



File No.: 5(201)/2/2023-E.1

Date-18.09.2023

**OFFICE MEMORANDUM**

**Sub: Regarding Engagement Cycle of Project Staff**

Engagement of Project Staff is a regular process in the institute to help the scientists in research for the ongoing projects. The present process needs to be streamlined for smooth and timely engagement of the project staff.

2. In view of the above the following schedule for engagement of the project staff is to be followed.

<b>Monthly Schedule for Project Staff Engagement</b>		
<b>Tentative Date/ Time Line</b>	<b>Actions</b>	<b>Actions to be Taken By</b>
1 <sup>st</sup> - 10 <sup>th</sup>	Submission of Approved Proposals	Project Leader / Principal Investigator
11 <sup>th</sup> -14 <sup>th</sup>	Compiling of Proposals	Establishment Section
	Director's Approval for advertisement	Establishment Section (through noting)
	Constitution of Selection Committee and other common members	Director (through noting)
	Finalisation of Date of Walk-in-Interview	Chairperson of Selection Committee
15 <sup>th</sup> - 17 <sup>th</sup>	Publishing of Window Advertisement on News Paper	Establishment Section
	Hosting of Full Advertisement on Institute's Website	IT Cell
22 <sup>nd</sup> - 24 <sup>th</sup>	Document Verification (on the date of Walk-in-Interview)	Establishment Section
	Walk-in-Interview	Duly Constituted Selection Committee
	Proceedings of the Selection Committee Meeting / Result	Selection Committee / Establishment Section
	Approval of Proceedings / Results by the Director	Establishment Section (through noting)
25 <sup>th</sup> - 27 <sup>th</sup>	Publishing of Result in Institute's Website	IT Cell
28 <sup>th</sup> - 30 <sup>th</sup>	Issue of Offer Letter (Proposal for Appointment)	Establishment Section

3. Project Leaders/Principal Investigators are advised to adhere to the following points in addition to the engagement schedule.

- No any proposals or addition to the proposals will be accepted after the 10<sup>th</sup> day of the month.
- Engagement for the month will be processed in case of proposals of minimum 4 positions received.
- In case of receipt of proposals of less than 4 positions, the engagement will be done in next Engagement Cycle.

4. These guidelines are issued with the approval of the Competent Authority and shall be effective from the date of issue of this OM.

*Rajendra*  
18/09/23  
(R.P Kushwaha)  
Section Officer

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