



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.

*R.P. Kushwaha*  
18/09/23

(R.P Kushwaha)  
Section Officer

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- Director's Office (for Info pls.)
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