

Recruitment/Lifecycle of Project Staff

Receipt of Project Sanction order from the funding Agency



Receipt of Project Sanction Approval from the Funding Agency along with sanction of funds, start date of the project is from the date of receipt of funds (as per funding agency norms)



Sanction approval to be obtained from Dean R&D for recruitment of Project staff as per the funding agency norms duly confirming the availability of funds.

- 1) Project Staff (JRF/SRF/RA)
- 2) Project Staff other than (JRF/SRF/RA)

recruitment approval form to be filled as per requirement:

http://rnd.iiti.ac.in/main/rnd_forms



Post approval of Dean R&D, Advertisement approval form to be filled and approval need to be obtained from Dean R&D along with Draft Advertisement. http://rnd.iiti.ac.in/main/rnd_forms



Conduct Interviews and on final selection of the candidate approval to be obtained from Dean R&D on the selection committee report duly signed by all the selection committee members, PI & HoD
http://rnd.iiti.ac.in/main/rnd_forms



Post approval of the selection committee report by Dean R&D, offer letter may be released to the candidate and confirm his acceptance and the date of joining through the office of the department concerned signed by HOD



At the time of joining of the candidate all the relevant documents to be filled/obtained (Joining Kit) Joining Report, Bio-data form, Safety & Security Undertaking form, Bank Account form, HRA declaration form (if applicable), Identity card form, copy of bank passbook and PAN, Aadhar Card and all the Mark sheets are duly verified and there after the documents may be forwarded to R&D Office for approval of Dean R&D through office of the concerned department. http://rnd.iiti.ac.in/main/rnd_forms



After the approval of Dean R&D on the joining report, Office Memorandum to be prepared by HoD Office and the copy to be forwarded to R&D section with all the supporting documents for salary process and the file to be maintained by the office of the department concerned



One month prior to expiry of the term/OM of the project staff, the HoD office concerned should initiate note for extension of the term through PI and HoD for approval of Dean R&D

On approval by Dean R&D, fresh OM of extension to be issued and copy is marked to R&D section for salary processing.



On expiry of the term/resignation of the project staff, the office of the department shall immediately intimate to R&D Section

Also process for no dues (noduesrmd@iiti.ac.in) and once all the dues are cleared experience certificate, relieving letter/experience letter may be issued through the office of the department and the records/files to be maintained for future requirements as per procedure