



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
संकाय (कार्य) कार्यालय
OFFICE OF FACULTY AFFAIRS

No.Estt.FA(01)OO/2022-IITK/28
06 April 2022

OFFICE ORDER

Sub: Extension of the term of Institute Postdoctoral Fellows

The current guidelines for appointment of Institute Postdoctoral Fellows (IPDFs) (Office Order No. Estt. FA (62)OO/2020-IITK/3249(a), dated 27th February, 2020) state:

"Submitted applications will be reviewed by the DFAC at regular intervals (between 3 to 6 months depending on the requirements). The DFAC will identify a Mentor for the recommended cases. The final selection will be made by the Standing Committee"

Initially, The IPDFs are appointed for one year. Any request for extension of their term for second and third years is also currently considered by the Standing Committee.

The competent authority has approved that the extension for the second year can be considered by DOFA with input from the concerned HOD and Supervisor along with a report of work done by the candidate. Any request for extension to the third year will be taken up by the Standing Committee. The attached format may be used for making requests for extensions by the Departments.

Amalendu Chandra
(Dean of Faculty Affairs)

Copy to:-

1. Director
2. Deputy Director
3. Registrar
4. Deans, Departments
5. Web Master
6. File- Office Order (FA)

Request for extension of the term of Institute Postdoctoral Fellows

1. Name of the IPDF:

2. Department:

3. PF No.:

4. Date of joining:

5. Expiry date of the current term:

6. Current salary per month:

7. Extension requested for: Second year / Third year (Tick the correct one)

8. Report of work done with publications, if any, attached: Yes (This must be attached. Not more than 4 pages and to be signed by the candidate seeking extension)

9. Recommended/ Not recommended (Tick the correct one)

Supervisor

(Please also attach specific detailed recommendation)

10. Recommended/ Not recommended (Tick the correct one)

Head of the Department

(Please send the extension request either by hard copy or by e-mail to oic_dofa@iitk with cc to smratim@iitk.ac.in)