

Guidelines for the recruitment of Postdoctoral Fellowship (PDF) and Research Associate (RA)

Postdoctoral Fellow (PDF) and Research Associate (RA) positions are treated in terms of its maximum tenure and fellowship norms, as per the DAE Office Memorandum (Ref.: DAE OMNo: 10/1(21)/2014/Fellowship/R&D-II/14812 November 09, 2023). Requirements of the RA position is directly linked with the DPR project whereas PDFs are associated mostly for the Academic/Technical projects and may also be part of a DPR project.

Eligibility Criteria and guidelines for PDF/RA:

Indian Nationals who have completed their PhDs in the field relevant to IPRs scientific research program can apply against the rolling advertisement available in the IPR website.

Application from foreign Nationals to work at IPR is adhered as per DAE approvals and guidelines.

Role of PDFs / RAs:

- (a) Their expertise will be useful for a project that has linkages to our ongoing scientific activities (as per IPR mandate) or externally funded projects.
- (b) They can also contribute in the teaching and assisting Ph.D students as per the direction of their supervisor.
- (c) They will be able to articulate scientific manuscripts and present research work at National and International conferences.
- (d) Their work is covered under IP policy of IPR. A non-disclosure agreement will be applicable depending on the nature of the project work.

Application and Selection process of the PDF/RA candidates

The selection process would be done by the Academic Committee:

- (a) The applicant will submit an application to the academic committee in the prescribed format by selecting the project code mentioned in the published list of projects. For PDF position, recommendation letters from 2 referees along with his/her PhD Supervisor are required. For RA position, candidate must have 3 years of R&D experience with at least one research paper in any standard referred Journal as listed in the Journal Citation Report.
- (b) Applications will be evaluated initially by the IPR Academic Committee.
- (c) If found suitable, the application shall be forwarded to the proposer / indenter.
- (d) The Proposer / Indenter will be asked to confirm about the suitability of the candidate to the Academic committee within 2 working days.
- (e) After the confirmation, Academic committee will invite the candidate to make an open presentation which will be evaluated by experts.
- (f) In case of multiple applications on a single proposal, Academic committee will form a committee to select suitable candidate for open talk.
- (g) The Final decision regarding intake of the PDF/RA candidate shall be taken by the Review Committee and recommended for the Directors Approval

Work Assessment of PDF / RA and the guidelines for tenure extension

Both the PDF and RA will be recruited initially for one year. Further extension may be done as per following process.

(a) The PDF/RA position will be for one year, which may be extended to one more year subject to review of the progress made and the recommendation from experts and immediate supervisor.

(b) The PDF/RA tenure under special case may be extendable to 3rd year, however the application for such case need to be submitted to the MIC. After due approval from MIC, Academic Committee would conduct the technical review through presentation and send its recommendation to the Director after the presentation.

(c) The assessment will consider the regular attendance, ethics, academic performance in the research work and an annual seminar.

Application Procedure for the PDF / RA Extension

[A] Planning & Organizing of the extension talk

Step-1: For PDF/supervisor

1. In case of 3rd year extension, submit request to MIC for approval at least 6 weeks in advance of the tenure completion date.
2. Fix the date of extension talk (in coordination with the PDF coordinator). Please make sure that your proposed date is at least 3 weeks before the end of the PDF tenure date.
3. Check the availability of the meeting room (preferably seminar hall so that all scholars can attend it) and book it.
4. Write to pdf[at]ipr.res.in with cc to dean.academic[at]ipr.res.in about the details of the talk (date, time, venue and an abstract of the talk)
5. Please mention few points about last year's outcome (publications, if any) in the email, which can be communicated to the expert(s).

Step-2: For PDF/RA coordinator

1. In consultation with Academic committee members, finalize the experts (if none of the expert are available then new date can be proposed to PDF/RA for the talk)
2. Announce the talk in coordination with Library IPR.

[B] After the extension talk

Step-1: For PDF/RA coordinator

1. Receive recommendations from experts
2. Communicate the final decision to the candidate/supervisor

Step-2: For PDF / RA

If the extension is approved, fill up the extension form (available on INTRA). Please mention the proposed work during the extension period and get it signed by the supervisor / Division Head, Dean (Academic) and submit the it to PDF coordinator / Dean Academic.

Cooling off time for the PDF/RA application

The candidates once join as PDF or RA or externally funded PDF at IPR can re-apply only after 2 year from his/her tenure end date (irrespective of the duration of service). This is in line of the previous approved guidelines (Office Order Ref: IPR:CAO:2022:01). Existing PDF and RA are not eligible to apply for this post. The candidate who has given the open PDF talk at IPR and not selected, will be allowed to re-apply only after 1 year from the date of talk. However, in case of multiple applications on single proposal, there is a possibility to conduct online interview to select one candidate for open talk. In that case the other candidates who are not selected would have a chance to reapply for any other similar proposal. There is no restriction of cool-off period to such applicants.