

SNU Hiring Policy – Research Project Staff

Policy # OR101 Hiring Policy – Research Project Staff V1

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Policy Details

1. OBJECTIVE

Shiv Nadar University is a Research Led Privately funded University. For carrying out Research work in Projects funded through Govt Grants or private funding, as well as for University's own research and technical work, the University often hires highly technical people to assist in the Research and Teaching work. The objective of this policy is to provide appropriate guidelines on recruitment and service terms for these people. There are different roles and designations under which people are appointed, as detailed in Annexure 1. For ease of conversation the term Research Project Staff' is used to address this entire set of positions. These guidelines are made to ensure consistency in salaries on 'like pay for like work' basis, this would ensure that the compensation are given in a fair and transparent manner.

As per existing practice, post sanction of a project by the funding agency, the approval for operation of the project is by the respective School Director. All subsequent operations including hiring, purchase, travel etc also comes under the purview of respective School Director.

2. SCOPE

This policy is applicable to hiring of Junior Research Fellows, Senior Research Fellows, Research Associates, Project Assistants, Research Assistants and any other Ad hoc positions as per list in Annexure 1.

Regulations declared by respective granting agency shall supersede this policy in case of conflict.

3. GENERAL GUIDELINES

3.1. Request for all appointments against a grant need to be approved by the respective head and Director, The request should be submitted by the Principal Investigator (PI)/Supervisor to them with the Project and Grants details by Principal Investigator (PI) / Supervisor. The Director shall forward his/her approval to the Office of Research (OR) for further processing.

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- 3.2. Office of Research (OR) will take a confirmation / go-ahead from Finance before initiating the hiring process. Finance Department shall keep & track all the relevant expenses for each Grant / Project.
- 3.3. All project appointments should normally be made against sanctioned manpower positions only. For any exceptions including appointments made for unaided project / SNU funded project, the Director shall seek approval from the Vice Chancellor. All offers will be released by the OR, after following the selection process as mentioned in the section below. Any policy deviations in appointments need approval from the Director of Research.

4. SELECTION PROCESS

- 4.1. Every position shall be advertised either internally and/or on SNU web site to ensure that all the suitable candidates have a fair and equal opportunity to apply.
- 4.2. The positions shall be advertised post approval of Director of the School. . *The PI shall forward the approved advertisement to the OR.*
- 4.3. The selection panel should be constituted according to the funding agency guidelines by the Principle Investigator and approved by the Director of the School. In the absence of any guideline from the funding agency, minimum three member interview panel shall be set up by Director of School. Interview panel shall review applications and shall call applicants for the interview.
- 4.4. The selected candidate and the recommendations of the selection committee shall be approved by the Director of School/VC and forwarded to the OR for further processing.
- 4.5. Positions hired against project grants will be paid only from the grant money, in such payments we will comply with grant terms. In the event of the Project or Grant being terminated, transferred, or exhausted such positions will be declared redundant and will be coterminous with the project term.
- 4.6. PA / RA: The term would generally end at the end of the month or semester.
- 4.7. Joining day for positions would generally be a Monday.
- 4.8. Offer letter is issued to the candidate as recommended and approved. On the candidate joining the offered position, the Office of Research then releases a formal joining letter.

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5. EMOLUMENTS, QUALIFICATION AND OTHER TERMS

5.1. Stipend Payable: The stipend for different positions and roles are given in the table in Annexure 1 with relevant foot notes. However, the guidelines of respective funding agency will supersede this in case of variation.

5.2. Dearness Allowance (DA): The positions covered under this policy are not entitled to DA.

5.3. Accommodation:

5.3.1. Accommodation / HRA: All research fellows and assistants are entitled for HRA as per Annexure 1. Depending on the nature of work, the candidate may be required to stay on campus. The type of Hostel accommodation for each category is given in Annexure1. The University charges additional amount for hostel room as given in annexure 1. The candidate, the schools, the department or the research grant (if allowed by the granting agency) shall pay the University accommodation charges.

Please note that in case Hostel accommodation is availed, the HRA component shall be withdrawn and the amount if sanctioned shall remain with project fund. Accommodation in the campus is not a right, and is based on the work requirements and is subject to availability of hostel accommodation.

5.3.2. On expiry of appointment term, Hostel accommodation has to be vacated within **three calendar (03) days** from the last working date. For occupancy beyond permissible days, charges of ₹500/- per day will be levied.

5.4. Medical Benefits: Medical Benefits shall be provided through the Medical Insurance Policy through a Third Party on payment of premium. It is mandatory to have insurance cover.

5.5. Leave: All Research Associates shall be eligible only for 30 days leave (@ 2.5 days per month) and 2RH per calendar year as per University Leave Policy. Following DST norms, Research/Project Assistants, JRF and SRF shall be eligible for casual leave only (ie 12 days @1 day month in a calendar year). Any exception to this shall be recommended by the PI for approval of the School Director. Maternity leave will also apply as per University Policy.

