



**MUJ/REGR/1403/04/2021**

**January 4, 2021**

**NOTIFICATION**

It is hereby notified to all the concern that, the Policy for Engaging the Junior Research/Senior Research Fellow and Research Associate in External Funded Research Projects at Manipal University Jaipur have been revised.

The same are to be adhered by all concerned without deviation.

Detailed policy in this regard is attached herewith.



**Registrar  
Manipal University Jaipur**

**To:**

All Concerned

- for information and necessary action.

**Copy to:**

- Hon'ble President, through AR
- Pro-President, through PS

- for information please.  
- for information please.





## **Revised Policy For Engaging the Junior Research/Senior Research Fellow and Research Associate in External Funded Research Projects**

The policy for engaging the JRF, SRF, and RA in externally funded research projects was circulated in May 2017. The process of engaging the JRF, SRF, and RA and the constitution of the selection committee are desirable to revise as per the present conditions in University. The various points have been identified by the Directorate of Research to revise in the current policy for engaging the JRF, SRF, and RA under external funded projects.

The followings are the points which contain the process of engagement:

### **1. Release of Advertisement Notification:**

- 1.1 The detailed notification for the recruitment of JRF/SRF/RA shall be released from Principal Investigator(PI) mentioning requisite qualification, emoluments payable, and duration of the engagement or project as per the JRF, SRF guidelines, and RA. The notification should be approved from the concerned Head of the Department for uploading on the MUJ website/nationwide recognized media.
- 1.2 The last date of receipt of applications should be generally two weeks from the date of advertisement. In case of urgency, it could be reduced one week.
- 1.3 All the applications received upto the last date will be compiled and comparative chart of eligible will be prepared by PI.

### **2. Constitution of Selection Committee:**

The constitution of the selection committee has been revised as the Directorate of Research has been established at MUJ. The following revision in the constitution is proposed:

Sr. No.	Existing Constitution of Selection Committee	Proposed Constitution of Selection Committee
1.	<b>Chairman:</b> Concerned Dean of the faculty	<b>Chairman:</b> Concerned Dean of the faculty
2.	<b>Member:</b> Concerned Director of the School	<b>Member:</b> Concerned Director of the School
3.	<b>Member:</b> Concerned Head of the Department	<b>Member:</b> Concerned Head of the Department
4.	<b>Member:</b> Concerned PI / Co-PI (if any)	<b>Member:</b> Concerned PI / Co-PI (if any)
5.	<b>Member:</b> One subject expert	<b>Member:</b> One subject expert from outside MUJ
6.	<b>Member:</b> Nominee of the funding agency (If mentioned specifically):	<b>Member:</b> Nominee of the funding agency (If mentioned specifically)
7.		<b>Member:</b> DOR Nominee





### 3. Process of Engagement:

The MoM of the selection committee will be submitted to the office of the President with the concerned Dean for approval. The recommendation shall also specify the remuneration payable. After the approval of the MoM by the president/Nominee of the President, the appointment letter will be issued by the HR head to the candidate stating all terms and conditions with copies to Registrar, finance section, Director (DoR), and HoD. PI should keep one copy for the record. The format of MoM for the selection committee is provided in Annexure-I\_MoM.

### 4. Process of Joining:

After the Joining of selected candidate, his/her joining report shall be forwarded to the Registrar, finance section, DoR through proper channel HoD, Director, and Dean of the concerned faculty. The format of the Joining report should be used as per the format of the respective funding agency. In case if the format of the joining report is not provided by the funding agency, Annexure-II(a)\_Joining Report should be used. The joining report along with relevant documents shall be submitted to the Registrar through proper channel for onwards submission to respective funding agency and DoR. The list of documents:

- MoM of Selection Committee approved by President
- JRF Allotment letter from the funding agency
- DOB certificate
- Degree certificates
- Detailed CV
- Cover letter from the registrar (to be addressed to "competent authority")

### 5. Engagement of SRF/Upgradation of Existing JRF to SRF:

5.1 Eligibility Criteria for SRF: The candidates having a minimum of 2 years of research experience after PG or equivalent degree can be selected based on their possessing two years of training in methods of research and aptitude for research.

5.2 For the engagement of SRF, the same process should be followed by the department as mentioned in points 1, 2, 3, and 4.

5.3 For up-gradation of JRF to SRF in externally funded projects, three members interview board shall be constituted by the department as per the given format of the respective funding agency i.e THREE MEMBERS ASSESSMENT COMMITTEE REPORT.

- (a) Interview board consisting of the PI, Head of the Department, and an external member from outside the university/institution who is an expert in the relevant field and is not below the rank of Professor/Associate Professor.

6. NET - JRF (UGC/CSIR) : (Direct Appointee) As per the norms of UGC/CSIR (Annexure\_Joinig report CSIR and UGC)

### 7. Engagement of Research Associate (RA):

7.1 The following are the eligibility criteria for the Research Associate (RA)

- (a) Candidate should have Ph.D. (in a Science or Engineering subject) or ME/MTech/MPharm/MVSc with three years R&D experience as on the last date of application, evidenced from RAship or associateship or date of registration of Ph.D.
- (b) Candidate with Ph.D. (Science/Engineering) thesis submitted is also eligible for RA'ship. Selection in such cases will be subject to the condition that Ph.D. viva-voce has done





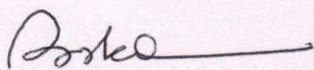
& declared qualified for the award of Ph.D./awarded Ph.D. degree before the expiry of the validity of the award offer.

- (c) The candidate applying for Research Associateship must have at least one research publication in a standard refereed journal as listed in Journal Citation Reports (JCR)/Scopus indexed database.

7.2 For the engagement of RA, the same process should be followed by the PI/Department as mentioned in the section in 1 to 4.

**Note:**

- This policy is created for more clarity on the selection process, necessary documentation and their submission to the funding agencies, DoR office and other accredited agencies.
- The above-mentioned selection eligibility for JRF, SRF, and RA are subject to change by the respective funding agency. Therefore it is requested to PI(s) to kindly refer eligibility criteria and guidelines of the associated agency from time to time for any change.
- It is the sole responsibility of the PI to do the necessary documentation and submission to the DoR office.
- The stipend should be given to the selected candidate as per the sanction letter received from respective funding agencies. Additionally, the HRA shall be decided by the host institute i.e. Manipal University Jaipur.
- The post (JRF/SRF/RA) will be purely temporarily up to the duration of the project. The candidate will not be entitled to a permanent position at the host institute i.e. Manipal University Jaipur.
- In the above revise policy, if any deviation is found with associate funding agencies and supporting documents, the norms of funding agencies will be final.



**Registrar**

**Manipal University Jaipur**

