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सहायक महानिदेशक (मानव संसाधन विकास)

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EDUCATION DIVISION
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI ANUSANDHAN BHAVAN-II, PUSA, NEW DELHI 110 012

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To

- (i) All Vice-Chancellors, State Agricultural Universities/ AAI-DU/ CAU/ ICAR-DUs/ CUs having faculty of agriculture
- (ii) All Directors, ICAR Institutes

Sub: Revised guidelines for Senior Research Fellows and Research Associates working in the ICAR schemes

Sir,

Please find enclosed herewith the revised guidelines for Senior Research Fellows and Research Associates working in the ICAR schemes as approved by the Governing Body of the ICAR Society in its 230th Meeting held on 12th March, 2014 for information and necessary action with immediate effect.

Yours faithfully,

(Kusumakar Sharma)

Encl: As above

Copy for information to

- (i) All DDGs, ICAR, Addl. Secretary (DARE) and Secretary ICAR, Addl. Secretary and FA (DARE/ICAR), ND (NAIP)
- (ii) All ADGs, ICAR, Director (P), Director (F), ICAR
- (iii) PPS to DG, ICAR

GUIDELINES FOR SENIOR RESEARCH FELLOWS AND RESEARCH ASSOCIATES WORKING IN THE ICAR SCHEMES

(Revised in ICAR 230th Meeting of the Governing Body held on 12th March, 2014)

1. BACKGROUND

In order to address the emerging challenges of agricultural research and education, the ICAR supports specific time-bound schemes/projects. The schemes/projects generally have provisions for time-bound/non-regular/ contractual engagement of manpower, contingencies and limited need-based travelling allowance (TA), besides other specifically needed provisions for a particular scheme/project. In supersession of all previous guidelines, the following guidelines are formulated to regulate all aspects relating to engagement, emoluments and terms and conditions of Senior Research Fellows and Research Associates working in ICAR schemes.

2. NOMENCLATURE

The human resource engaged will be called "**ICAR-SRF/RA Working in the ICAR Schemes**" and will stand apart from engagement in all other schemes.

3. ELIGIBILITY

RESEARCH ASSOCIATES (RAs)

3.1. With Doctoral degree: Ph.D. degree in the relevant subject.

3.2. With Master's Degree : Master's degree in the relevant subject with 1st Division or 60% marks or equivalent overall grade point average with at least two years of research experience as evidenced from Fellowship/ Associateship / Training/ other engagements. Published research papers will be desirable.

SENIOR RESEARCH FELLOW (SRF)

Master's degree in the relevant subject.

4. NATURE OF MANPOWER ENGAGEMENT

The manpower may comprise of two categories viz. the Senior Research Fellows (SRFs) and Research Associates (RAs). The manpower engaged/working in the Schemes shall be on time-bound and contractual engagement of non-regular nature for specified duration not exceeding the duration of the scheme. The co-terminus nature of the engagement will be the over-riding principle. Notwithstanding the duration of the scheme(s), engagement of SRFs/RAs can be discontinued owing to administrative reasons at any time by issue of one month's notice or one month's emoluments in lieu thereof. The SRFs/RAs may also leave the assignment, on their own volition, by giving one month's notice. At the end of the contracted period, the SRFs/ RAs will have no right to claim any employment or engagement in the ICAR.

5. SELECTION PROCEDURE

The selection of the SRFs/RAs would be made by giving wide publicity and indicating the duration and time-bound co-terminus nature of the engagement through an appropriate medium/media as deemed fit by the Principal Investigator(PI)/Head of the Institute where the Scheme is to operate. Since the engagement of the manpower in the Scheme is purely time-bound and non-regular and also not against any sanctioned vacancy/cadre strength/post/

position, the service provisions for regular posts including reservations will not be applicable to these engagements. The selection will be made on co-terminus basis of the respective scheme not exceeding the duration/period or a part of the period of the scheme. The SRFs/RAs who have earlier worked in the ICAR schemes may be given preference for engagement subject to their suitability.

The candidates called for the interview will not be entitled for any TA/DA/fare etc.

The competent authority may decide the mode of interview, which may include walk-in or telephonic interview.

6. SELECTION COMMITTEE

Chairman - P.I (or Co-PI, duly authorized by the P.I., in his absence)/National Professor for his scheme/National Fellow for his stand-alone scheme.

Members - Three

- (i) One member – nominee of the Vice-Chancellor (VC) of the Agricultural University (AU)/ nominee of the Director of the Institute/Head of the Regional Station
- (ii) One member – Principal Scientist/ Professor/equivalent position from a Division, other than the one in which the scheme is mainly operating as nominated by the VC of the AU/Director of the Institute.
- (iii) One external member – A Principal Scientist/Professor/ equivalent position of the related discipline from any other sister institute/preferably ICAR institute as nominated by the VC of the AU/Director of the Institute.

Member Secretary - Registrar/Deputy Registrar of the SAU or Chief AO/Sr.AO/ AO/AAO of the concerned Institute/ Division as nominated by the VC of the AU/Director of the Institute.

7. AGE

The Upper age limit for SRFs/RAs will be as under:

For SRF - 35 years for men
- 40 years for women

For RAs - 40 years for men
- 45 years for women

The selected candidates will be medically examined and an engagement offer will be issued which will be followed by the joining report copies of which may be sent to the concerned Drawing & Disbursing Officer (DDO), Finance & Accounts Officer and the Nodal/Controlling Officer of the Scheme such as Assistant Director General (ADG) concerned. The fee for medical examination will be reimbursed by the Institute /SAU concerned.