5.6. Holidays: All Research Project Staff shall be entitled to holidays as per University calendar.

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5.7. Travel: If there is a need for a person to travel for official purposes, for participation in scientific event/workshops held in India or abroad, the same period will be treated as on duty. The Travel entitlement will be as per University policy.

5.8. Other Benefits: The positions covered under this policy are need based are short term in nature. Besides above mentioned benefits, no other perquisites or benefits like Bonus & Leave Travel Concession, Provident Fund, Gratuity, Conveyance, Earned Leave etc. are available to these positions.

5.9. Transport: If Research Project Staff reside outside the campus, they can avail University regular transport facility running on defined routes on chargeable basis. The Transport charges are annexed in Annexure 2. No conveyance allowance can be claimed in lieu of transport.

5.10. Attendance and Leave record: It will be the responsibility of the Principal Investigator to keep record of attendance and leave of respective Research Project Staff. The records (21th of preceding month to 20th of current month) shall be shared with Office of Research by 20th evening of every month for processing of salary.

Format for providing the same shall be available in SNUlinks academics and research folder. The office of research shall process full salary for the staff member in the event of non-receipt of record.

6. EXTENSION OF TERM

6.1. In normal course the term for Research Fellows and Assistants would expire on the last day mentioned in her appointment letter. There is no automatic extension. If a PI or Supervisor wants the term to be extended, the same has to be notified to OR a **minimum of thirty working days before the expiry** of the old contract by the PI with necessary approval as per clause no.1 of General Guidelines.

6.2. OR will issue the extension letter based on approvals.

6.3. Adhoc appointments may be granted only one extension. The total time of all terms shall not exceed on year.

7. CASUAL APPOINTMENT

7.1. The Principal Investigator can request appointment of suitably qualified candidate on temporary/casual basis against vacant position in their

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extramurally funded project for a maximum of three months. The formal hiring process should be done in this period. The Director of the school shall also approve any casual appointment.

8. SEPARATION

The appointment can be terminated by the research staff or the Principal Investigator by giving one month's notice in writing as mentioned in the offer letter. The Principal Investigator shall forward termination request to the OR.

The Research staff shall fill and submit the 'Full and Final Clearance form' (No Dues form) available in SNUlinks to the OR. Last month's stipend shall be put on hold subject to submission of "Full and Final Clearance form" (No Dues form).

9. RELATED POLICIES

- Hostel Room Allocation Policy
- Leave Policy
- Holiday Policy
- IT Policy

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ANNEXURE 1

Emoluments table:

Positions	Qualifications	Stipend p.m.	Accommodation
Research Associate (RA)	Ph.D. or equivalent degree or having 3 years of research, teaching and design and development experience after ME / M. Tech with at least one research paper in Science Citation Indexed (SCI) journal	RA - I: 47,000 RA - II: 49,000 RA - III: 54,000	Single Room
Junior Research Fellow (JRF)	Post Graduate Degree in Basic Science with NET Qualification or Graduate Degree in Professional Course with NET qualification or Post Graduate Degree in Professional Course	31,000	Twin Sharing
Senior Research Fellow (SRF)	Qualification prescribed for JRF with two years of research experience	35,000	Single Room
Project Assistant (PA)	B. Tech/M. Tech/M. Sc.	20,000	Twin Sharing
Research Assistant (RAS)	B. Tech/M. Tech/M. Sc.	20,000	Twin Sharing
Ad Hoc Project Assistant (ad hoc PA)	B. Tech/M. Tech/M. Sc.	20,000	Twin Sharing
Ad hoc Research Assistant (ad hoc RA)	B. Tech/M. Tech/M. Sc.	20,000	Twin Sharing

Important Note:

- a) All positions are entitled for HRA @ 8% of Stipend if staying outside campus
- b) If availing University hostel facility, the following amount shall be payable as accommodation charges
 - a. Single room: 3500₹ per month
 - b. Twin sharing: 2000₹ per month
- c) Subject to availability, Hostel accommodation normally available to the students will be provided as per above entitlement. The Hostels are gender segregated. Single Room refers to Single occupancy standard room with common toilets. Facilities like attached toilet and air conditioning will be provided based on availability and payment of applicable charges.
- d) Stipend is subject to TDS as per the income tax rules

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Annexure 2: Transport Charges

Staff Designation	Monthly Charges
Research Associates	1600 ₹
JRF, SRF, PA, RA	1600 ₹

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Annexure 3: Minutes of meeting of selection committee

SHIV NADAR UNIVERSITY

Minutes of Selection Committee Meeting

Selection Committee meeting was held on _____ for making Project Appointment to the post of _____ in the pay-slab of Rs _____ under the Extramurally funded Research Project title _____ funded by _____ under Dr _____

The Position was advertised on ____ (date)____ and in response to the same _____ applications were received.

Criteria for appointment

Advertised:

Shortlisting:

After selection, the committee recommends the following candidate/s in order of rank for the position. CV attached.

- 1.
- 2.

Chairperson	Signature	Date
Member 1	Signature	Date
Member 2	Signature	Date
Member 3	Signature	Date
Member 4	Signature Date	

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CONTACT INFORMATION

In case if any queries, you may please contact us

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