

Guidelines for Institute Post-Doctoral Fellowship (IPDF) at IIT Guwahati

Institute will admit young researchers as Institute Post-Doctoral Fellows (IPDF). Under this scheme, IPDF will carry out advanced research at IIT Guwahati with a faculty member of IIT Guwahati as a mentor. Due to limitation in the number of IPDFs, a faculty member can mentor maximum of one IPDF at a time.

1. Eligibility:

- PhD degree holders with first class or equivalent in preceding degree and having consistently a good academic record.
- From the PhD thesis or Post-Ph.D. work, at least two research publications in refereed journals / conference proceedings.
- Not completed five years from the date of completion of PhD programme.
- A PhD student who has submitted thesis but not completed the PhD programme can also apply. However, such candidate is expected to complete the PhD programme and submit provisional or original PhD degree certificate within 6 months from the date of joining as IPDF.
- A PhD degree holder from IIT Guwahati is eligible to apply only after gaining one year of post-Ph.D. relevant experience and the (opted) mentor is other than his/her PhD supervisor(s).

2. **Age Limit:** Maximum Age is **35 years**. It can be relaxed by 5 years for women, reserved category and PWD candidates.

3. Both Indian and Foreign nationals are eligible to apply for IPDF. If selected, before joining the Institute, a foreign national candidate will have to obtain required permission from concerned authority of the Government of India.

The application format and other relevant details will be hosted in the Institute's Website.

IPDF SELECTION COMMITTEE CONSTITUTION AND TERMS OF REFERENCE

1. The **Institute Post-Doctoral Fellow Selection Committee (IPDFSC)** will have the following composition

- Dean R&D (Ex-officio*) – Chairman
- Associate Dean R&D** (Ex-officio*) – Vice Chairman
- Head of the concerned Department/Centre (Ex-officio*) – Member
- Two Faculty Members to be nominated by the Chairman – Members

* In case non-availability of ex-officio members on the day of selection committee meeting, on behalf of them, the in-charge will participate in the selection committee meeting.

** ADORD1 (for the department/center of Biosciences and Bioengineering, Chemical Engineering, Computer Science & Engineering, Design, Physics, Environment and other departments not allotted to ADORD2)

** ADORD2 (for the department/center of Chemistry, Civil Engineering, Electrical and Electronic Engineering, Humanity and Social Sciences, Mathematics, Mechanical Engineering and other academic centers not allotted to ADORD1)

2. If an Ex-officio member is a mentor with first preference of a candidate, then he/she can participate in interviewing the candidate but may not participate in deciding on final selection of that candidate.
3. The Chairman, **IPDFSC** will convene the meeting of the Committee (minimum 2 times and maximum 4 times a year) as and when required and will send specific recommendation to the Director, IIT Guwahati with respect to IPDF applications.
4. The selection recommendations of **IPDFSC** will be submitted to the Director, IIT Guwahati for approval. Then, the offer letters will be issued by the R&D section.

SELECTION PROCEDURE

1. The **applications** received by the respective academic Departments/Centres will be shortlisted by a committee constituted by the HoD/HAC. The concerned academic Departments/Centres will submit recommendations on the list of candidates to be called for interview along with the short listing criteria and other relevant documents to the R&D section for the approval of DORD.
2. After the approval of the Dean, R&D, the interview date will be notified to the respective Departments/Centres. Accordingly, the **interview** call letter will be sent to the shortlisted candidates by respective Departments/Centres through e-mail.
3. The list of the shortlisted candidates will be uploaded in the respective Departments/Centres website.
4. Candidates called for interview are **eligible for reimbursement of** to and fro **AC II tier** railway fare by the shortest route from the address of correspondence.
5. Candidates from abroad shall be exempted from appearing personally before the selection committee. Such candidates, if any, shall be interviewed through video conferencing (skype).

6. The selection will be at two levels. At the first level, the candidate has to make a presentation at the respective Departments/Centres, which will be evaluated by a department/center level committee.
7. The department/center level committee will consist of following members

Head of the concerned Department/Centre (Ex-officio*) - Chairman

At least two expert members from the concerned Department/Centre (other than the members nominated for IPDFSC) to be nominated by the DPPC/CPPC, based on the proposed areas of research of IPDF candidates for each selection committee meeting – Members

*If the HOD/HAC is a mentor with first preference of a candidate appearing for interview he/she will not be part of department/center evaluation, then the Chairman will be appointed by the DoRD.

8. The department/center level committee will evaluate the candidates for 50 marks. The candidate who scored a **minimum of 25 marks out of 50 marks** in the department/center level will **ONLY** be shortlisted to appear before the **IPDFSC**.
9. The list of candidates qualified at the first level will be displayed in the respective Departments/Centres.
10. The **IPDFSC** conducts the interview for the shortlisted candidates and awards marks out of 50. This marks will be added to the marks obtained by the candidate in first level. Based on the total marks scored by the candidate out of 100 marks, **IPDFSC** select the candidates for recommendation.

