R&D Office
Recruitment Guidelines for Project Staff

R&D/P&RS/2024/001   **October 21, 2024**

The following are the guidelines for hiring manpower in different projects that are funded externally or internally under various schemes. The R&D Office is the primary contact for recruiting various positions. These guidelines will assist the faculty in carrying out the activities smoothly. Contact details of the R&D Office staff can be found at the end of the document. The R&D Office will provide the necessary support.

This document can be used as a reference while preparing project related staff budget.

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Effective Date: November 1, 2024

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I. CATEGORIES OF APPOINTMENT

(a) Ad-hoc Appointments:

Hiring of manpower under this category is for a maximum period of **THREE** months for short-term work or a specific assignment. The Principal Investigator (PI) or Faculty can hire the services of qualified candidates on an ad-hoc basis against the vacant positions provided the candidate(s) fulfill the project requirements.

The ad-hoc position can be hired by the PI*. **The PI can issue the appointment letter, and a copy is sent to the R&D Office for processing salary.** Monthly salary is limited to Rs.30,000/- for staff under ad-hoc appointments. During these 3 months, the project staff is not entitled to any leave unless in an emergency. The PI can approve such leaves.

In cases where the project demands the ad-hoc appointment to be made full-time, the PI would recommend the candidate for full-time employment for a specific period to the Dean-R&D based on the project requirements and performance of the candidate. Candidates have to go through the formal selection process for conversion from ad-hoc appointments to full-time appointments for one year or more.

(b) Research Assistantship Appointments:

The hiring of full-time MS and PhD students against the vacant project positions of **JRF, SRF, and Research Associates**, etc. would be **verified and approved by the Research Student Advisory Committee (RSAC)**. *Based on the RSAC recommendation, the R&D Office will initiate the process of appointment.*

(c) Project Appointments:

The appointments for more than 3 months in different projects are fulfilled through a formal process by advertising on the Institute's website and other social networking sites. Such appointments are made for one year and are extendable based on the project's duration and the Principal Investigator's recommendations. Salary for the project staff depends upon the funds available.

The respective PI will prepare the job description for all project appointments, and the R&D Office will publish it on the website and other social networking sites. The entire selection process for hiring project staff including formulating the hiring committee, communication and coordination with the candidates, arranging for the interviews, shortlisting, and issuing appointment letters will be done by the R&D office.

Project appointments could be full-time, part-time, hybrid, online, or crowd (for each work/contribution). This has to be specified during the announcement of the position. For any change in the mode of working, with a change in responsibilities, it will need the recommendation of the PI and approval of the Dean(R&D).

II. **SELECTION COMMITTEE / PANEL:**

Positions	Selection Committee/Panel based on salary range	Sample designations	Salary Range (INR/month)	Salary Fixation Committee
Administrative Positions	**< Rs.30,000 pm** Principal Investigator (PI) **> Rs.30,000 ≤ Rs.75,000 pm** SpRC Member (Chair), PI, Subject Expert	Executive Assistant, Project Assistant, Senior Executive Assistant, Project Manager, Project Coordinator	15,000 - 75,000	Principal Investigator (PI) Keeps R&D Office informed
Project Coordination/ Management	**≤ Rs.30,000 pm** Principal Investigator (PI) **> Rs.30,000 ≤ Rs.75,000 pm** SpRC Member (Chair), PI, Subject Expert **> Rs.75,000 pm ≤ Rs.1,00,000 pm** Dean-R&D or Dean nominated (Chair), PI, SpRC Member, Subject Expert	Program Coordinator, Senior Program Coordinator	30,000 - 1,00,000	PI up to 75,000 pm. >75,000 pm, On approval of Dean (R&D)
Technical Cadre 1	**< Rs.30,000 pm** Principal Investigator (PI) **> Rs.30,000 ≤ Rs.50,000 pm** SpRC Member (Chair), PI, Subject Expert	Project Intern, Research Assistant, Field Consultant, Information Assistant	15,000 - 50,000	PI Keeps R&D Office informed
Technical Cadre 2	**< Rs.30,000 pm** Principal Investigator (PI) **> Rs.30,000 ≤ Rs.75,000 pm** SpRC Member (Chair), PI, Subject Expert	Technical Engineer, Research Associate I, Research Associate II, JRF, SRF, Project Engineer, Research Engineer, Research Scientist, Post Doc Research Fellow	20,000 - 75,000	PI Keeps R&D Office informed

