

## Human Resource Development Group Council of Scientific & Industrial Research

### CSIR-Research Grants Research Fellowships & Associateships

#### GENERAL

1. The EMR Division under HRD Group of Council of Scientific & Industrial Research (CSIR) provide CSIR Research Fellowships and Associateships to bright young men and women for training in methods of research under the expert guidance of faculty members/scientists working in University Departments/Institutes of National Importance/National Laboratories and Institutes of CSIR in various fields of Science & Technology and Medical Sciences. List of CSIR Laboratories is at [Annexure-I](#).
2. The CSIR Fellowships/Associateships are tenable in Universities/IITs/Post-Graduate Colleges/Government Research Establishments including those of CSIR, R&D establishments of recognized public or private sector, industrial firms and other recognized institutions. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science and technology in which the awardee is to specialize.
3. The CSIR Fellowships / Associateships are tenable in India. Only bonafide Indian citizens, residing in India are eligible for the award of research Fellowship/Associateships. The programme is aimed at National Human Resource Development for S&T.
4. The award of CSIR Fellowship / Associateships is for fixed tenure and does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary. The authority to award / terminate vests with CSIR. The awardee shall not lay claim to permanent absorption in CSIR, after the expiry of Fellowship / Associateship.

#### 5. **SUBJECT OF RESEARCH**

Preference is given to a subject / topic of research relevant to the research programmes of CSIR laboratories and nationally important S&T areas.

#### 6. **CSIR JUNIOR RESEARCH FELLOWSHIP (JRF)**

A large number of JRFs are awarded each year by CSIR to candidates holding BS-4 years program/BE/B. Tech/B. Pharma/MBBS/ Integrated BS-MS/M.Sc. or Equivalent degree/BSc (Hons) or equivalent degree holders or students enrolled in integrated MS-Ph.D program with at least 55% marks for General & OBC (50% for SC/ST candidates, Physically and Visually handicapped candidates) after qualifying the National Eligibility Test ( NET) conducted by CSIR twice a year June and December.

**Candidates with bachelor's degree, whether Science, engineering or any other discipline, will be eligible for fellowship only after getting registered/enrolled for Ph.D/integrated Ph.D. programme within the validity period of two years.**

Candidate enrolled for M.Sc. or having completed 10+2+3 years of the above qualifying examination are also eligible to apply in the above subject under the Result Awaited (RA) category.

## 7. APPLICATION PROCEDURE

On-line applications for JRF-NET are invited twice a year on all India basis through press advertisement. The information with respect to inviting applications is also made available on HRDG website ([www.csirhrdg.res.in](http://www.csirhrdg.res.in)).

## 8. AGE LIMIT

The upper age limit for applying for the award of JRF shall be 28 years, which is relaxed upto 5 years in the case of candidates belonging to Schedule Castes/Schedule Tribes/OBC, Physically Handicapped/Visually Handicapped and female applicants.

## 9. SELECTION PROCEDURE

The Selection for award of JRF shall be made on the basis of a competitive written test called the National Eligibility Test (NET), conducted by CSIR at national level twice a year in the following areas (1) Chemical Sciences (2) Earth, Atmosphere, Ocean and Planetary Sciences (3) Life Sciences, (4) Mathematical Sciences, (5) Physical Sciences, and (6) Engineering Sciences. From June 2011, CSIR has introduced a Single MCQ (Multiple Choice Question) Paper based test comprising of three parts. Part-A shall be common to all subjects comprising question on General Science and Research Aptitude. Part-B shall contain subject-related conventional MCQ and Part-C shall contain higher value questions that may test the candidate's knowledge of scientific concepts and/or application of the scientific concepts. Negative marking for wrong answers shall be done.

The candidates who qualify the test are informed individually. The Fellowship is awarded on receipt of necessary details of the qualifying degree examination, proposed place of research work, research topic, the name of supervisor and the concurrence of the Institution to provide all the necessary facilities. The validity of the offer of the JRF award is two years and will not be extendable.

