

Human Resource Development Group  
Council of Scientific & Industrial Research

**GENERAL**

The EMR Division under HRD Group of CSIR provide CSIR Research Fellowship and Associateships to bright young men and women for training in methods of research under the expert guidance of faculty members /scientists working in University Departments/ National Laboratories and Institutes in various fields of Science & Technology and Medical Sciences. List of CSIR Laboratories is at [Annexure- I](#).

The CSIR Fellowships / Associateships are tenable in Universities/IITs/Post-Graduate Colleges/Government Research Establishments including those of CSIR, R&D establishments of recognized public or private sector, industrial firms and other recognized institutions. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science and technology in which the awardee is to specialize.

The CSIR Fellowships / Associateships are tenable in India. Only bonafide Indian citizens, residing in India are eligible for the award of research Fellowship/Associateships. The programme is aimed at National Human Resource Development for S&T.

The award of CSIR Fellowship / Associateships is for fixed tenure and does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary. The authority to award / terminate vests with CSIR. The awardee shall not lay claim to permanent absorption in CSIR, after the expiry of Fellowship / Associateship.

**SUBJECT OF RESEARCH**

Preference is given to a subject / topic of research relevant to the research programmes of CSIR laboratories and nationally important S&T areas.

**CSIR JUNIOR RESEARCH FELLOWSHIP (JRF)**

A certain number of JRFs are awarded each year by CSIR to those holding MSc or equivalent degree, with minimum 55% marks after qualifying the National Eligibility Test ( NET) conducted by CSIR twice in a year

**APPLICATION PROCEDURE**

Applications for JRF are invited twice a year through press advertisement on all India basis in the prescribed application form. The completed application form may be submitted to the Controller of Examinations, Examination Unit, CSIR Complex, Library Avenue, Pusa, New Delhi –110 012.

**AGE LIMIT**

The upper age limit for JRF shall be 28 years, which is relaxed upto 5 years in the case of candidates belonging to Schedule Castes/Schedule Tribes, Women, Physically Handicapped and OBC applicants.

**SELECTION PROCEDURE**

The Selection for award of JRF shall be made on the basis of a competitive written test called the National Eligibility Test (NET), conducted by CSIR at national level and consisting of two papers. Paper – 1 is objective type consisting of Part (A) general nature and part (B) is subject type. It tests the mental ability and broad awareness of scientific knowledge at the rudimentary level. The second paper is to be selected from the amongst (1) Chemical Sciences (2) Earth, Atmosphere, Ocean and Planetary Sciences (3) Life Sciences, (4) Mathematical Sciences and (5) Physical Sciences. The second paper requires short descriptive answers to questions. Usually examinations are held for a day on the third Sunday in June and December, each year.

The candidates who qualify in the test are informed individually after the result is finalized. The Fellowship is awarded on receipt of necessary details of the qualifying degree examination, place of work, research topic, the name of supervisor and the concurrence of the Institution to provide all the necessary facilities. The validity of the offer of this award will be one year. The candidate is expected to register for PhD degree within a period of one year from the date of joining.

#### [Undertaking by a Research Fellow / Associate on Acceptance of the Award of Research Fellowship / Associateship](#)

#### **STIPEND & TENURE**

- i. The stipend of a JRF selected through the all India test will be Rs 16000/ p.m for a period of 2 years. In addition, annual contingent grant of Rs. 20,000/- per fellow will be provided to the University / Institution. The guidelines for utilization of contingent grant are given in [Annexure – II](#)
- ii. On Completion of two years as JRF, the stipend may be increased to Rs. 18000/- p.m for the 3rd and subsequent year, on the basis of assessment of Fellows' research progress/ achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and External Member from outside the University/ Institution who is an expert in the relevant field, not below the rank of Professor/ Associate Professor. As far as possible the External Member should be the chairman of 3 members Committee. Where the guide happens to be the Head of the Department, the Dean, Faculty of Science or any senior member of the Department may be associated as the third member of the Committee ([Annexure III](#)). On upgradation, the designation of JRF will be changed to SRF (NET). In the event of the Committee not recommending upgradation the candidate will continue as JRF with a stipend of Rs 16000/- p.m for the 3rd year or his fellowship may be terminated depending upon the decision of the Committee. The progress of research work of JRF will be assessed again at the end of 3rd year for such upgradation.