Technical Cadre 3	**≥ Rs.40,000 ≤ Rs.75,000 pm** SpRC Member (Chair), PI, Subject Expert **> Rs.75,000 pm ≤ Rs.1,50,000 pm** Dean-R&D or Dean nominated (Chair), PI, SpRC Member, Subject Expert	Post Doc Research Fellow, Senior Research Scientist, Project Officer, Senior Project Manager, Principal Research Scientist	40, 000 - 1,50,000	PI up to 75,000 pm. >75,000 pm, on approval of Dean (R&D)
Consultants	**Rs.30,000 ≤ Rs.75,000 pm** SpRC Member (Chair), PI, Subject Expert **> Rs.75,000 pm ≤ Rs.1,50,000 pm** Dean-R&D or Dean nominated (Chair), PI, SpRC Member, Subject Expert	Consultant, Senior Consultant, Chief Consultant, Chief Architect Consultant	30,000 - 1,50,000	PI up to 75,000. >75,000 pm, on approval of Dean (R&D)

Positions	Selection Committee/Panel	Sample designations	Salary Range (INR/month)	Salary Fixation Committee
Specialists	**> Rs. 1,50,000 pm** Dean-R&D (Chair) Director's Nominee PI SpRC Member Subject Expert	Technical staff and/or Experts	>1,50,000	Director, Registrar
Specialized/Contributory Staff	The respective panel will be formed as mentioned above (salary range wise), based on the monthly salary rate.	Data Operator, Annotator, Language Annotator, Senior Language Annotator, Technical Content Developer	20,000 - 1,50,000	PI up to 75,000. >75,000, on approval of Dean-R&D

III. SCREENING OF APPLICATIONS:

- The advertisement is posted for a minimum of 15 days on the Institute's website inviting applications at the designated email id hiring.projectstaff@iiit.ac.in
- The R&D Office will share the applications received with the concerned PI for shortlisting.
- The selection panel is formulated for scheduling tests/interviews both online and in person.
- The shortlisted applicants are invited to attend the interview, and they are informed about the procedure and process for selection well in advance by the R&D Office.
- The PI along with the designated panel conducts interviews for the shortlisted applicants as per the Institute's norms.
- The coordinator for these panels prepares the Minutes and has them signed by the panel members.
- The signed minutes are sent to the Hiring Cell, R&D Office, which seeks the approval of the competent authority. On approval, the R&D Office informs the HR Office to release the appointment letter.

IV. SANCTIONING AUTHORITY FOR RELEASE OF APPOINTMENTS:

Salary Range (INR/pm)	Post Sanctioning Authority	IMS Note Sanctioning Authority	Appointment Letter Signing Authority
30,000	Principal Investigator	Coordinator, Sp. Res Cell	Coordinator, Sp. Res Cell
30,001 – 75,000	Principal Investigator	Dean (R&D)	Dean (R&D)
75,001 – 1,50,000	Dean (R&D)	Registrar	Registrar
>1,50,000	Director	Registrar	Registrar

- All appointments and renewals are done twice a year as of 30th September and 31st March. For appointments and renewals beyond these dates, please contact the Hiring Cell, R&D Office.
- In exceptional cases, the Dean (R&D) or Director waves off interviews of the applicants for the senior positions and consultants and seeks the approval of the panel before the release of the appointment letter.
- In cases where there is a conflict of interest, the PI needs to bring it to the notice of the R&D Office before initiating the hiring process. The respective committee recommendations on the aspect would be sought.