[Application Format of the Undertaking by a Research Fellow / Associate on Acceptance of the Award of Research Fellowship / Associateship \(Click here to download\)](#)

## 10. PHD REGISTRATION AND TERMINATION OF FELLOWSHIP

### JRF-NET qualified Graduate Candidates

**Candidates with bachelor's degree, whether Science, engineering or any other discipline, will be eligible for fellowship only after getting registered/enrolled for Ph.D/Integrated Ph.D. programme [{Ph.D proforma Download from here}](#) within the validity period of two years.**

### JRF-NET qualified Postgraduate Candidates

**CSIR Junior Research Fellows should register for PhD within a period of two years [{Ph.D proforma Download from here}](#) from the date of joining their fellowship, failing which the fellowship may be terminated. In exceptional circumstances, CSIR may consider giving extension for an additional period of one year. During the extended period, the Junior Research Fellowship will, however, not be upgraded to Senior Research Fellowship. If at the end of 3<sup>rd</sup> year also, the fellow is not registered for PhD, the fellowship will be terminated.**

**The Fellowship shall stand terminated from the date of PhD viva-voce or from the**

date the Fellow resigns and his/her resignation has been accepted by CSIR or on completion of tenure. The fellowship may also be terminated if the institution where it is tenable refuses to provide facilities to the fellow on disciplinary grounds and so informs CSIR.

## 11. STIPEND & TENURE

- i. The stipend of a JRF selected through CSIR-UGC National Eligibility Test (NET) will be Rs 25,000/ p.m for the first two years. In addition, annual contingent grant of Rs. 20,000/- per fellow will be provided to the University / Institution. The guidelines for utilization of contingent grant are given in [Annexure-II](#)
- ii. On Completion of two years as JRF and if the fellow is registered for PhD, the fellowship will be upgraded to SRF (NET) and the stipend will be increased to Rs. 28,000/- p.m for the 3rd and subsequent years, on the basis of assessment of Fellows' research progress/ achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and External Member from outside the University/ Institution who is an expert in the relevant field, not below the rank of Professor/ Associate Professor. As far as possible the External Member should be the chairman of three members Committee. Where the guide happens to be the Head of the Department, the Dean, Faculty of Science or any senior member of the Department may be associated as the third member of the Committee ([Annexure -III](#)). In the event of the Committee not recommending upgradation or the fellow has not registered for PhD, the candidate will continue as JRF with a stipend of Rs 25,000/- p.m for the 3rd year or his/her fellowship may be terminated depending upon the recommendation of the Committee and the decision of CSIR in this regard. The progress of research work of JRF will be assessed by duly constituted three members assessment committee again at the end of 3rd year for such upgradation.

It is expected that Fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the candidate. If the work of JRF is still not found satisfactory for upgradation by the Committee or did not registered for PhD, the fellowship will be terminated. Further, if the progress is not satisfactory on completion of any sanctioned tenure, the fellowship will be terminated. Extension of tenure for the 4<sup>th</sup> year of SRF (NET) will be on the basis of the progress report and recommendation of the guide. The 5th year extension as SRF(NET) is permissible on the recommendation of a three member assessment Committee and progress report duly supported by publications in the form of reprints/preprints/manuscripts of the paper published, accepted or communicated for publication ([Annexure-IV](#)). **Noncompliance of CSIR norms for submission of annual progress report along with other requisite documents within six months after completion of yearly tenure may result in termination of fellowship/associateship.**

The total tenure as JRF plus SRF(NET) will not exceed five years. This will include the tenure of Fellowship awarded by UGC/DST/DBT/ICMR/ICAR etc or any other funding agency/Institution. The order for continuation at the same rate of stipend as SRF(NET), continuation at the same rate of stipend as JRF or otherwise will be issued by the EMR Division of HRDG, CSIR. Extension may not also be granted if the fellow does not acknowledge the support of CSIR in his/her research publication(s).

## 12. CSIR SENIOR RESEARCH FELLOWSHIP (SRF)

A certain number of SRFs will be awarded each year by CSIR directly to those possessing the following qualification and experience:

MSc/BE/BTech or equivalent degree with at least 55% marks and one publication in SCI Journal and should have completed at least two years of post MSc/BE/BTech research experience;

OR

MTech/ME or equivalent degree in engineering/technology with at least 60% marks;

OR

BE/BTech or equivalent degree with at least 60% marks and two years research experience as on the last date of application;

OR

MBBS/BDS or equivalent with at least 60% marks and one year internship;

OR

BPharm/BVSc/BSc(Ag) or equivalent degree with at least 55% marks and one publication in SCI Journal and should have completed at least three years research experience;

OR

MPharm/MVSc/MSc(Ag) or equivalent degree with at least 55% marks and one publication in SCI Journal and should have at least one year research experience.