DURING THE TENURE:

1. At the time of joining the IPDF position, the IPDF has to give **joining report** to DORD. The IPDF will carry out research work under the guidance of the mentor in the concerned academic department / center.
2. The performance of the IPDF will be assessed by the **Performance Assessment Committee (PAC)** with the following composition :
 - Head of the concerned academic Department/Centre(HoD/HAC) –Chairman*
 - DORD nominee –Member (Outside the concerned department)
 - The mentor - Member
 - Two Faculty members in the area of research carried out by the fellow (need not necessarily be from the same Department/Centre) as Members

* If Head is the mentor, then DORD nominee will be the chairman of the committee.

3. The mentor will propose the PAC with the above composition on a prescribed form within one month of joining of IPDF and the same with or without modification may be approved by the DORD.
4. The PAC will meet **every year or whenever the mentor feels it is necessary** to assess the performance of the Post-Doctoral Fellow. The IPDF should present a **progress report to PAC** detailing the research work carried out and research findings supported by reprints/preprints/manuscripts of the papers published/accepted for publication or communicated/ research reports for this purpose. The second year extension of the fellowship will be based on the recommendation of the PAC on a prescribed form to be approved by the DoRD.
5. The **duration** of the fellowship will be initially for a period of 2 years, extendable for a further period of one more year based on the progress of the IPDF and the recommendation of PAC. For the third year extension the fellow should have at least **one article published/accepted** in referred journal/conference.

ASSIGNMENTS

1. Apart from the research pursued by the IPDF, **services of the Post-Doctoral Fellow will be utilized by the concerned Department/Centre up to 8 hours per week** for academic assistance in the departmental work including teaching assistantship, handling of tutorials and laboratory work.
2. The IPDFs will be eligible to serve as co-guide for B.Tech/B. Des/M.Sc./MA and M.Tech/M. Des/M.S (R) projects along with the mentor with the approval of the concerned DUPC/DPPC/CPPC, Head and Dean of academic affairs.

BENEFITS

The IPDFs are eligible for the following:

- **Fellowship Amount:**
 - (a) For an IPDF who has submitted PhD degree certificate: Between Rs.40,000 - 50,000 consolidated pay (depending upon the experience and qualification)
 - (b) For an IPDF who has not submitted PhD degree certificate: Rs.35,000 consolidated pay.

(c) An annual increment of Rs.5000/- is granted based on the satisfactory performance as per the assessment report of the PAC subject to the following conditions:

- After the increment the consolidated pay is to be less than or equal to Rs.50,000/-
- After the increment, if the consolidated pay amount exceeds Rs.50,000/-, then the consolidated pay will be fixed as Rs.50,000/- and it will remain same further.

- **Contingency Grant:**Contingency grant for IPDFs will be provided as below:

1st and 2nd Year of the PDF programme : Rs.50,000/- [Lapsable]

3rd Year of the PDF programme [if extension is granted] : Rs.50,000/- [Lapsable]

- **Ordinary Leave:** An IPDF is entitled for a maximum of 30 days of ordinary leave with fellowship in a year and it can be availed on a pro-rata basis of 2.5 days per completed one month of service. The IPDF will have to apply through the mentor to concerned HoD/HAC for approval of leave.Maximum number of carried-over of un-availed ordinary leave, from one completed year to next year, shall be 15(Fifteen) days.
- **Special Casual Leave:** Subject to recommendations of the mentor and the concerned HoD/HAC and approval by DoRD, IPDFs will be entitled for 15 (Fifteen) days of special casual Leave per every completed PDF year, for participating in national/international conference(s)/workshops. Un-availed special casual leave shall not be carried over for next year.
- **Maternity/Paternity Leave:** Married IPDF is eligible for 180 days of maternity leave or 15 days of paternity leave as applicable only once during the entire duration of IPDF position.
- **Permission to participate in National/International Conference with academic leave:** Subject to availability of money in the allocated contingency grant for the IPDF and academic leave, as well as recommendations of the mentor and the concerned HoD/HAC and approval of the DoRD, an IPDF will be able to participate in National/International Conference.
- **Accommodation:** Subject to availability if requested suitable Hostel / Campus accommodation as per IIT norms will be provided. If they are not provided accommodation within the campus, they will be provided House Rent Allowance (HRA) as per the prevailing Institute approved HA rate.

- **Medical benefits:** The IPDF will have OPD facility of IIT Guwahati Dispensary only. His/her spouse and two children will also have access to OPD facility of IIT Guwahati Dispensary only.

TERMINATION

A Post-Doctoral Fellow shall be able to withdraw from the programme (a) with prior approval of the mentor and the chairperson of the concerned PAC and (b) by giving 1(one) month notice to DoRD through the concerned HoD/HAC.

Similarly, the Institute may also terminate an IPDF if his/her performance/conduct is found to be unsatisfactory, by giving 1 (One) months' notice.

IPDF INTAKE

Presently, the number of IPDFs to be inducted per financial year may be 2 (Two) per Academic Department and, if required, 1 (One) per Academic Centre. The number of IPDF intakes may be reviewed from time to time.