

Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER)  
Puducherry

**DIVISION OF RESEARCH**

**RESEARCH PROJECT FUND UTILISATION GUIDELINES**

**SECTION-1: RECRUITMENT OF MANPOWER**



**Version Number: 1.0**

**Date: 04 05 2024**

Prepared by		Reviewed by		Approved by	
Dr Prasanth Ganesan (Assoc Dean Research)	Dr Subitha L (Assoc Dean Research)	Dr Nishad Plakkal (Assoc Dean Research)	Dr Vikas Menon (Assoc Dean Research)	Dr. D. M. Thappa (Dean Research)	Dr. Rakesh Aggarwal (Director, JIPMER)
 Signature with Date 16.05.2024	 Signature with Date 16.5.24	 Signature with Date 16/5/24	 Signature with Date 16/5/24	 Signature with Date 16/5/2024	 Signature with Date 17/5/24

## CONTRIBUTORS

*The following faculty have provided inputs and have contributed towards the writing and development of this document:*

1. **Dr Raveendran R, Professor, Pharmacology**
2. **Dr Sunil Narayanan, Professor, Neurology**
3. **Dr Sonali Sarkar, Professor, Preventive and Social Medicine**
4. **Dr Medha Rajappa, Professor, Biochemistry**
5. **Dr Gunaseelan P, Professor, Radiation Oncology**
6. **Dr Balasubramanian, Professor, Biochemistry**
7. **Dr Prasanth Ganesan, Professor, Medical Oncology**
8. **Dr Subitha L, Additional Professor, Preventive and Social Medicine**
9. **Dr Nishad P, Additional Professor, Neonatology**
10. **Dr Vikas Menon, Psychiatry**

## Contents

1. Introduction .....	3
2. Recruitment of Manpower .....	4
2.1. Scope .....	4
2.2. Recruitment Workflow .....	4
2.3. Advertisement and Scrutiny Process .....	5
2.3.1. Permission from Dean to Advertise and for constituting the committee.....	5
2.3.2. Advertising the posts .....	5
2.3.3. Selection Committee.....	5
2.3.4. Scrutiny of the applications .....	6
2.4. Selection Process.....	6
2.4.1. Selection Method.....	6
2.4.2. Conducting the Written Test.....	6
2.4.3. Conducting the Interview and the Final Selection.....	7
2.5. Announcement of the Results .....	7
2.6. Operating the Waitlist .....	7
2.7. Appointment Process .....	8
2.8. Post recruitment steps, leaves, and termination. ....	8
2.9. Special Situations.....	8
2.9.1. Walk-in Interviews .....	8
2.9.2. Reservation in Research Posts .....	9
2.9.3. Salary Paid Directly by the funding agency.....	9
3. Standard Forms to be Used for the Recruitment Process.....	9

## 1. Introduction

This manual provides information about operation of extramural research grants received from various governmental and non-governmental agencies. Depending on approval from the funding agency, these grants can be used for manpower, special equipment, specific consumables, project-related travel, and institutional overheads.

The funding agencies can be:

- (i) Governmental (ICMR, India Alliance, DHR, DST, DBT, CSIR, BIRAC, DRDO or their subsidiaries)
- (ii) International public agencies (e.g. WHO, NIH, EU, DFG, MRC)
- (i) Non-governmental agencies (e.g., Lady Tata Trust, JAANA, Gates Foundation, etc.)
- (ii) Private organizations/individuals.

This manual lays down guidelines for operating extramural grants from the time of their sanction till completion of the project, including closure of accounts and submission of the final report. It has separate sections for manpower recruitment, procurement of equipment and consumables, travel, and overhead charges. *However, it is not exhaustive. All Principal Investigators (PIs) are advised to carefully review the specific guidelines and sanction conditions laid down for a particular project by the funding agency since those may override these JIPMER guidelines.*

The funding agency usually sanctions a fixed amount to a PI for use for a specific research project, as stated in their approval letter, research agreement, or memorandum of understanding (MoU). Often, the sanction document issued by the funding agency also limits funds that can be spent under specific heads, e.g., capital assets (equipment), manpower, consumables, etc., and during specific periods (e.g., year 1, 2, etc.). If the allocation of money under different heads is not specified, then the PI should get this clarified from the funder as soon as the grant is awarded avoid complications later.