### 13. AGE LIMIT

The upper age limit for applying for the award of SRF shall be 32 years. The upper age limit is relaxable upto 5 years in case of candidates belonging to scheduled castes/Scheduled Tribes/OBC, physically handicapped and female applicants.

### 14. APPLICATION PROCEDURE

On-line Applications for SRF are invited every year on all India basis through press advertisement. The information with respect to inviting applications is also made available on our website [www.csirhrdg.res.in](http://www.csirhrdg.res.in). Applicants are required to apply on-line and the hardcopy of this on-line application duly completed and forwarded through the proposed Supervisor and Head of the Department/Institution and should be submitted within the prescribed date.

### 15. SELECTION PROCEDURE

Selection will be made through interview whereby the assessment of academic record and published/project work is tested by discipline-wise high-level expert Committees.

Merely fulfilling of eligibility criteria may not entitle a candidate for being called for interview. Candidates will be called for interview after screening on the basis of criteria adopted by CSIR depending on the number of fellowships available. **CSIR reserves the right to call or not to call a candidate for interview.**

The validity of the award letter shall be six months from the date mentioned in the award letter. No extension beyond six months will be considered. Decision of CSIR in matters of selection for interview or for award of Fellowships etc. shall be final and binding on the candidate.

### 16. TENURE

The tenure of SRF will initially be 2 years. Extension of tenure for the 3<sup>rd</sup> year will be issued by EMR Division of HRDG (CSIR) after receiving the recommendation of three

member Expert Committee consisting of Guide, Head of Department and External Member from outside the University/ Institution who is an expert in the relevant field, not below the rank of Professor/Associate Professor and duly supported by detailed progress report ([Annexure-IV](#)) and publications in the form of reprints/preprints/ manuscripts or paper communicated for publication ([Annexure-V](#)). As far as possible the External member should be the Chairman of three members Expert Committee. The tenure of SRF in Engineering & Medical Sciences for candidates with professional bachelor and master degrees is four years (**The candidates having BE/BTech qualification in engineering discipline with two years of research experience and/or having MTech after BE/BTech in engineering discipline are eligible for four years fellowship under SRF-Direct Scheme of CSIR. Rest of the candidates will be eligible only for 3 years fellowsip i.e. candidate having graduate/postgraduate degree in basic science and thereafter done MTech in any discipline**). Extension for 3<sup>rd</sup> & 4<sup>th</sup> years will be issued by EMR Division according to the procedure outlined above. The total tenure as JRF and SRF combined (from all sources) will not exceed 5 years. The total period of tenure as Research Fellow/ Associate will include any other fellowship of equivalent status from any other agency/institute and is computed after deducting the tenure of fellowship/associateship already availed. A Research Fellow/Associate who joins on the first day of the month, his/her tenure will be completed on the last day of the previous month. In other cases the tenure will be completed on the last day of the same month of joining the Fellowship. Noncompliance of CSIR norms for submission of annual progress report along with other requisite documents within six months after completion of yearly tenure may result in termination of fellowship/associateship.

SRF will be terminated from the date of PhD viva-voce or completion of tenure, whichever is earlier.

## 17. STIPEND

**A SRF in a science/engineering/medical & pharmaceutical, veterinary discipline is entitled to a stipend of Rs.28,000/- pm for the entire tenure of fellowship.**

## GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS

### 18. AWARD OF FELLOWSHIP AND RELEASE OF GRANTS

The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution, which forwarded their applications. The offer should be availed within two years in case of JRFs and six (6) months for SRF/RA from the date mentioned in the award letter. The grant money is payable in four installment (quarterly basis) during the financial year on presentation of claim bill, in triplicate, in prescribed proforma ([Annexure-VI](#)) duly signed by the Finance Officer/Head of the Institution. The first payment (installment) will be made after the receipt of the joining report of the fellow along with other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the institute in whose favour the grant is to be released. Subsequent annual payments (on quarterly basis) will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma ([Annexure-IV](#)) for the period ending 31 March and previous one year report, (b) utilization certificate ([Annexure-IX](#)), and statement of receipt and payment (statement of accounts) ([Annexure-X](#)) incurred during the financial year ending 31 March, along with the claim bill for the next financial year from the concerned institution. The sponsor Institution/University may advance money for

payment of stipend to the fellow and to meet the contingent expenditure on his/her joining the fellowship for subsequent years, which may be adjusted subsequently on receipt of the grants from the CSIR for the Fellowship. The unspent amount of earlier payments and Interest Earned by Institutions/Universities on Grants released by CSIR for fellowships/associateships has to be refunded to CSIR at the end of a financial year or has to be adjusted while submitting/making the fresh claims for payment. The accounts should be maintained on ledger type system by the grantee Institution for the Research Fellow ([Annexure-VII](#)). The university/Institution shall be responsible for proper utilization of grant and for rendering the account to the CSIR-HRD Group.

## 19. CONTINGENT GRANT

An annual contingent grant of Rs.20,000/- per fellow is provided to the University/Institution. For less than one year, the contingent grant will be admissible on pro-rata basis. Part of this grant may be utilized in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year, however, the next release of contingency grant will be subject to adjustment of unspent balance of contingency grant of the previous year thereby restricting contingency expenditure to a maximum of Rs 20,000/- in a year. **Further, request (claim) for release of contingency grant of the previous financial year(s) will not be entertained.** The guidelines for utilization of the contingent grant are given in [Annexure-II](#). The CSIR Research Fellows will be given Rs.3,000/- (lump sum) extra on submission of PhD thesis in e-form. For details, **Head, CSIR's Unit for R&D of Information Products (URDIP), 'JOPASANA', 85/1, Paud Road (Near Vanaz Engineering Company), Kothrud, Pune -411 038, Maharashtra, may be contacted. The website address of URDIP is [www.urdip.res.in](http://www.urdip.res.in).**

**The University/Institution has to submit the consolidated Utilization Certificate ([Annexure-IX](#)) and Statement of Expenditure ([Annexure-X](#)) at the end of each Financial Year failing which grant-in-aid payable for next year will not be released.**

## 20. PROGRESS REPORT

The preparation of annual progress report on the research work done shall be essential part of the Fellow's work. Each Research Fellow shall submit his/her annual research report in the prescribed proforma ([Annexure-IV](#)) within a period of 15 days after completion of one year tenure to CSIR (HRD Group) through his/her Guide/Head of the Department. It is essential to give up to-date and full information against all the columns of [Annexure-IV](#). The results should be presented quantitatively in Tables/Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. **The progress report should be always accompanied by copies of published papers, re-prints and pre-prints of papers accepted for publication, manuscripts of papers communicated for publication duly acknowledging financial assistance of CSIR. Noncompliance of CSIR norms for submission of annual progress report along with other requisite documents within six months after completion of yearly tenure may result in termination of fellowship/associateship.** Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his/her assessment report the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the guide of the department to CSIR and the result when announced.

## 21. PUBLICATION/PATENT

(A) **Publication** The results of Fellow's research work may be published in standard refereed journals at the discretion of the Guide. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY CSIR is ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy of the published research papers should be sent to CSIR.

(B) **Patent** The commercial exploitation of the results and ownership of patent rights pertaining to investigations concerning the intellectual work of the CSIR research fellows/associates will be as follows: (i) Public funded educational/research institution, to which a fellow is associated, may seek patent right at their own cost and/or commercial exploitation of the results of the investigation concerning the Intellectual work of the fellow and all rights would vest exclusively with the Institution concerned. All matters concerning ownership of IP and its licensing/exploitation would be governed by the IP policy of the concerned institutions. (ii) In case an institution, to which a fellow is associated, is not in a position to seek patent rights and/or commercial exploitation of the results of the investigation concerning the intellectual work of the fellow, CSIR at its own cost may seek the patent rights and/or commercial exploitation of the results of the intellectual work of the fellow and all rights would vest exclusively with CSIR. **(Issued vide CSIR OM NO. F.No. 6/IPR/2011/EMR-I dated 29th July 2011)**

