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GRAM : SCIENTIFIC
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**APPLICATION FORMAT FOR ICMR JUNIOR RESEARCH FELLOWSHIP PROGRAMME
(FOR ICMR- JUNIOR RESEARCH FELLOW)**

INDIAN COUNCIL OF MEDICAL RESEARCH

V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

- NB: a) The application should be typed (except item 5, which should be filled by hand).
b) All answers should be given in words and not be dashes.
c) Strike off those statements, which are not applicable.

1. GENERAL INFORMATION

Name (in BLOCK Letters) Underline surname :	
Postal address for correspondence :	
Permanent address :	
Date of Birth :	
Duration of fellowship desired :	

NB: The application in duplicate duly filled is to be sent to Director General, Indian Council of Medical Research, V Ramalingaswami Bhawan, Ansari Nagar, Post Box No. 4911, New Delhi-110029.

Attention: to Chief, Division of Man Power Development.

State whether you are at present in receipt of any stipend or fellowship from your institute or from any other source. If so, state the nature of fellowship amount and source of receipt.	_____

Particulars of other fellowships, if any, applied for with dates and names of agencies	1. _____
	2. _____
	3. _____

Particulars of ICMR fellowships, if any, applied/availed in the past (quote ICMR Ref. #)

1. _____
2. _____
3. _____

List of fellowships in India and abroad, so far availed of indicate names of Agencies , universities with date. A brief account of work done on each fellowship may be enclosed in a separate sheet.

1. _____
2. _____
3. _____

Give names and address of two references other than the guide.

1. _____

2. _____

2. ACADEMIC RECORD:

List serially, the particulars of all examinations passed from **Matriculation/Higher Secondary** onwards and enclose attested copies of certificates/degrees for each of the examinations passed and mark sheets for Graduate and Post Graduate University examinations passed. Explain gaps in study, if any, by indicating number of failures, attempt.

Examination	Year of Study (From... ..To)	Name of School/ College/ Univ.	Class/ Division	Aggregate marks obtained	Distinction on subjects	Failure attempts subjects and Nos.	Subject of thesis, if any
Matric/Higher Secondary							
Pre-Professional							
B.Sc.							
M.Sc. (State the subject)							
Any other Examination passed.							

Note: State Medals, Scholarships, price and any other award, distinction or honour won during your University career.

3. PARTICULARS OF RESEARCH ON WHICH THE CANDIDATE DESIRES TO WORK:

Title of project _____

(a) Specialty covered by the Research work _____

(b) Nature of work-Clinical/Experimental Combined/Field Project (Strike off what is irrelevant)

(c) State whether any travelling is involved in the programme of work, if so, state how the travel expenses will be met as no separate funds for travel are provided to the fellow

(d) Name and designation of the Guide under whom the candidate will work

(e) Name of Institution & University

(f) If fellowship is desired for a any Degree work, indicate: _____

(i) Degree for which registered/ wish to register _____

(ii) Title of project for thesis _____

(iii) Date of Registration _____

(iv) Date of Examination _____

Attach separately two copies of detailed plan of proposed work under the following headings:

1. Title of the Project
2. Name, designation and address of the Guide
3. Tenure of the study
4. Objectives
5. Present knowledge and relevant bibliography (please give here only the most relevant references complete with the authors name(s), title of the article, name of the Journal, year, volume and page number).
6. Methodology and Techniques (giving all relevant details like study design, selection of subjects experimental model, techniques study proforma etc.).
7. What is aimed to be achieved by the study?
8. How is it likely to advance or add to the existing knowledge in relation to human health?

4. DECLARATION BY THE CANDIDATE:

1. I have gone through the Fellowship Rules and conditions of the award and if selected, I agree to abide by them. The particulars given in the form are correct and I am prepared to present myself for interview at my own expenses, if called upon to do so.
2. Certified that in the event of my being offered the Council's fellowship, I am prepared to give up my present stipend/fellowship salary/but not the leave salary.
3. Certified that I will be able to manage within the contingent grant allotted for the fellowship. I also certify that no non-expendable articles or equipment will be purchased by me.

