g. giving permission for:

- Travel by project staff,

- Inviting external experts for meetings,

- Vehicles for transport related to the project

- Verification of availability of travel funds for PI/Co-investigators under projects

- Transfer of funds to other collaborating institutions as per the provisions in the project

-These are done as per government of India rules and regulations and for certain items this process has to involve the stores and the accounts wings of the institute as well.

-Revision of salary of existing staff is done on the recommendation of the PI after an approval for the same is obtained from the funding agency, and funds are made available for the same.

-This research section also gives permission to research project staff applying for part-time studies or NOC for those applying for jobs elsewhere.

-Travel of faculty members from research funds of a project is also routed to the research section by the PI for checking the availability of provisions and funds in the said project.

ii) The Research Section also looks after the international travel of faculty and scientists. The committee members will scrutinise the details of the conference the faculty member proposes to attend, registration fees, etc., and then the Dean (Research) sanctions it and forwards it to the Director for approval.

RIGHT TO INFORMATION ACT

The research section also provides information related to research activities or research project staff as and when required by any citizen of India under Right to Information Act 2005.

The Administrative Officer, Accounts officer and Store officer Research Section are the Central Public Information Officer (CPIO) of their respective wings and the Appellate Authority of the Research Section is Dean (Research).