## 22. OBLIGATIONS OF RESEARCH FELLOW

- i. He/She has to be a full time researcher and submit himself/herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.
- ii. In case a fellow decides to appear for competitive examination, he/she would invariably seek permission from the guide and inform CSIR about it.
- iii. The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. However, if required, the fellow may assist the host institute in its academic work/other activities, as per guidelines of its PhD programme, provided such assignments should not hamper the progress of research work of the fellow.
- iv. Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the fellowship or for such lesser duration in which the original objectives of the research problem have been achieved.
- v. No Fellow shall discontinue his/her Fellowship without prior approval of CSIR. In case he/she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to CSIR through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the CSIR letter approving the resignation.
- vi. The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to CSIR, in the prescribed proforma ([Annexure-VIII](#)), within one month.

- vii. During the tenure of the Fellowship, the Fellow shall correspond with CSIR only through the Guide with the approval of the Head of the Institution.
- viii. The Research Fellow shall keep CSIR informed about his/her getting the higher degree, submission of thesis for Ph.D., MD, MDS, MS, MPhil, ME etc. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/She must acknowledge the support of CSIR in the publication(s). One copy each of all the research papers published must be sent to CSIR at each stage of publication/ manuscript/reprint.

## **23. TEMPORARY TEACHING & RESEARCH JOB**

A Research Fellow on the recommendation of Guide, and provided that his/her University/ Institute has no objection, may be permitted by CSIR to take up temporary paid lectureship/research job in a recognized R&D Institution/University, College/Institute of repute/Recognized R & D Institution/ PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend and contingency grant during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

## **24. LEAVE**

Leave with stipend not exceeding 30 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to CSIR. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed in a calendar year with stipend and beyond that any leave will be treated as "Leave Without Stipend". During the first year of Fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before expiry of Fellowship tenure, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to CSIR immediately. As the CSIR releases the grant in advance, therefore, the amount on account of "Leave Without Stipend" has to be refunded to CSIR at the end of a financial year or adjusted against the fresh claim, if any.

**25.** The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due as prescribed in para 24 above. If leave is not due, such cases will be decided by CSIR only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the CSIR well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

**26.(i)** Women Fellows with less than two surviving children are entitled to full stipend plus HRA, during the period of absence upto 180 days on grounds of maternity. Such leave shall be



sanctioned by the Guide under intimation to CSIR. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up for the research work during the remaining tenure.

- 26.(ii) Male Fellows of CSIR with less than two surviving children are entitled for 15 days paternity leave during confinement of his wife on submission of relevant documentary proof.

## 27. TRANSFER OF FELLOWSHIP

The fellow should carefully choose the host institution, guide/supervisor, availability of necessary infrastructural and other research facilities etc. to carry out his/her research before joining. **Request for transfer of fellowship will not be entertained except on compelling circumstances for which the fellow & his/her guide should submit proper justification. The No Objection Certificate should be produced by the Fellow/ Associate from supervisor and Head of Department of University/Institute from where transfer is sought and consent of the Guide/Host Institute where Fellowships is sought to be transferred by giving reasons of transfer. No fellow will be allowed to join another institute without seeking prior approval from CSIR for "transfer of fellowship" and if he/she joins elsewhere without approval of CSIR, his/her fellowship may be terminated. Fellowship/Associateship will stand terminated from the date of resignation.** Further, no transfers will be allowed in the last six months of the tenure of fellowships & also after submission of Ph.D. thesis.

## 28. TERMINATION OF FELLOWSHIP

**Senior Research Fellowship will be terminated from the date of viva-voce of PhD or on completion of fellowship tenure, whichever is earlier.** The fellowship shall also stand terminated from the date the Fellow resigns and his/her resignation has been accepted by CSIR. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institution. The fellowship may also be terminated if the institution where it is tenable, refuses to continue to provide facilities to the fellow on disciplinary grounds and so informs CSIR.