Signature of the applicant

5. (TO BE FILLED BY THE RESEARCH GUIDE IN HIS OWN HANDWRITING)

1. Major field of your specialization _____

2. What are your current area(s) or Research? _____

3. The number and names of Research students including fellowships awarded by R&D Agencies (like ICMR , CSIR, DAE, ICAR, DGHS, UGC, SMRC, Pharmaceutical companies etc.) currently being guided: _____

4. Titles of the research schemes including sponsored ones in hand: _____

5. Your opinion on the research potentiality of the candidate and relevance of the project to your field of interest: _____

6. I agree to accept the applicant _____ and offer him/her all facilities and guidance for carrying our research/training in the project of _____

proposed by the applicant, which has been drawn in consultation with me and has my approval. I also certify that the applicant will not receive any financial assistance from my side, for carrying out the work in my department.

7. Certified that the proposed project has not been submitted earlier in any shape.
8. Certified that the techniques to be employed in carrying out the work of the research project have been standardised.
9. Certified that the plan of work has been prepared in consultation with a Statistician (Strike out, if not considered necessary).

Signature of the Guide
(Seal bearing Designation & Address)

CERTIFICATE BY THE HEAD OF THE INSTITUTE

- i. I recommend _____ for the fellowship applied for and certify that, to the best of my knowledge he/she is eligible for it in all respects.
- ii. I certify that he/she will/will not receiving any stipend pay/allowance and Financial assistance except leave salary from any source in case ICMR JRF is awarded.
- iii. I certify that the research proposal has been reviewed and recommended by the institute's academic committee.
- iv. I certify that all the equipment, laboratory and other facilities required for carrying out the proposed research project by the applicant are available in the Department/Institute and will be made available to the applicant. iv) I undertake to send to the Council an audited statement of accounts along with the utilisation certificates as required in the Fellowship Rules.

Signature of the Head of the Institution
(Seal bearing Designation & Address)

BIO-DATA OF THE GUIDE / CO-GUIDE*

Name : Dr. Miss/Smt./Shri* _____
First Name(s) Last Name

Designation : _____

Address : _____

Date of Birth : _____

Educational Qualification: Degrees obtained (Begin with Bachelor's Degree)

Degree	Institution	Field	Year
1.			
2.			
3.			
4.			
5.			

Research/Training Experience:

Duration	Institution	Particulars of work done
1.		
2.		
3.		
4.		

Research specialization:

1. _____
2. _____
3. _____
4. _____

* Strike out which is not applicable

FELLOWSHIP RULES

The Indian Council of Medical Research awards the Junior Research fellowships to young scientists to enable them to carry out research in the field of Biomedical sciences including Social Sciences at its permanent Institutes other Biomedical Research Institutes, Medical Colleges and Universities in India where adequate laboratories and other facilities to carry out research are available:

1. APPLICATIONS

Applications for the JRF are invited from the candidates who have been selected in the JRF examination conducted by ICMR. The applications have to be submitted on the prescribed form to the Director General, Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, Post Box 4911, New Delhi-110 029.

2.1 The following conditions are required to be fulfilled:

2.1.1 The applications should be sent through the Guide and the Head of the Institute where the candidate proposes to work. If employed, a certificate from his employer to accept the fellowship should be submitted.

2.1.2 The candidate should not draw any stipend or salary or be in receipt of any other type of financial assistance except leave salary during the fellowship. A certificate to this effect should be furnished by the candidate.

2.1.3 A detailed plan of work, in two copies, for a specific time bound research project on which research is proposed to be carried out during the fellowship is required to be submitted with the application.

2.1.3.1 The problem proposed to be studied should be well defined. It should relate to a particular aspect of a problem and not be of a general nature and should be capable of completion within the fellowship period.

2.1.3.2 The plan of work should be prepared, as defined in the application form. A statistician should be consulted for the preparation of the plan of work, where considered necessary.

2.1.3.3 The Guide under whose guidance the work will be carried out should certify that the research plan has been prepared in consultation with him/her and in consultation with a Statistician where considered necessary and that he/she examined the scheme and approves the plan of work and that he/she is willing to guide and direct the research work proposed therein.

