

## **ADHOC APPOINTMENTS OF PROJECT STAFF**

### **Introduction:**

This document contains the policy for hiring of suitable candidates in an ad-hoc basis for the project when the process of setting up a formal interview panel may be delayed.

In the present process, once the candidate applies for a position in a IIIT-H project, the candidate has to be interviewed by an interview panel as per standard IIIT-H hiring policy. It is impractical to set up an interview panel to interview 2 or 3 candidates.

This document lists the process to be followed in such cases.

### **Process:**

Once the employment application has been received, the PI (Principal Investigator) determines if the formation of an interview panel for interviewing this candidate is feasible. If it is not feasible the PI interviews the candidate along with another faculty member.

1. If the candidate is suitable, the candidate is hired on an ad-hoc basis for a period of 2 months with the permission of the Dean (R&D). The candidate is on probation during this period. This contract is signed by the PI. The salary is determined by the PI.
2. Within a period of 2 months, the candidate is interviewed by the interview panel. The interview panel recommends if the candidate may be hired by the project for a longer duration or an additional probationary period is recommended.
3. Once the interview panel recommends that the candidate may be hired for a longer duration the formal contract is prepared and signed by Dean (R&D).
4. If the interview panel recommends an additional probationary period for the candidate, the candidate needs to serve this additional probationary period of two months and has to appear for the formal interview before the end of the probationary period. There will be no further extension of the ad-hoc appointment beyond this.

Sd/-

**Director**