

Procedure for Selection of Institute Post Doctoral Fellow (IPDF)

(July 2017 onwards)

1. Academic Section will receive the IPDF applications and forward them to the respective departments.
2. The department will
 - (i) Scrutinize the application of a candidate and if found suitable, will constitute a four member (A chairman with three members) department evaluation committee (DEC) with member(s) from other departments if necessary for evaluating the candidate. ***The mentor not to nominate/invite as a member of the selection committee.***
 - (ii) The DEC will conduct a seminar based evaluation of the candidate at the department level (can be in-person or on skype / video conferencing).
This evaluation will be with respect to:
 - (a) The strength and the novelty of the proposal. The proposal should not be a mere extension of the applicants Ph.D. work.
 - (b) The expertise brought in by the applicant to the department's / mentor's research area(s).
 - (c) Value addition to the department / applicant.
3. (a) If the candidate is **not found suitable** then the department will inform to the academic section along with the application.
(b) If the applicant is **found suitable**, the department will constitute an Institute selection committee (ISC) comprising of Dean (AR) - Chairman / Dean (AC), HoD or his/her nominee of the department/ 2 members from the department and 2 members from allied departments, and get a date from office of Dean, Academic Research and issue the meeting notice to the Institute Selection Committee members (ISC) / Candidate for the Final PDF interview at Dean Academic Research office (Conference Room). Forward the application to the Academic Section with a one page recommendation, duly filled in.
4. The ISC will conduct an interview to assess the overall academic strengths and weaknesses of the applicant for final selection. The interview can be in person or via skype/video conference for **20 minutes discussion**.
5. Candidates found suitable by the ISC will be offered for IPDF.
6. Normally Ph.D. graduates from IIT Madras are not encouraged to apply for Institute PDF. However, if the department wants to consider 'exceptionally good candidate', the above procedure has to be followed. In such cases only 'in person' interview will be permitted.

Institute Selection Committee (ISC) Interview dates will be fixed on a monthly basis such as second Tuesday of every month.

Sd/-

Joint Registrar(Acad-RU)

**Departmental Evaluation Committee Recommendation for Institute Post Doctoral Fellow
(IPDF) to the ISC**

Department of.....				
Name of the candidate				
D.O.B, Age and Gender				
Degree	University			Year
PhD				
Masters		% marks		
UG		% marks		
Area of specialization				
Research Assessment				
Assessment on the quality of research work as reflected from the papers published				
Assessment of the proposed topic of research (by the mentor)				
Potential Mentor name /Signature				
	Chairman:			
Members of DEC	1.		2	
	3			
Evaluation by the DEC(Separate sheet may be attached if necessary)				
<i>Signatures of the DEC:</i>				
Date	Chairman DEC	Member	Member	Member

ISC Research Assessment

Proposed topic is not a continuation of PhD work	Yes	Candidate has the potential to carryout independent research work	Yes	The candidate brings in knowledge and skill in an area which compliments the research carried out in the department	Yes
	No		No		No
<i>Overall Recommendation:</i>					

HoD

Dept. Member

Dept. Member

**Member from
allied Dept.**

**Member from allied
Dept.**

DAC

DAR-Chairman ISC

Director