V. JOINING FORMALITIES

The applicant on receipt of the appointment letter should acknowledge his/her acceptance, furnish the date of joining, and submit the documents as listed below before joining.

1. Self-attested copies of all certificates related to education/work experience
2. NOC/relieving letter from the previous employer, if any.

3. Two current passport-size photographs
4. Bank account details along with a canceled cheque leaf
5. Aadhar Card copy
6. PAN Copy
7. Address proof copy
8. Mobile number (as per the bank records)
9. Email ID (as per the bank records)

For those staff who join before or by the 15th of the month, their salary will be processed for the number of days worked in the month they joined. For those who join after the 15th of the month, their salary will be processed along with the arrears in the subsequent month.

VI. SALARY PROCESSING:

All project staff and research appointments are processed by the R&D Office. The R&D Office seeks the approval of the respective PI/Sponsored Research Cell Chair as needed by the 16th of every month before processing the salary. The PI/Sponsored Research Cell Chair should inform the R&D Office of any changes concerning the project/research staff by the 16th. On receipt of necessary approvals, the R&D Office forwards details to the HR Office for processing salary.

VII. INSTITUTE'S FACILITIES:

Please refer the Annexure-1 of the guidelines for eligibility of various Institute facilities.

VIII. CONTRACT RENEWAL:

The contract of the project/research staff is renewed with or without an increase in pay based on the project funds, and staff performance at the discretion of the Principal Investigator/Chair-Sponsored Research Cell and/or Dean-R&D. The pay increase is in line with the increments of regular staff based on the Institute's norms. However, if the pay increase is more than what is decided by the Institute, special approval is required by a committee nominated by Dean-R&D.

IX. SEPARATION:

Staff deployed in projects where their work can be easily executed by any other new hire, a month's notice period needs to be served for a smooth transition. For those handling critical and lead positions, a three-month notice period is required. However, waiving off the notice period depends upon the project status and the criticality of the role and is at the discretion of the PI/Sponsored Research Cell Chair.

In case of performance issues or concerns related to misconduct, the PI/Sponsored Research Cell Chair decides to terminate the contract without notice period. However, the staff is given a month's pay for such terminations.

No Dues Clearance:

The final settlement and issue of experience and relieving letter will be given on completion of clearance of no dues and approval from the respective offices.

X. POINT OF CONTACT:

Mr. Mohammed Imtiyaz Shareef, Admin Assistant, project.hiring2@iiit.ac.in, Extn: 1361.
Mr. PVS Rambabu, Manager-R&D Office, manager.rnd@iiit.ac.in, Extn: 1444.

XI. EFFECTIVE DATE:

The guidelines are effective from **November 1, 2024.**

XII. SUBSEQUENT CHANGES:

The Institute reserves the right to make any amendments to the guidelines. The additions and/or changes made shall be communicated to all concerned accordingly.

ANNEXURE-1: ELIGIBILITY FOR THE INSTITUTE FACILITIES:

Facilities at Institute	Ad-hoc Staff	Project Staff	RA
Appointment	√	√	√
Email ID	PI	PI	PI
ID CARD	√	√	√
Desktop/Laptop	PI	PI	PI
Local network, VPN access, Internet	√	√	√
IMS Access	PI	PI	PI
Compute/Institute Resources	PI	PI	PI
Office/Workspace	PI	PI	PI
Mailing List for announcements, etc.	rstaff@iiit.ac.in	rstaff@iiit.ac.in	rstaff@iiit.ac.in
Library facilities			
Access	√	√	√
Book issue	√	√	√
Sports	√	√	√
GYM	√	√	√
Aarogya Centre	√	√	√
Leave Rules			
Casual Leave	3 days	12	12
Dining (Students Mess) on a payment basis	√	√	√
Hostel/Campus accommodation is subject to availability (For projects/assignments over 2 years)	X	√	√
Standard letters – address proof, experience certificates, etc..	√	√	√
Attendance Biometric system	√	√	√