It is expected that Fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the candidate. If the work of JRF is still not found satisfactory for upgradation, the fellowship will be terminated. Extension of tenure of SRF (NET) for the 4th year will be on the basis of the progress report and recommendation of the guide. The 5th year extension as SRF(NET) is permissible on the recommendation of three members assessment Committee and progress report duly supported by publications in the form of reprints/preprints/manuscripts of the paper published, accepted or communicated for publication ([Annexure IV](#)).

The total tenure as JRF plus SRF(NET) will not exceed five years. This will include the tenure of Fellowship awarded by UGC/DST/ICMR/ICAR etc or any other funding agency/Institution. The order for continuation at the same rate of stipend as SRF(NET), continuation at the same rate of stipend as JRF or otherwise will be issued by the EMR

Division of HRDG, CSIR. Extension may not also be granted if the fellow does not acknowledge support of CSIR in his research publication.

### **CSIR SENIOR RESEARCH FELLOWSHIP (SRF)**

A certain number of SRFs will be awarded each year by CSIR directly to those possessing the following qualification and experience :

MSc, BE, BTech with minimum 60% marks and at least two years of post MSc, BE, BTech, research experience as evidence from fellowship/ associateship or traineeship and published papers in standard refereed journals

OR

ME, M.Tech or equivalent degree in Engineering/Technology with minimum 60% marks

OR

MBBS or BDS (with 1 year if internship) with first division

OR

BPharm/BVSc/BSc (Ag) or equivalent degree with minimum 60% marks and at least three years of research experience.

Research workers who have had requisite training in methods of research alongwith above qualification and who have proved their aptitude for original research are eligible for this Fellowship.

### **AGE LIMIT**

The upper age limit for SRF shall be 32 years. The upper age limit is relaxable upto 5 years in the case of candidates belonging to scheduled castes/tribes, women, physically handicapped and OBC applicants.

### **APPLICATION PROCEDURE**

Applications for SRF are normally invited every year on all India basis through press advertisement. The prescribed application form is printed along with the advertisement in the Employment News every year. Application proforma duly completed and forwarded through the proposed Supervisor and Head of the Department/Institutions should be submitted within the prescribed date alongwith a Demand Draft for the amount indicated in the advertisement to the Deputy Secretary, EMR Division, HRD Group, CSIR Complex, Library Avenue, Pusa, New Delhi - 110 012.

### **SELECTION PROCEDURE**

Selection will be made through the procedure of assessment of academic record and published/project work by discipline-wise high-level expert Committees. Second class rail fare will be admissible to those applicants who are called for interview.

Merely fulfilling of eligibility criteria will not entitle a candidate for being called for interview. Candidates will be called for interview after screening on the basis of criteria adopted by CSIR depending on the number of fellowships available. CSIR reserves the right to call or not to call a candidate for interview.

The validity of the award letter shall be six months from the date mentioned in the award letter. No extension beyond six months will be considered. Decision of CSIR in matters of selection for interview or for award of Fellowships etc. shall be final.

## **TENURE**

The tenure of SRF will initially be 2 years. Extension of tenure for the 3rd year will be issued by EMR Division of HRDG after receiving the recommendation of three member Expert Committee consisting of Guide, Head of Department and external Professor in the relevant field duly supported by detailed progress report and publications in the form of reprints/preprints/manuscripts or paper communicated for publication ([Annexure V](#)). The total tenure as JRF & SRF will not exceed 5 years. The tenure of SRF in Engineering & Medical Sciences is four years. Extension for 3rd & 4th years will be issued by EMR Division according to the procedure outlined above. Computation is made of the total period of tenure ship of Research Fellow/ Associate if he/she has availed any other fellowship of equivalent status from any agency/institute. A Research Fellow/Associate who joins on the first day of the month, his/her tenure ship will be completed on the last day of the previous month. In other cases the tenure ship will be completed on the last day of the same month.

## **STIPEND**

SRF in a science discipline is entitled to a stipend of Rs.18000/- pm for 1st, 2nd, 3rd years. The stipend in case of medical (MBBS, BPharm, BDS, MVSc and MPharm) and engineering subjects (both at bachelors & master's degree level) will initially be Rs.18000/- pm for 1st and 2nd years and later enhanced to Rs.20000/- for the subsequent years depending on progress of research having been assessed as satisfactory.