Sometimes, a funding agency may sanction an overall amount for a project without a specific distribution under different heads; if yes, this needs to be stated by the funding agency.

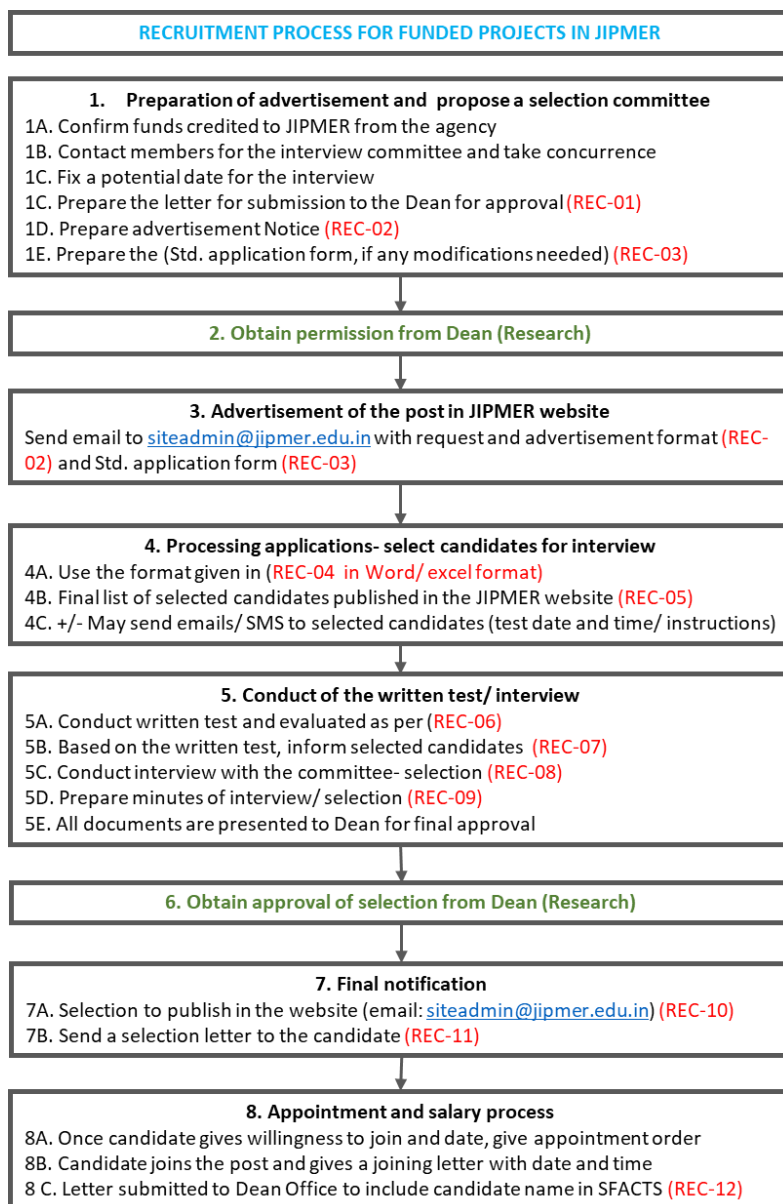
## 2. Recruitment of Manpower

### 2.1. Scope

The procedure for recruiting contractual staff for research projects may differ, depending on the source of funds and the rules or policies specified by the funding agency or agreed to between the funding agency and JIPMER.

Some government funding agencies have defined rules/policies on recruitment; in those cases, the funding agency's norms should be followed. Similarly, in projects funded by non-governmental/private organizations, if the agency has prespecified conditions in the MoU/ agreement for the project, those rules should be followed. In other situations, the Institute's procedures, as specified below, can be followed.

