

## Guidelines for Institute Post Doctoral Fellowship at IIT Madras

### ADVERTISEMENT AND ELIGIBILITY

1. The scheme, "*Institute Post Doctoral Fellowship at IIT Madras*" has been approved by the Senate in its 242<sup>nd</sup> Meeting held on 17.7.2009.
2. The Application format and other relevant details are hosted in our **website**. The **advertisement** for MS / Ph.D will carry the information regarding Institute PDF at IIT Madras.
3. Ph.D degree holders are eligible to apply *within five years after completion of Ph.D.* Maximum Age is **35 years** (relaxable by 5 years for women and reserved category)
4. Ph.D. scholars after submission of thesis are also eligible to apply for Institute PDF posts. However, they have to submit the provisional/degree certificate within 6 months from the date of appointment as Institute PDF. If not submitted within the time limit, the appointment will stand cancelled or a decision will be taken in consultation with the thesis processing authority.
5. IITM Ph.D. scholars are not encouraged to apply for Institute PDF. However, outstanding candidates on merit can apply in exceptional cases to a department different from his parent department, which will be considered by the Department Standing Committee. In this case continuation with the same guide(s) is to be avoided.

### APPLICATION PROCESSING & INTERVIEW

6. The **soft copy applications** received by the Academic Section will be forwarded to Departments to shortlist the candidates to be called for interview at the department level.
7. The department will scrutinize the application of a candidate and if found suitable, the department will constitute a Departmental Evaluation Committee (DEC) and conduct a seminar based evaluation of the candidate (DEC) at the department level (can be in-person or on skype / video conferencing).

This evaluation will be with respect to:

1. The strength and the novelty of the proposal. The proposal should not be a mere extension of the applicants Ph.D. work.
  2. The expertise brought in by the applicant to the department's / mentor's research area(s).
  3. Value addition to the department / applicant.
8. If the applicant is found suitable by DEC for ISC, the department will constitute an Institute selection committee (ISC) comprising of Dean (AR) - Chairman / Dean (AC), HoD or his/her nominee of the department/ 2 members from the department and 2 members from allied departments and conduct the ISC interview in person or via skype/video conference for 20 minutes discussion at Dean, Academic Research (Conference Room).
  9. The Department will send the call letter for ISC meeting to the shortlisted candidates along with Proforma for TA Claim and **No Objection Certificate, if employed**.
  10. Candidates called for interview are **eligible for reimbursement of II AC** to and fro by shortest route only once either in DEC or ISC.
  11. The selected candidates who had obtained their Ph,D from IIT Madras, the *mentor faculty member* will be other than the candidate's Ph.D Guide (s). In such cases interview will be conduct 'in person' only.
  12. Candidates found suitable by the ISC will be offered IPDF.**SELECTION & OFFER:**
  13. The **selection** will be done throughout a year. On obtaining the approval from the competent authority, the **offer** will be sent by the Department along with the formats for *Medical History and Relief Certificate (If employed)*.

## DURATION AND JOINING

14. 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 (PAC).
15. While joining as Institute PDF, the PDF has to give **joining report** to Academic Section thro' Mentor and Head of the Department.

## ASSIGNMENT

16. 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 scholar himself/herself wishes to do so.

The post docs 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.

Post docs will be eligible to serve as co-guide for B.Tech / DD / M.Sc./MA and M.Tech projects along with the mentor.

## BENEFITS

17. The PDFs are eligible for the following :

- Fellowship Amount : Between Rs.45,000-55,000/- consolidated (depending upon the area of 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 Institute Post Doctoral Fellow, if they are not provided accommodation within the campus, they are eligible for HRA of Rs.9000/- p.m.
- 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 Conference : Either National or International Conference can be permitted provided funds available in the contingency grant of the concerned doctoral fellow.
- TA Claim for attending interview : [Train fare by II AC from place of residence to IIT Madras \(by shortest route\).](#)
- Leave : With fellowship not exceeding 30 days in a year for each completed year of the fellowship. The leave can be availed on a prorata basis for the duration (on a 6 months' basis) of the Fellowship completed.

Women Institute Post-Doctoral Fellow are eligible for Maternity Leave subject to the following:

- They should have rendered at least 6 months service prior to proceeding on maternity leave.
- The Institute Post-Doctoral duration/service after rejoining from maternity leave should not be less than 6 months.
- Maternity leave will be sanctioned on production of necessary Original Medical certificate.
- Salary for the Maternity leave period will be disbursed only on rejoining from maternity leave.

### PERFORMANCE ASSESSMENT COMMITTEE (PAC) :

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

- |   |   |   |          |
|---|---|---|----------|
| 1 | Head of the Department<br>(HoD / representative of HoD)<br>(If the HoD happens to be the Collaborator of a PDF,<br>then one of the other two members of the Committee<br>will assume the chairman role) | - | Chairman |
| 2 | The Collaborator  | - | Member   |
| 3 | The Mentor  | - | Member   |
| 4 | Two Faculty members in the area of research carried<br>out by the fellow<br>(need not necessarily be from the same Department)  | - | Member   |

*The PAC will meet **every year** to assess the performance of the Post-Doctoral Fellow.*

### PROGRESS REPORT

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

### TERMINATION

20. If the Post-Doctoral Fellow wishes to leave the programme before the end of the tenure, he/she can do so with prior approval of the PAC giving one month's notice. The fellowship may be **terminated** by the Institute if the performance /conduct of the fellow is unsatisfactory after giving one month's notice to the Post-Doctoral Fellow.