## **GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS**

### **AWARD OF FELLOWSHIP AND RELEASE OF GRANTS**

The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution, which sponsored their applications. The offer should be availed within one year for JRF and 6 months for SRF/RA from the date mentioned in the award letter. The grant money is payable in one or two installments during the financial year on presentation of claim bill in triplicate in prescribed proforma ([Annexure VI](#)) duly signed by the Finance Officer/Head of the Institution. The first payment will be made after the receipt of the joining report of the fellow alongwith other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the institute in whose favour the grant is to be released. Subsequent payments will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma ([Annexure-V](#)) for the period ending 31 March and previous one year report, (b) statement of accounts of expenditure incurred during the current financial year ending 31 March, alongwith the claim bill for the next financial year from the institution. The sponsor Institution/University may advance money for payment of stipend to the fellow and to meet the contingent expenditure on his/her joining the fellowship for subsequent years, which

may be adjusted subsequently on receipt of the grants from the CSIR for the Fellowship. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should be maintained on ledger type system by the grantee Institution for the Research Fellow (Annexure-VII). The university/Institution shall be responsible for proper utilization of grant and for rendering the account of CSIR.

### **CONTINGENT GRANT**

A contingent grant of Rs.20,000/- per fellow per annum is provided to the University/Institution. For less than one year, the contingent grant will be admissible on pro-rata basis. Part of this grant may be utilized in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year. The guidelines for utilization of the contingent grant are given in [Annexure-II](#) SRFs will be given Rs.3000/- (lump sum) extra on submission of PhD thesis in e-form. For details contact CSIR's Unit for R&D of Information Products at [urdip@urdip.res.in](mailto:urdip@urdip.res.in)

### **PROGRESS REPORT**

The preparation of annual progress report on the research work done shall be essential part of the Fellow's work. Each Research Fellow shall submit his/her annual research report in the prescribed proforma ([Annexure-IV](#)) within a period of 15 days after completion of one year tenure to CSIR through his/her Guide/Head of the Department at the time of claiming the grant for the next financial year. It is essential to give upto date and full information against all the columns of [Annexure-IV](#). The results should be presented quantitatively in Tables/Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The progress report should be always accompanied by copies of published papers, re-prints, pre-prints of papers duly acknowledging financial assistance of CSIR duly accepted for publication, manuscripts of papers communicated for publication, failing which the fellowship will be terminated. Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his assessment report the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the guide of the department to CSIR and the result when announced.

### **PUBLICATION/PATENT**

The results of Fellow's research work may be published in standard refereed journals at the discretion of the Guide. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY CSIR is ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy of the published research papers should be sent to CSIR. The right to commercial exploitation of the results and patent right arising out of the investigation will, however, rest exclusively with CSIR.

### **OBLIGATIONS OF RESEARCH FELLOW**

- i. He/She be a full time researcher and submit himself/herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.
- ii. In case a fellow decides to appear for competitive examination, he/she would invariably seek permission from the guide and inform CSIR about it.
- iii. The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. His/her taking up any paid assignment at

any time in the course of fellowship, may lead to the fellow being asked to pay back the entire fellowship amount in addition to disciplinary action.

- iv. Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the fellowship or for such lesser duration, which the original objectives of the research problem have been achieved.
- v. No Fellow shall discontinue his/her Fellowship without prior approval of CSIR. In case he/she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to CSIR through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the CSIR letter approving the resignation.
- vi. The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to CSIR, in the prescribed proforma (Annexure VIII), within one month.
- vii. During the tenure of the Fellowship, the Fellow shall correspond with CSIR only through the Guide with the approval of the Head of the Institution.
- viii. The Research Fellow shall keep CSIR informed about his/her getting the higher degree, submission of thesis for Ph.D., MD, MDS, MS, MPhil, ME etc. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/She must acknowledge the support of CSIR in the publications. One copy each of all the research papers published must be sent to CSIR at each stage of publication/ manuscript/reprint.