2.1.3.4 The Head of the Institution, where research work will be carried out, should certify that full equipments, laboratory and other facilities are available in the Institution for proposed work and will be made available to the candidate. It should be noted that no funds shall be provided for the purchase of equipments or articles of non-expenditure nature. Also **academic council or equivalent committee of the Institute should recommend the project proposal.**

2.1.4 All projects involving human beings must be cleared by the Ethics Committee of the Institute.

2. QUALIFICATIONS:

- i. **Academic:** Postgraduate degree holders in Life Sciences/Social Sciences stream or equivalent examination and have a valid certificate.
- ii. **Upper age limit:** Not more than **28 years** relaxable by 5 years for SC/ST/OBC.

3. SUBJECT STREAMS:

- i. Life Sciences: Zoology, Botany, Biochemistry, Biophysics, Biotechnology, Microbiology, Physiology, Molecular Biology, Genetics, Human Nutrition, Human Biology, Immunology.
- ii. Social Science: Psychology, Sociology, Anthropology, Social Work, Home Sciences, Statistics, Environmental Science etc.

4. EMOLUMENTS/REMUNERATION FOR JRF WILL BE AS UNDER

- i. The duration of fellowship will initially be limited to two years.

1 st year	Rs. 12,000/-
2 nd year	Rs. 12,000/-
3 rd year	Rs. 14,000/-

- ii. The selected candidates may join the fellowship within one/two years (as mention in award letter) after declaration of results.

5. CONTINGENT GRANT

Rs. 7,500/- p.a.

Contingent grant can be utilised for the following:

- i. Acquisition of books and documents of relevance to the research topic including reprints/off prints provided these are not available in the library of the University/Institution. The requisition is to be recommended by the Supervisor and approved by the Head of the Deptt. The books will become the property of the University/Institution's Library after purchase and could be issued to the Supervisor/Fellow after accession for use by the indenting fellow till his/her research fellowship is over. Normally, not more than 25% of the total annual contingent grant can be utilised for this purpose.
- ii. Towards meeting actual train fare and DA, during tours of the research fellow they will be entitled to TA/DA as admissible in case of government servants drawing basic pay equivalent to the stipend. The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/she returns to the headquarters.
- iii. Petty expenditure for purchase of chemicals, reagents, stationery postal charges, registration fee for attending scientific conferences.
- iv. Charges for typing a thesis up to 10 per cent of contingent grant can also be met from the contingent grant.
- v. Photographic materials for research or thesis work.
- vi. Computation charges.
- vii. No non-expendable articles except listed in item i. or equipment can be purchased out of the grant. In special projects, sanction of higher contingent grant would be considered on their requirements of needs.
- viii. CONTINGENT GRANT CANNOT BE UTILISED FOR- Foreign travel or other expenses for visit abroad.

6. TENURE:

The maximum tenure for all the fellowships will be two years, subject to the recommendations of guide on progress of work done during the year. The Council only in exceptionally deserving cases may extend the tenure. The fellowship can be terminated at any time on a month's notice if the progress of work is not satisfactory or on receipt of an adverse report from the Guide. The fellowship can be terminated forthwith if the particulars given in the application form for fellowship are found to be incorrect or false. The council also reserves the right to terminate fellowship forthwith without assigning any reason. Provided that the tenure of JRF should be two years but the first assessment should be made at the end of I st year. The second assessment should be made at the end of 2nd year and if the guide finds the work satisfactory he/she should be promoted to SRF for a period of another 2

years. If the progress is not found satisfactory, he/she may be allowed to continue for one more year as JRF and his/her fellowship terminated at the end of IIIrd year period.

The local institution/Guide should review his/her case on 3rd year whether extension for another year should be given. The Director-General, ICMR, will make the final decision on grant of extension.

In the event of his/her leaving before completing one year, he/she may be required to refund the stipend drawn by him/her from the date of joining to the date of leaving the fellowship.

7. ADMINISTRATIVE CONTROL:

The Fellow will not be treated as an employee of the Council. The candidate will be under the administrative control of the Institution where he/she works and will be subject to the Rules and Regulations of the Institute concerned.

8. LEAVE:

Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide. This will be treated as part of the fellow's tenure. The leave due can be carried over to the next year, however, not more than 90 days' leave can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of at the end prior to completion of the tenure of fellowship. During the first year of fellowship or any uncompleted year, leave may be granted on *pro-rotam* basis. Sanction of leave without stipend may be considered by ICMR under special circumstances. However, leave with stipend equivalent to Maternity leave will also be admissible to female research fellows. The fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the fellow will make up the deficiency during the remaining tenure. Casual leave will be admissible according to the rules of the Institution where the fellow is placed for work. Leave without fellowship can be granted up to one month in a year.

