



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर – 440010

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Circular:

No.: Admn/ 2778
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Subject: Guidelines for engaging JRF/ SRF/ Project Associate/ Project Assistant/ Research Associate/ Research Assistant or any other contract staff etc., by Principal Investigator of various Departments at this Institute.

After receiving the approval from any funding agency like MHRD/ DST/ NBHM/ MPCB/ UGC-DAE/ BETIC/ DRDO/ ERB/ RGSTC/ ACECOST-II/ USA or any other agency etc., the Principal Investigator (PI) should contact Establishment Section for initial Process:

The broad guidelines are as given below:

1. Principal Investigator/ Project coordinator should ensure that appointment of project persons should be in accordance with sanctioned post, title , remuneration and eligibility specified by the funding agency.
2. The approval for appointment of **JRF/ SRF/ Project Associate/ Project Assistant/ Research Associate/ Research Assistant or any other contract staff etc.,** under the sponsored project should be obtained from Director through Dean (Research and Development).
3. The Approval for Issue of Advertisement be obtained by Principle Investigator from Director, VNIT.
4. The Principle Investigator should ensure availability of funds for advertisement expenditure.
5. The advertisement for engaging **JRF/ SRF/ Project Associate/ Project Assistant/ Research Associate/ Research Assistant or any other contract staff etc.,** should be given in atleast one Hindi and one English News Paper (Short advertisement).
6. The detailed advertisement should be simultaneously be posted on VNIT Website.
7. The VNIT website advertisement should indicate all the details along with mention of clause that the initial appointments is for 6 months with a provision to extend every six months till the completion of project subject to approval of Director , VNIT.

8. After the receipt of application the duly approved scrutiny committee by Director VNIT should evaluate the applications and shortlisted candidates be invited for interviews atleast seven days before the date of interview through Email, Telephone and Call letters.
9. The interview panel should be approved by Director VNIT Nagpur through Dean (R &C) which should include Directors Nominee and date of Interview.
10. The attendance of candidate appearing for interview should be taken on separate sheet along with candidates signature which is to be certified by principle Investigator.
11. At the time of Interview the principle Investigator should verify the original documents of Candidates like Education Qualification, Experience Certificates, GATE score, NET score, Govt. Issued Photo ID Prof, PAN card, Adhar Card etc and collect self attested Photo Copies of all above mentioned documents.
12. After the selection of the Candidate the selection committee report be approved by Director VNIT Nagpur through Dean (R &C).
13. The Principle Investigator should submit all original documents of recruitment process to Establishment Section for further process.:
 - a. Advertisement in News Paper and detailed advertisement in Institute Website.
 - b. Director approval for issuing advertisement, selection committee approval, selected candidates approval, etc
 - c. Self Attested Photo Copies of all relevant Documents submitted by the selected candidate at the time of Interview.
14. After Issuing of office order the selected candidate should be informed to report to establishment section, VNIT Nagpur along with Rs. 100 Non-Judicial Stamp paper, passport size photograph and Original Govt. Issued Photo Id Proof.
15. The extension of **JRF/ SRF/ Project Associate/ Project Assistant/ Research Associate/ Research Assistant or any other contract staff etc.**, may be granted for six months with suitable break , till the completion of project only after approval of Director, VNIT.

This will facilitate smooth engagement **JRF/ SRF/ Project Associate/ Project Assistant/ Research Associate/ Research Assistant or any other contract staff etc.**, at VNIT, Nagpur.



Director