### **TEMPORARY TEACHING & RESEARCH JOB**

A Research Fellow on the recommendation of Guide, and provided his/her University/ Institute has no objection, may be permitted by CSIR to take up temporary paid lectureship/research job in a recognized R&D Institution/University, College/Institute of repute/Recognized R & D Institution/PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

### **LEAVE**

Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to CSIR. The leave 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 can be accumulated at any time during the tenure. Of this not more than 30 days can be availed 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-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure; failing which the tenure will

be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to CSIR immediately.

The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due as prescribed in the para 25. If leave is not due, such cases will be decided by CSIR only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the CSIR well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

(i) Women Fellows with less than two surviving children are entitled for full stipend plus HRA, during the period of absence upto 135 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to CSIR. 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.

(ii) Male Fellows of CSIR with less than two surviving children are entitled for 15 days paternity leave during confinement of his wife on submission of relevant documentary proof.

#### **TRANSFER OF FELLOWSHIP**

The fellow should carefully choose the host institution, infrastructural facility to carry out his research before joining. Request for transfer of fellowship will not be entertained except on compelling circumstances for which the fellow & his/her guide should submit proper justification. The No Objection Certificate should be produced by the Fellow/ Associate from supervisor and Head of Department of University/Institute from where transfer is sought and where to be transferred by giving reasons of transfer is sought and where to be transferred by giving reasons of transfer. No TA will be permissible in such cases. The Research Fellow must ensure that necessary facilities are available at the Institution chosen by him/her for research at the time of joining the Fellowship. However, no transfers will be allowed in the last six months of the tenure of fellowships & also after submission of Ph.D. thesis. Joining time given in the event of transfer which will be treated as duty period will be as under:

Local transfer 1 day

< 300 km 2 days

> 300 km one week

#### **TERMINATION OF FELLOWSHIP**

The fellowship shall normally stand terminated on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by CSIR. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institution. The fellowship may also be terminated if the institution where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds and so informs CSIR.

If a fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the

University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

The unspent balance of grant lying with the Institution at any time due to termination /resignation of the Fellow must be refunded to CSIR immediately by means of a demand draft in favor of CSIR Complex, New Delhi.

Research Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by CSIR after one year of leaving the Fellowship.

### **ACCOMMODATION / HRA**

All Research Fellows may be allowed hostel accommodation wherever available and those residing in hostel provided by University/Institute will not be eligible for HRA. Reimbursement of hostel fee is not permissible. Where this is not possible, house rent allowance will be allowed as per the rules of the host institutions. In no case it should exceed the rates payable to Central Govt. Employees in that area. The basis for calculating HRA will be the actual stipend of the Research Fellow. The concerned institution will send HRA claim bill, in triplicate separately in respect of the Fellows who fulfill the requisite conditions of the host institutions.

### **MEDICAL BENEFITS**

All Research Fellows may be provided medical benefits as per rules of the host Institution. This will be limited to the fellow only and not for his/her family members/dependent. For calculating the medical benefits the criteria will be the revised basic pay of Central Govt. employees.

The host institute may get the fellows/associates medically examined at the time of joining or thereafter, if felt necessary.

### **OVERHEAD CHARGES**

For maintaining and only on timely submission of the accounts of CSIR grants, the beneficiary University/Institution is entitled to claim from CSIR the overhead charges at the following rates.

- a) For Research Fellows and Associates : Rs.500/- per year without any ceiling on the total amount.
- b) The rates are applicable from the financial year 1998-99.

The admissibility of the overhead charges shall be subject to the timely submission (within one year) of the following statement/documents to CSIR.

- a) Consolidated utilization certificate in respect of the financial year in question.
- b) Statement of Accounts of CSIR grants headwise and yearwise. Audited statement by statutory auditors or government auditors may be sent later on.
- c) Details of refunds of unspent balance of terminated Fellowships along with cheque number, date etc.



d) Abstract of claim for overhead charges.

The amount of overhead charges may be retained by the Institution while refunding the unspent balance or where there is no unspent balance for the year in question, then from the grants of the current year, provided the accounts are rendered within one year. Payment of the overhead charges to the employees maintaining accounts of CSIR shall be made only on authorization by CSIR and on receipt of the statement/documents mentioned above.

The disbursement of overhead charges will be at the discretion of the institute/university.