### 2.2. Recruitment Workflow



## 2.3. Advertisement and Scrutiny Process

### 2.3.1. Permission from Dean to Advertise and for constituting the committee

- a. The PI should, after ensuring that the project has post(s) available (please consult the project sanction letter), send to the Dean (Research) a request for advertising the post(s), in the prescribed format (REC-01) along with the following enclosures:
  - i. Sanction letter from the funding agency and budget indicating number and type of posts
  - ii. Recruitment rules (if any) prescribed by the funding agency (*or*) a copy of the MoU indicating the mode of recruitment (if applicable)
  - iii. Evidence of credit of money in the project account
  - iv. Copy of the proposed advertisement (as per REC-02) and application form (as per REC-03)
  - v. Proposed composition of the selection committee
  - vi. Once the request is approved, the PI can issue the advertisement and invite applications.
- b. The format provided at REC-2 is generic and may be modified for a specific project, if needed. For repeat advertisement in an ongoing project, please ensure that a vacancy is still available, i.e. sanction for the post has not lapsed, and that any prior waiting list is no longer applicable.
- c. It is permitted to announce the date for the selection test/interview in the advertisement itself; this can help save time by not having to give a week's notice after the eligibility list is published.

### 2.3.2. Advertising the posts

- a. The advertisements are usually placed on JIPMER website. For this, a request with the advertisement [(as approved by Dean (Research); see above) and the application form should be sent to [siteadmin@jipmer.edu.in](mailto:siteadmin@jipmer.edu.in). The PI may use additional modes of advertisement (e.g. in a newspaper) as per his/her needs and the funding agency's requirements; in such cases, the newspaper advertisement can be shorter and refer to the URL for the longer online format. The project will bear the expenditure on such advertisements.
- b. The applications may be received either online or offline. Please consider having a dedicated correspondence email ID for this process. Alternatively, the PI may create an online form (e.g. Google Form) to receive applications. There should be at least two weeks between the advertisement and the deadline for submission of applications.
- c. **Qualifications/experience:** These are as specified by the funding agency, with relaxations for reserved category applicants as per Government rules. For common posts, JIPMER norms may be considered. Pre-specified qualifications in the funding document / MOU may be used for posts that are not included.

### 2.3.3. Selection Committee

- a. The selection committee will have at least 3 members, including the PI (Member-Secretary), and two other faculty members (of which one must be from another department or outside the Institute); one or two additional members may be included if required for evaluation of candidates' skill sets. The senior-most member will act as the Chairperson. The PI will propose this committee when requesting staff recruitment, and it must be approved by the Dean.
- b. An external expert (from outside the Institute) can be included, if needed, for a particular project after approval of the Dean; the external expert may be paid a suitable honorarium out of the project's contingency funds, if permissible.

### 2.3.4. Scrutiny of the applications

- a. **Scrutiny of applications:** The PI shall review all the applications and prepare a spreadsheet as per REC-04.
- b. **Rejection of applications:** Applications may be rejected for the following reason(s):
  - i. Application is received after the deadline.
  - ii. The application is not in the prescribed format or is incomplete.
  - iii. Necessary documents are not attached.
  - iv. Not fulfilling the prescribed age or essential qualification and experience criteria.
- c. **Eligibility List:** Based on the above scrutiny, lists of eligible and ineligible candidates will be prepared in format REC-5, stating the reasons for rejection of any application.
- d. **Notification of eligible candidates:** Eligible/ineligible candidates are to be notified on the Institute website (REC-05). In addition, the PI may notify eligible candidates through e-mail / SMS. At least one week must be provided from the notification of the eligibility list to the selection process. As noted above, it is permissible to announce the date in the advertisement itself, in which case the one week time can be saved.