No other kind of leave such as sick leave will be admissible. Fellows are not entitled to the vacation normally admissible to the staff of an institution.

Note: i) Leave will be treated as a part of the tenure of fellowship.

ii) In the case of conversion of fellowship to another category leave can be carried forward.

9. OTHER BENEFITS ADMISSIBLE WILL BE AS UNDER:

9.1 H.R.A. & Medical Benefits:

HRA and Medical benefits will be allowed to JRFs as per the rules of the Institution where they are working. For this purpose, the fellowship amounts for JRFs will be taken as basic pay.

9.2 Leave Salary and Other Service Benefits:

JRFs will continue to be eligible for the casual leave & Maternity Leave will be given as per rules.

9.3 D.A. and C.C.A.

JRFs will not be entitled to these allowances.

9.4 Bonus and L.T.C

Bonus and L.T.C. is not admissible to any category.

10. REPORT:

The Fellow shall submit annual reports as per the prescribed standard Proforma. **(Annexure –I)** The first annual report should be submitted after 10 months from the date of commencement of the fellowship, giving complete factual details of the research work done, through the guide along with his/her appraisal. Subsequent annual report as per the standard proforma should be submitted

through the guide two months before the completion of fellowship year. Further continuation of fellowship for each year will depend upon the progress of work. Failure to submit report in time may necessitate the termination of fellowship. Two copies of the final report, duly typed clearly, as per standard proforma, of the work done during the tenure of fellowship, will be submitted in the last month before the completion of termination of fellowship.

A list of the papers published or presented at a Scientific Conference during the term of the fellowship should also be furnished in the annual and final reports. The work done can be utilised for submission of thesis for a degree after obtaining prior approval of the Director General, ICMR. Due acknowledgement to the ICMR, should, however, be made in the thesis by the fellows.

11. PAYMENT OF FUNDS:

The Council will pay in Four installments the fellowship stipend and the contingent grant to the Head of the Institute for disbursement to the Junior Research Fellow. The first installment will be paid after the receipt of the joining report of the fellow. Subsequent installment will be released only on receipt of statement of accounts of utilisation of the previous installment. The University/Institution shall be responsible for proper utilisation of grant and for rendition of accounts of ICMR.

The payment of stipends and contingent expenditure will be governed by the following procedure:-

- i. Grant to cover fellowship stipend and contingencies for the Research Fellows will be paid to the Head of the Institutions in four quarterly installments. The first installment will be released as soon as a report is received regarding the assumption of charge by the Fellows.
- ii. At the end of every 3 months from the date of starting of the fellowship, a simple statement of expenditure incurred from the previous installment and a demand for the next installment will be sent to the Council. The next installment will be released only on receipt of a statement of expenditure from the previous installment.
- iii. A separate Receipts and Payments account will be maintained by the Institution. The accounts will be subject to audit by the authorised auditors of the Institution. At the end of the financial year, an audited statement of account along with the utilization certificate shall be sent to the Council.
- iv. Further grants will be stopped unless audited statements of accounts and utilisation certificates are received within a period of one year after the end of the financial year for which the grant was sanctioned/released.
- v. Any unspent balance out of the grant paid by the Council will be refunded in full to the Council.
- vi. The Head of the Instt. & Guide will, in the matter of payment of stipends and incurring of contingent expenditure, strictly observe the terms and conditions under which the fellowships are awarded.
- vii. The fellow will not be treated as an employee of the Council and his/her service will be terminated at the conclusion of the Fellowship. The fellow will be subject to administrative control of the Institution.

12. TRAVEL:

The Council may approve tours of research fellows for:

- i. Attending symposium/seminar/conference provided the fellow is presenting a paper which has been accepted by the organisers of the symposium/seminar/conference.

ii. Field work connected with research.

T.A. and D.A. would be admissible as per rules applicable to Central Government Officers with basic pay equivalent to the amount of the fellowship stipend.

Note: The expenditure on this account will be met from the contingent grant sanctioned to the fellows.

13. TRANSFER OF FELLOWSHIP:

The fellow will not be allowed transfer from one institution to another except in special circumstances with the prior approval of the DG, ICMR. No T.A. will be paid as a result of such a transfer.