## **RESEARCH FELLOWSHIPS IN CSIR LABORATORIES**

The JRF's may be recruited in CSIR Laboratory/Institute from among the candidates who are identified for support by EMR from the result of the national CSIR-UGC NET only. The terms and conditions as given above will be applicable to all JRFs & SRFs. GATE - Qualified (in Engineering and technological subjects only) candidates can be selected as JRFs in CSIR Laboratories after following a procedure prescribed by Directors. Persons declared eligible for lectureship only will also be eligible for award of JRF in sponsored schemes, through HRD or other agencies only.

### **SRF (EXTENDED)**

For those meritorious candidates who have submitted their PhD thesis and are awaiting the award of PhD degree may apply for SRF (Extended). The tenure will for a maximum period of one year only. This tenure of SRF (Ext) will be counted in case the candidate applies and get selected as CSIR RA, after getting the PhD degree. The upper age limit for SRF (Ext) is 33 years.

### **CSIR RESEARCH ASSOCIATESHIP (RA)**

A certain number of RA-ships may be awarded each year directly by CSIR to young research workers who have shown promise in original research and propose to pursue research work in science, engineering, medicine or technology on specific projects. The Associate will do full time research work on problems stated in his/her application and approved by CSIR.

### **ELIGIBILITY**

Under this scheme, persons possessing Doctorate (PhD/MD/MS/MDS) or equivalent degree or having 3 years of research, teaching and design and development experience after MVSc/MPharm/ME/MTech will be eligible for award as RA.

### **AGE LIMIT**

The upper age limit for award of RA shall be 35 years. The upper age limit is relaxable upto 5 years in the case of applicants belonging to scheduled castes/tribes, women, physically handicapped and OBC candidates.

### **APPLICATION PROCEDURE**

Application for RAship are invited every a year on all India basis through press advertisement. The prescribed application form will be printed alongwith the advertisement in the Employment News. The completed application proforma must be

submitted to the Deputy Secretary, EMR Division, CSIR Complex, Library Avenue, Pusa, New Delhi - 110 012, within the prescribed date.

### **SELECTION PROCEDURE**

The selection would be through assessment of academic achievements of candidates and interviews of those screened by high level discipline wise Selection Committees constituted for the purpose. Second class rail fare is admissible to those applicants who are called for interview. The validity of the offer of award shall be six months from the date mentioned in the award letter.

The RA-ships are tenable in Indian Universities/IITs/Colleges/Government Research Establishments and those of recognized public or private sector industrial firms other Institutions approved by CSIR.

### **STIPEND AND CONTINGENCY GRANT**

The consolidated stipend of RA will be one of the following.

- a) Rs.22000/- (fixed)
- b) Rs.23000/- (fixed)
- c) Rs.24000/- (fixed)

The stipend may normally be fixed at Rs.22000/-. However, a selected RA may be placed in the higher stipend if there is ample justification and such recommendation is made by the discipline wise Selection Committee and approved by DGCSIR. In addition, contingent grant of Rs.20000/- per annum per Associate will be provided to the concerned Universities/Institutions.

### **TENURE**

Associateship will be tenable initially for a period of one year. It may be extended further at the discretion of CSIR. In such a case the progress of RA would be assessed each year by high level discipline wise Assessment Committee consisting of one external member not below the rank of Professor, Supervisor of the candidate and Head of the department. If the supervisor happens to be the Head of the department, another professor of the same Department may be associated with the Committee. External member should be preferably chairman of the three members Committee. However the order for extension or otherwise will be issued by the EMR Division after having considered the high level discipline wise Committee/s report, together with the detailed progress report duly supported by the reprints/ preprints/manuscript of the papers published, accepted or communicated. The total tenure of RA is planned to be of maximum 3 years including the tenure of associateship awarded by UGC/DST/ICMAR/ICAR etc.

### **AWARD OF ASSOCIATESHIP AND RELEASE OF GRANTS.**

The procedure described in paras 19 to 27 for Fellowship will be applicable in the case of Associateship.

### **CONTINGENT GRANT**

The Contingent grant is Rs.20,000/-p.a. The details in para 20 of the Fellowship will be applicable for utilization of this grant.

The associate shall present yearly reports on the progress of his /her work, through the supervisor and the Head of the Department in the University/Institution, in the prescribed proforma ([Annexure IV](#)).