8. DISCIPLINE

Since the SRFs/ RAs working in the Schemes may handle sophisticated equipments, research materials etc., they are required to show satisfactory performance of duties and maintain discipline as per the code of conduct and prevailing rules of the ICAR/AU/Institute concerned. Non-maintenance of the

discipline or failure to perform the duties assigned will make the SRFs/RAs liable for termination.

9. EMOLUMENTS

The rates of monthly emoluments will be as prescribed by the Council from time to time. SRFs/ RAs who have not been provided hostel accommodation or concessional accommodation by the Institute/ AU will be entitled to a house rent allowance, to be determined by the Council/ AU which in no case would exceed the rates payable to central government employees in the area. In addition, SRFs/RAs will be charged hostel charges as per the norms/rules of the Institute. The reimbursement of hostel fee is not admissible.

10. TA/DA ON TOUR

If the exigencies of the work demands and if there is sufficient budget provision under the scheme, the SRFs/RAs may be deputed on tour by the PI concerned. During the tour, the TA/DA entitlements for the SRFs/RAs should be regulated as per the entitlements for regular employees in the grade pay of Rs. 4,200 to 4,800.

11. REIMBURSEMENT OF CONVEYANCE CHARGES

If SRFs/RAs are sent on duty where reimbursement of conveyance charge is admissible, they will be entitled for reimbursement of conveyance charges as per the rules of the Institute/AU.

12. LEAVE

- (i) Since the SRFs/RAs do not have status of regular employees they are not entitled for any regular leave.
- (ii) SRFs/RAs are allowed to avail Casual Leave(CL) and Restricted Holidays as per rules of the Govt. of India/ICAR /AU concerned and as issued from time to time. In addition to the above, the casual leave of special nature (not to be construed as special casual leave for regular employees), not exceeding 10 days in a year, may also be allowed to meet unforeseen circumstances.
- (iii) Maternity/paternity leave as admissible to the employees of the Council/AU/Institute is permissible to all categories of SRFs/RAs if the conditions prescribed for allowing Maternity/Paternity Leave are fulfilled.
- (iv) In addition to the CL and RH, the SRFs/RAs may also be allowed compensatory leave in lieu of the duty assigned by the P.I. for and performed on holidays. The compensatory leave can be accumulated only upto 15 days at a time and the fellow can be allowed to avail the same within 3 months subject to the conditions that the leave sanctioned at one time should not exceed 10 days.

13. MEDICAL BENEFITS

- (i) SRFs/RAs may be allowed to have treatment in the Institute's/AU's dispensary.
- (ii) Where there is no medical dispensary in a particular ICAR Institute/AU but there is a dispensary of another ICAR Institute/AU at the same place, the SRFs/RAs engaged in work of the project at the place/location, may be allowed to have medical treatment in that dispensary with the approval of both the Heads of the Institutes/AU.

- (iii) In case of any emergency during office hours, the SRFs/RAs may be taken to the nearest Government hospital at the Institute's cost. Expenses in this regard may be borne by the Institute concerned as per Institute's overall contingency funds.

14. INCOME TAX

The concerned authority of the Institute/AU would be responsible for deduction of tax at source as applicable.

15. OTHER CONDITIONS

- (i) The SRFs/RAs will be under the administrative control of the concerned PI/Head of the Institute.
- (ii) The engagement/fellowship will stand terminated on completion of the tenure of the scheme or on the date stated in the sanction order of the scheme whichever is earlier whether so communicated formally on individual basis or not.
- (iii) If any SRF/RA leaves his/her assignment without permission for one month, he/she will stand terminated from the date of his/her absence.
- (iv) Since SRFs/RAs are engaged for the Scheme work full time, the SRFs/RAs will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
- (v) ICAR will have the intellectual property rights/proprietary right on research outputs of the SRF/RA made during the period of working in the ICAR as per the provisions of "ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization" *mutatis mutandis*. However, in case the SRF/RA has done some research work, his/her name can accordingly be acknowledged/included appropriately in the research paper(s) as solely decided by the P.I. No right in this regard can be claimed.
- (vi) The SRFs/ RAs shall have no legal right to claim his/her regularization/ appointment by absorption or otherwise against any regular posts or any further contractual engagement on termination of the scheme/project. The engagement in the scheme is purely time-bound, non-regular and on co-terminus basis with the scheme. The services of the incumbent shall stand terminated automatically on expiry of the period given in the sanction.
- (vii) The SRFs/RAs may be deputed by the PI to attend symposia/seminars/conferences/workshop etc., in India.
- (viii) SRFs/RAs are full time workers and are required to adhere to the administrative, financial and disciplinary regulations of University/Institute where the incumbent is working. Regular attendance of the SRFs/RAs may be ensured by the concerned Institute/PI by keeping an attendance register.
- (ix) The SRFs/RAs shall settle their claims within one year and in no case after the final settlement of the accounts of the scheme.

17. AMENDMENT/REVISION OF THE GUIDELINES

The Council may modify, add, delete and/or amend/change the above guidelines/rules with the approval of the Governing Body.
