



## NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR

No. NISER/DOFA/00/2015/ 92

October 13, 2015

### OFFICE ORDER

The Director has approved the following guidelines for implementation of Institute Post-Doctoral Scheme. The guidelines for Post-Doctoral Fellowship Scheme are as mentioned below:

1. The Post-Doctoral Fellows will be under the administrative control of the Chairperson of the respective School, but will be associated with one or group of faculty members for research.
2. The School may use these post-doctoral fellows to teach laboratory and/or tutorial classes (with an involvement of maximum 8 hours/week) after taking necessary permission from the Chairperson of the School.
3. At any point of time, a School can have about five-six post-doctoral fellows from Institute funding. This may change depending on the availability of funding.
4. The appointments to these positions will be based on an open advertisement. The advertisement will be displayed on the website of NISER.
5. The application against advertisement will be addressed to the Chairperson of the School. An application may or may not specify the name of the mentor faculty member/group. Each application should be accompanied by a research plan, CV, list of publications & two letters of reference.
6. Submitted applications will be reviewed by the School at regular intervals (between 3 to 6 months depending on the requirements). The School will identify a Mentor for the recommended cases. The final selection will be made by the Standing Committee, Chaired by the DOFA.
7. Each appointment will be made initially for one year and it may be extended subject to satisfactory performance. Under no circumstances the fellowship duration can exceed three years.
8. **Fellowship amount:** Fellowship amount will be Rs 36,000/- per month for RA-I, Rs 38,000/- per month for RA-II and Rs 40,000/- per month for RA-II. This shall be paid from the Institute account. The Post Doctoral Fellows who have submitted their thesis and are yet to receive the degree will get Rs 32,000/- per month as fellowship.

9. **Contingency amount:** A contingency of Rs 32,000/- per year will be provided for travel, research publications, purchase of books etc. as approved by Chairperson of School and DORD. This shall be paid from the Institute account.
10. **Medical Benefits:** A Post-Doctoral Fellow may avail the medical benefits as extended to PhD students.
11. Campus facilities for Post-Doctoral Fellows will be same as those of registered students of NISER. Thus they will enjoy the same benefits as registered students with respect to ID, Computer Centre, Central Library etc.
12. **Leave rules**
- Personal Leave:** A Post-Doctoral Fellow will be eligible for 15 days personal leave in an academic year.
- Casual Leave/ Academic leave/ Other leave:** A Post-Doctoral Fellow will be eligible to take a total of 30 days of leave on account of Casual leave/Academic leave/Other leave.
- Medical Leave:** Leave on medical ground without pay, duly supported by a medical certificate, may be granted to a Post-Doctoral Fellow for up to 30 days per academic year.
- Maternity Leave:** A female Post-Doctoral Fellow may be granted maternity leave for a maximum of 180 days. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship.
- Paternity Leave:** A male fellow with less than two surviving children are entitled for 15 days paternity leave during confinement of his wife on submission of relevant documentary proof.
- Post-Doctoral Fellows may be granted leave by the Chairperson of the School. Applications must be submitted well in advance of the date of commencement of the leave requested.
- Record of Personal Leave and attendance will be maintained by the concerned School. Other leaves will be forwarded by Chairperson of School & approval will be granted by DORD, the records of the same will be maintained by DORD.
- The un-availed Personal leave or Medical leave etc shall not be carried forward to the next academic year.
- Encashment of any balanced un-availed annual leave is not permitted.
13. As Post-Doctoral Fellowship are purely temporary, benefits that are applicable only to permanent employees of the Institute (e.g. LTC etc) will not be applicable to Post-Doctoral Fellows.
14. **Accommodation:** Post-Doctoral Fellows will be provided suitable accommodation as per availability at NISER, Jatni campus. The charges will be applicable as per the NISER norms. In case accommodation cannot be provided HRA may be paid as per DAE rules.
15. **Resignation or quitting of fellowship:** The resignation shall be addressed to Chairperson of School. One month notice or salary in lieu of it will be required to quit the fellowship. The DOFA & DORD offices should be intimated.



16. **Offices concerned:** Appointment of Institute Post-Doctoral Fellows will be handled by DOFA Office. After final selection by the standing committee, the invitation letters will be issued by the DOFA Office. Once Post-Doctoral Fellow joins the institute, the joining letter will be issued by DOFA Office and the personal file will be transferred to DORD Office. Thereafter DORD office will handle the personal file and all the matters related to the salary and contingency. The schools will handle the accommodation, leave and others, if any.

**These guidelines shall be applicable with immediate effect and supersedes to all previous orders/guidelines.**

*Bedangadas Mohanty*  
13/10/2015  
Bedangadas Mohanty  
FIC-Faculty Affairs

Copy to:

1. Directorate
2. All deans
3. All Chairperson of Schools
4. Finance and Accounts section