## 2.4. Selection Process

### 2.4.1. Selection Method

- a. The mode of selection must be decided at the time of obtaining permission for recruitment and indicated in the advertisement. The possible modes are: (i) only interview, (ii) a written test followed by interview of short-listed persons, or (iii) only a written test.
- b. If there are too few applicants and if there is a plan to change the method of selection (for e.g. omission of written test), then permission must be obtained from Dean in this regard.
- c. In general, for posts with higher skills (Senior Research Fellow / Project Manager) which cannot be easily assessed using MCQ exam / written / skill test, only an interview may be conducted. In such a situation, one may consider having a larger panel of interviewers to avoid allegations of bias. Further, the interview must be as objective as possible, with each panel member evaluating different domains relevant to the position and marking separately, followed by averaging, and final approval by the entire committee.
- d. For posts with lower skill level, it is preferable to have a written test / skill test with an objective evaluation method, with an interview for 3-5 candidates per available post scoring the highest marks therein, or no interview at all. The relative weightage of written test and interview (if done) will be 80% and 20%, respectively.

### 2.4.2. Conducting the Written Test

- a. **Facilities:** The PI shall:
  - i. Prepare the question papers.
  - ii. Identify space for conducting the test depending on the number of candidates.
  - iii. Ensure sufficient personnel are available for supervision.
  - iv. If verification of the candidate's eligibility certificates needs to be carried out, that could be done on the day of the test prior to allowing them to sit for the exam.
- b. **Skill test:** In some situations, the PI may choose to have a skill test in addition to the written test (Typing, data entry, etc.). If this is planned, then the mode of testing must be informed

Guidelines for Utilization of Research Funds  
Section 1: Recruitment of Manpower

beforehand, and sufficient preparations must be done for the same. If this is a component of objective testing, the skill test component marks may be incorporated within the theory marks and the written test marks may be reduced accordingly. However, if the skill test is considered only as a qualifying criterion (pass/ fail), then marks need not be incorporated. These plans must be decided *a priori* and indicated at the time of advertisement in the mode of assessment.

- c. The marks of the written test can be computed by the PI (REC -06), and the candidates selected for the interview are usually displayed on the department's notice board (REC-07). It is usual practice to complete the written test in the forenoon and the interview after that on the same day.

#### 2.4.3. Conducting the Interview and the Final Selection

- a. **Online/ offline:** Offline interviews are preferred. However, in specific situations (pandemic, natural disaster, or when candidates are unable to travel), online interview(s) may be done.
- b. **Duration:** Each candidate must be provided sufficient time and must be interviewed on all aspects of the proposed position by all the panel members.
- c. **Interview evaluation:** The interview scoring sheet may be subdivided into sections to have a more objective assessment, especially if the interview is the sole method of selection for a post. The interview results are tabulated as per REC-08 and signed by all members of the committee.

#### 2.5. Announcement of the Results

- a. The Selection Committee will prepare minutes with a final selection list and list of persons to be kept on wait-list (REC-09). These minutes and the related papers (merit list based on marks in written test/interview, other announcements, letters, copies of the applications of the selected and waitlisted persons, etc.) shall be submitted to the Dean (Research) for approval.
- b. Once approved, the PI will declare the results on the JIPMER website (REC-10). In addition, the PI may also inform the selected candidates directly by email.
- c. The PI will then send an offer letter to each selected candidate (format REC-11). The selected candidates are generally expected to be given four weeks to join. For a short-duration appointment or if a project requires that the candidate join within a shorter span, this requirement must be indicated in the advertisement notice beside the selection letter.

#### 2.6. Operating the Waitlist

- a. Waitlists will generally be valid for one year from the date of results and may be operated by the PI if (i) the selected candidate fail to join or resign, or (ii) another post with the same designation in the same project become available, but only after obtaining permission of the Dean.
- b. The higher-placed person should be contacted first, and if he/she is unwilling to join (preferably with written/email documentation of declining the offer), the PI may offer the position to the next person.
- c. Where there is a reserved post, wait lists must be prepared separately for each category and used as per the category of the vacant post.

