

Post Doctoral Fellowships at IIT Palakkad (Guidelines)

ELIGIBILITY

1. Holders of Doctoral degree from any recognized Institute/University are eligible to apply *within five years of getting their doctoral degree*. Maximum age shall be **35 years** at the time of applying (relaxation as per GOI rules will be given for women/SC/ST/PwD/OBC candidates).
2. Ph.D. students, who have submitted their thesis, also are eligible to apply. However, they have to submit the provisional/degree certificate within 6 months from the date of appointment as an Institute Post Doctoral Fellowship (PDF). If it is not submitted within the time limit, the appointment will stand cancelled or a decision will be taken in consultation with the thesis processing authority.
3. Normally, IITPKD Ph.D. scholars are not encouraged to apply for Institute PDF. However, outstanding candidates can apply.
4. The Application format and other relevant details are attached as Annexure.
5. The candidate will have to identify a mentor in the IIT Palakkad, contact the mentor, and get his/her consent.
6. The mentor will have to send a confidential letter of recommendation to the Dean R&D.

Institute Selection Committee (ISC): CONSTITUTION AND TERMS OF REFERENCE

7. Institute Selection Committee for Institute PDF will consist of:
 - Dean R & D (Ex-officio) - Chair
 - From Research Advisory Committee (RAC) - One Member
 - A faculty member nominated by the Dean, R&D from the concerned Discipline. It will be the HoD, if there is an HoD. - Member
 - From allied Departments/External - One member
 - One member - An expert in the area (could be external) nominated by the Dean R&D in consultation with the mentor.
8. The Dean R&D will constitute the committee and get the approval of the Chairman, Senate.
9. The Chairman-ISC will convene the meeting of the Committee as and when required and send specific recommendation to the Chairman, Senate with respect to the application(s).
10. The Chairman-ISC is **authorized to invite any faculty member** as a special invitee.
11. The mentor shall not be nominated/invited as a member of the selection committee.

APPLICATION PROCESSING & INTERVIEW

12. For every discipline a Standing Committee will be formed to process the postdoctoral applications (PDFC).

13. The **application** will be submitted to the Dean R&D by the applicant. The Dean will send it to the concerned Department. The application will be sent back to the Dean with the recommendation from the PDFC. If the recommendation is to consider the applicant for the fellowship, then Dean will constitute ISC which will look at the application.

14. If ISC recommends the application for further consideration, an interview call letter will be sent by the Dean R&D.

15. Candidates called for interviews are **eligible for reimbursement of to and fro III AC** train fare by the shortest route.

SELECTION & OFFER:

16. Applications can be submitted at any time of the year.

DURATION AND JOINING

17. The **duration** of the fellowship will be initially for a period of 2 years, extendable for a further period of one more year based on the progress of the PDF and the recommendation of the Department.

ASSIGNMENTS

18. Apart from quality research work, post-docs will also be encouraged to write funding proposals. They will not be engaged in teaching in general, unless the PDF himself/herself wishes so.

19. The post doc will be attached to the mentor only for administrative purposes. He/She will work 'with' the mentor rather than 'under' the mentor. He/She will have independence to change the course of research in consultation with Performance Assessment Committee (PAC) (see below for details of PAC).

20. Post docs will be eligible to serve as co-guide for B.Tech and M.S. projects along with the mentor. In such cases the guidance will automatically end when the PDF leaves the institute.

BENEFITS

21. The PDFs are eligible for the following :

- Fellowship Amount : Between Rs. 45,000-55,000/- consolidated (depending upon experience and qualification).
- Accommodation : Suitable Hostel / Campus accommodation as per IIT norms will be provided if requested and if available.
- House Rent Allowance (HRA) : For married Institute Post Doctoral Fellow, if they are not provided accommodation within the campus, they are eligible for HRA as per rules.
- Contingency Grant : A contingency grant of Rs.1,00,000/- per annum will be provided to the Post-Doctoral Fellow for research purposes.
- Medical benefits / Insurance : As applicable to Ph.D scholars
- Permission for attending Conferences : Either National or International Conference can be permitted provided funds are available in the contingency grant of the concerned doctoral fellow.
- TA Claim for joining : Train fare by II AC from place of residence to IIT Palakkad (by shortest route).
- Leave : Upto 30 days of leave with fellowship in an year. The leave can be availed on a pro rata basis for the duration (on a 6 months' basis) of the Fellowship completed.

PERFORMANCE ASSESSMENT COMMITTEE (PAC) :

22. The performance of the Post-Doctoral Fellow will be assessed by the **Performance Assessment Committee (PAC)** with the following composition :

- A Head of the Department or a nominee by the Dean R&D if there is no HoD - Chair
(If the HoD happens to be the mentor, then one of the other two members of the Committee will assume the chair's role)
- B The Mentor - Member
- C Two Faculty members in the area of research carried out by the fellow - Members
(need not necessarily be from the same Discipline)

The PAC will meet at the end of first year, and then every six months.

PROGRESS REPORT

23. The candidate should present a **progress report to PAC** detailing the research work carried out and research findings. This should be supported by reprints/preprints/manuscripts of the papers published/accepted for publication or communicated/research reports.

TERMINATION

24. If the Post-Doctoral Fellow wishes to leave the program before the end of the tenure, he/she can do so with prior approval of the PAC giving one month's notice.

25. The fellowship may be **terminated** by the Institute if the performance/conduct of the fellow is found unsatisfactory by the PAC. For termination, one month's notice will be given to the PDF.

26. It can also be terminated if the PDF engages in any unethical practices like plagiarism or other scientific misconduct.

INTELLECTUAL PROPERTY RIGHTS

27. On all IPR related matters the rules applicable to the regular faculty members of the Institute will apply.