29. If a fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

30. **The unspent balance of grant lying with the Institution at any time due to termination/resignation/transfer of fellowship of a Fellow/Leave sanctioned without stipend/interest earned on grants released by CSIR must be refunded to CSIR immediately by means of a demand draft in favor of Deputy Secretary, EMR, CSIR Complex, New Delhi.**

31. Research Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by CSIR after one year of leaving the Fellowship.

## 32. ACCOMMODATION / HRA

All Research Fellows may be allowed hostel accommodation wherever available and those residing in hostel provided by University/Institute will not be eligible for HRA. Reimbursement of hostel fee is not permissible. Where this is not possible, house rent

allowance will be allowed as per the rules of the host institutions. In no case it should exceed the rates payable to Central Government Employees in that area. The basis for calculating HRA will be the actual stipend of the Research Fellow. The concerned institution will send HRA claim bill, in triplicate separately in respect of the Fellows who fulfill the requisite conditions of the host institution.

### **33. MEDICAL BENEFITS**

**33.1** Further, all Research Fellows may be provided medical facility as per Central /State Government Medical norms. This will be limited to the fellow only and not for his/her family members/dependents.

**33.2** The host institute may get the fellows/associates medically examined at the time of joining or thereafter.

### **34. OVERHEAD CHARGES**

**34.1** For maintaining and timely submission of the accounts of CSIR grants, the beneficiary University/Institution is entitled to claim from CSIR the overhead charges at the following rates.

- a) For Research Fellows and Associates: Rs.500/- per year per fellow without any ceiling on the total amount.
- b) The rates are made applicable from the financial year 1998-99 onwards.

**34.2** The admissibility of the overhead charges shall be subject to the timely submission (within one month) of the following statement/documents to CSIR.

- a) Consolidated list of research fellows/associates working/terminated/ transferred/ resigned in the particular year with their date of termination/transfer/resignation of fellowship/associateship.
- b) Year-wise information with respect to the PhD degrees awarded to CSIR Research Fellows (JRF/SRF)/PhD theses submitted by CSIR Research Fellows (JRF/SRF).
- c) Consolidated utilization certificate ([Annexure-IX](#)) in respect of all the fellows during the financial year in question.
- d) Statement of Receipt & Expenditure ([Annexure-X](#)) of CSIR grants head-wise and year-wise. Audited statement by statutory auditors or government auditors may be sent later on.
- e) Details of refunds of unspent balance of terminated Fellowships/Associateships, transferred Fellowships/Associateships, scholars who resigned during the year/Leave sanctioned to fellow(s) without Stipend and the Interest Earned on Grants released by CSIR along with cheque/draft number, date & issuing bank branch etc.
- f) Abstract of claim for overhead charges.

**34.3.** Payment of the overhead charges to the employees maintaining accounts of CSIR shall be made only on authorization by CSIR and on receipt of the statement/documents mentioned above.

34.4. The utilization of overhead charges will be at the discretion of the institute/university.

**35. SRF (EXTENDED) \*\*\*Programme has been discontinued w.e.f. 01-04-2016.**

For those meritorious candidates who have submitted their PhD thesis and are awaiting the award of PhD degree and have at least one publication in SCI journal may apply for SRF (Extended). The tenure will be for a maximum period of one year only. This tenure of SRF (Ext) will be counted in case the candidate applies and get selected as CSIR RA, after getting the PhD degree. The upper age limit for SRF (Ext) is 33 years. SRF (Extended) will be governed by rules as applicable to Research Associates (RA).

**36. CSIR RESEARCH ASSOCIATESHIP (RA)**

A certain number of RA-ships may be awarded each year directly by CSIR to young research workers who have shown promise in original research and propose to pursue research work in science, engineering, medicine or technology on specific projects. The Associate will do full time research work on problems stated in his/her application and approved by CSIR.

**37. ELIGIBILITY**

a) PhD (in a science or engineering subject) or MD/MS/MDS (in medical science subject) or ME/MTech/MPharm/MVSc with three years R&D experience as on the last date of application, evidenced from fellowship or associateship or from date of registration of PhD.

b) PhD (science/engineering) thesis submitted are also eligible for RA'ship. Selection in such cases will be subject to the condition that PhD viva-voce done & declared qualified for award of PhD/awarded PhD degree before the expiry of the validity of the award offer.

c) The candidate applying for Research Associateship must have at least one research publication in standard refereed journal as listed in Journal Citation Reports (JCR).