## 2.7. Appointment Process

- a. WILLINGNESS TO JOIN: The candidates must provide a willingness to join letter and approximate date of joining.
- b. MEDICAL CHECK UP: Depending on the post recruited, and the funding agency's requirement, the PI may arrange a medical checkup during recruitment.
- c. COPIES OF CERTIFICATES: Along with the appointment papers, the PI should also keep copies of the certificates of the candidate.
- d. JOINING REPORT: The candidate will provide a joining report on the date of joining.
- e. APPOINTMENT ORDER: The PI will provide an appointment order after verifying all the above. This should mention the salary and duration and the detailed conditions of the appointment.
- f. DURATION OF THE APPOINTMENT: The contract employment offer is given for the project's duration or six months, whichever is shorter.
- g. RENEWAL OF THE CONTRACT: At the end of six months, the candidate must provide a letter indicating his willingness to continue in the post. If satisfied with the work, the PI may issue a fresh contract every six months for the candidate till the end of the project.

## 2.8. Post recruitment steps, leaves, and termination.

- a. INCLUSION IN SFACTS: The details of the candidate appointed and the appointment order and date of joining, and the candidate's joining letter must be sent to the Research Division for inclusion in SFACTS to enable salary payment. The format **REC-12** can be used for this.
- b. IDENTITY CARD FOR PROJECT STAFF: The PI can contact the Research Division to provide ID cards. Till that is in place, the PI can issue temporary ID cards to the staff.
- c. LEAVE RULES: Contract employees are generally allowed 2.5 days of monthly leave.
- d. MATERNITY LEAVE: As per Government of India Project Rules in force, as applicable.
- e. OTHER ENTITLEMENTS: Being on contract, research project staff are not permitted hostel accommodation or other benefits. This must be specified in the appointment order.
- f. TERMINATION / RESIGNATION: The PI can terminate the services of project staff, giving one-month notice in case of unsatisfactory work. Similarly, the staff members can resign with one-month notice. If there is an immediate resignation without notice, that month's salary may be withheld, at the discretion of the Principal Investigator.

## 2.9. Special Situations

### 2.9.1. Walk-in Interviews

In specific situations, the PI may request Dean (Research) permission to conduct walk-in tests/ interviews. In this case, the applications are not sought previously by email but are brought in directly by the candidates on the day of the written/ interview. This may expedite recruitment; however, it is difficult to predict the number of applications, and sometimes, a very large number of candidates may turn up and the PI must be prepared to conduct exams/ interviews for all the eligible applicants.



### 2.9.2. Reservation in Research Posts

For projects funded by Government agencies, reservation (caste-based or otherwise) needs to be implemented for various posts as per the prevalent government rules. If three or more positions in the same cadre are being advertised, reservation(s) must be considered. If this arises, the PI should contact the administration for clarification and proceed as per the rules.

### 2.9.3. Salary Paid Directly by the funding agency

In specific situations where JIPMER is not the coordinating center, and funds are received by another center. Recruitment may be done in JIPMER, as per the rules above, and the *selection letter should specify that salary will be paid directly by the coordinating center*. At the end of every month, JIPMER will send an employee report to the coordinating center/ Funding agency to facilitate the payment of salary to the employee's account.

## 3. Standard Forms to be Used for the Recruitment Process

(Links to downloadable forms available in the [EXTRAMURAL GRANTS | Jawaharlal Institute of Postgraduate Medical Education & Research \(jipmer.edu.in\)](#) )

### **A. Forms required for approval to advertise, advertisement and application (REC01 to REC-03)**

REC-01: Request for Permission to advertise and approval of the Selection Committee

REC-02: Advertisement format

REC-03: Standard Application Format

### **B. Forms required for evaluation of Applications and the Selection Process (REC-04 to REC-09)**

REC-04: Evaluation of applications (Excel format)

REC-05: Selection and notification format for written / interview

REC-06: Evaluation of the written exam

REC-07: Selected candidates based on written examination

REC-08: Evaluation of the written and interview format

REC-09: Minutes of the selection interview

### **C. Forms required for notification of results and appointment (REC-10 to REC-12)**

REC-10: Selection notification to be put in the website

REC-11: Selection letter to be issued to the candidate

REC-12: Request for inclusion of selected candidate name in SFACTS