The associate shall, at the expiry of the Associateship submit a comprehensive report of the work done during the entire period Associateship through the supervisor to CSIR in the published work (manuscript, reprints).

If an Associate wishes to leave the Associateship before the end of the tenure, it should be with the prior approval of CSIR.

The Associateship can be terminated, if any time CSIR is not satisfied with the progress or conduct of the Associate.

For the rules regarding selection, payment of funds, utilization of the contingent grant, submission of progress report, tenure, publications and the patents, leave for temporary or paid lectureship research job etc. the general rules applicable to JRFs & SRFs will apply to RA.

#### **DELEGATION OF POWERS TO DIRECTORS**

Director of CSIR laboratory/Institute is empowered to upgrade the JRF to SRF and extend the tenure of SRF and RA after following the prescribed procedure on the basis of three members assessment Committee report. The order is to be issued by the laboratory and only copy may be sent to Head, HRDG for monitoring. Director is also empowered to sanction leave (without stipend also), accept resignation etc. under intimation to HRDG. This will apply in case of those Fellows/Associates who are awarded Fellowship/Associateship by HRD Group of CSIR. Director is also empowered to sanction leave without stipend to fellow/associate proceedings abroad upto the period of one year only under intimation to HEAD, HRDG.

#### **GENERAL**

CSIR may send whenever considered necessary its officers for reviewing the work of the fellows and Associates, inspection of accounts, etc, in Universities/Institutes where the scholars are placed.

Any kind of paid or honorary, part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/Associateship.

The stipend of research fellow/associate is exempt from the payment of income tax under 10(16) of IT Act,
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These terms and conditions supersede all previous instruction issued in regard to JRF/SRF/RA. However, any relaxation would require approval of DGCSIR. In all matters decision taken by CSIR shall be final.

## GENERAL GUIDELINES

To facilitate speedy day to day working of the research Fellowships/Associateships of CSIR, the following power can be exercised by the guides<sup>1</sup> of Research Fellow/ Associates in concurrence with the Head of the Department/ Dean of the Faculty/ Director/ /Vice Chancellor.

### 1 Sanctioning of leave when it is due.

### 2 Approving of tours of research Fellows/ Associates for:

- i. Attending Symposia/Seminars/Conferences in India provided the Fellows/Associates are presenting paper that have been accepted and for attending Workshops/Training Courses relevant to the research projects;
- ii. Field work connected with research;
- iii. Computation work;
- iv. Consulting rare reference volumes in the nearest University/Research Institution library.

### 3 Utilization of contingent grant for the following:

- i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute<sup>2</sup>.
- ii. Towards meeting actual train fare and DA<sup>3</sup> during tours the research Fellows/ Associate will be entitled to TA/DA as admissible in case of Government servants drawing (Revised) basic pay @ Rs.8000/- pm<sup>4</sup> & above but below Rs.16400 for RAs and Rs.4100 and above but below Rs.6500 for Research Fellows. However, DA will be limited to 50 days in a year.
- iii. Towards meeting TA/DA limited to first class/ entitled class rail fare of outside expert members of assessment Committee<sup>5</sup>.
- iv. Chemical / consumable items required for the research work.
- v. Equipment required exclusively for research.
- vi. Photographic materials for research or thesis work.
- vii. Computation charges.
- viii. Reprints/ Off- print of research papers.
- ix. Stationery and postal charges<sup>5</sup>.
- x. Typing of research papers.
- xi. Registration fee for attending conference in India and abroad.
- xii. Any other purpose, specially authorized by CSIR.
- xiii. Contingency grant can be utilized for registration of Ph. D and submission of thesis.

### Contingent grant cannot be utilized for :

- i. Foreign travel or other expenses for visit abroad.
- ii. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.

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<sup>1</sup>Senior Faculty member (or supervisor) for Research Associates

<sup>2</sup>The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the supervisor/ Fellow/Associates after accession for use by the indenting Fellow/Associates till his/ her research Fellowship Associateship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.

<sup>3</sup>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.

<sup>4</sup>It is expected that Assessment Committee meetings be so fixed that services of experts can be utilized while they are on a visit to that institution.

<sup>5</sup>Not to exceed 20% of the contingent grant.

N.B. No expenditure can be incurred for purchasing furniture and office equipment.