**38. AGE LIMIT**

The upper age limit for applying for award of RA shall be 35 years. The upper age limit is relaxable upto 5 years in the case of applicants belonging to scheduled castes/scheduled tribes/OBC, physically handicapped and women applicants.

**39. APPLICATION PROCEDURE**

Same as given at "Para-14".

**40. SELECTION PROCEDURE**

Same as given at 'Para-15'

**41. STIPEND**

The consolidated stipend of RA will be one of the following.

a) Rs.36,000/- (fixed)

b) Rs.38,000/- (fixed)

c) Rs.40,000/- (fixed)

The stipend may normally be fixed at Rs.36,000/-. However, a selected RA may be placed in the higher stipend if there is ample justification and such recommendation is made by the discipline wise Selection Committee and approved by DG, CSIR.

#### 42. TENURE

Research Associateship (RA) will be tenable initially for a period of one year. It may be extended further at the discretion of CSIR. In such a case the progress of RA would be assessed each year by high level discipline wise Assessment Committee consisting of one external member not below the rank of Professor, Supervisor of the candidate and Head of the department. If the supervisor happens to be the Head of the department, another professor of the same Department may be associated with the Committee. External member should be preferably chairman of the three members Committee. However the order for extension or otherwise will be issued by the EMR Division after having considered by the high level discipline wise Committee's report, together with the detailed progress report duly supported by reprints/ preprints/manuscript of the papers published, accepted or communicated. **Noncompliance of CSIR norms for submission of annual progress report along with other requisite documents within six months after completion of yearly tenure may result in termination of fellowship/associateship.** The total tenure of RA is 3 years including the tenure of associateship awarded by UGC/DST/ICMAR/ICAR etc. and the period availed by him/her as SRF(Ext) awarded by CSIR.

#### 43. AWARD OF ASSOCIATESHIP AND RELEASE OF GRANTS.

The procedures will be the same as applicable in case of the Fellowship (as explained at Para: 14-18).

#### 44. CONTINGENT GRANT

The Contingent grant is Rs.20,000/- per annum. The details in para 19 of the Fellowship will be applicable for utilization of this grant.

45. The associate shall present yearly reports on the progress of his /her work, through the supervisor and the Head of the Department in the University/Institution, in the prescribed proforma ([Annexure-IV](#)).

46. The associate shall, at the expiry of the Associateship submit a comprehensive report of the work done during the entire period of Associateship, through the supervisor, to CSIR in the published work (manuscript, reprints) ([Annexure-VIII](#)).

47. If an Associate wishes to leave the Associateship before the end of the tenure, it should be with the prior approval of CSIR.

48. The Associateship can be terminated, if the CSIR is not satisfied with the progress or conduct of the Research Associate.

49. For the rules regarding selection, payment of funds, utilization of the contingent grant, submission of progress report, tenure, publications and the patents, leave for temporary or paid lectureship research job etc. the general rules applicable to JRFs & SRFs will apply to RAs also.

## 50. DELEGATION OF POWERS TO DIRECTORS

The Director of CSIR laboratory/Institute is empowered to upgrade the JRF to SRF and extend the tenure of SRF and RA after following the prescribed procedure and eligibility. The order is to be issued by the laboratory and only a copy of the order is required to be sent to Head, HRDG for monitoring. Director is also empowered to sanction leave (without stipend also), accept resignation etc. under intimation to HRDG. This will apply in case of those Fellows/Associates who are awarded Fellowship/Associateship by HRD Group of CSIR. Director is also empowered to sanction leave without stipend to fellow/associate proceedings abroad upto the period of one year only under intimation to HEAD, HRDG. Director of CSIR Laboratory/Institute is also empowered to change the guide of a research fellow/associate under intimation to HRDG.

## 51. GENERAL

CSIR may send whenever considered necessary its officers for reviewing the work of the fellows and Associates, inspection of accounts, attendance, etc, in Universities/Institutes where the Research Fellows/Associates are placed.

52. Any kind of paid or honorary, part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/Associateship.

53. **The stipend of research fellow/associate is exempt from the payment of income tax under 10(16) of IT Act,**

54. These terms and conditions supersede all previous instructions issued in regard to JRF/SRF/RA. However, any relaxation would require approval of DG, CSIR. In all matters decision taken by CSIR shall be final.