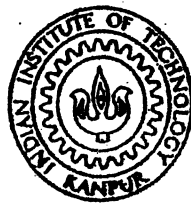# GUIDELINES ON PROJECT STAFF

(Structure, Recruitment and Management Procedures)

Research and Development Office

Indian Institute of Technology Kanpur

August 1989

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INTRODUCTION

Research projects being undertaken by this Institute are sponsored by different governmental and non-governmental agencies. Work on these sponsored projects is carried out by faculty, staff and students of the Institute. Due to the limitation on time that they can devote to such research projects, it often becomes necessary to employ staff to work exclusively on these projects. Such staff is called sponsored research project staff or simply, project staff.

Salaries payable to the project staff are usually governed by the norms prescribed by the sponsoring agency. It has been noticed that there is a significant variation in the salary structure and designations provided by different sponsoring agencies. This document provides guidelines to project coordinators for recruitment and management of project staff.

CATEGORIES OF PROJECT STAFF

Employment of project staff is temporary in nature. They are employed on contract for specific period. Their term can not be extended beyond the project completion date. The project employees are governed by the rules framed by the Institute for the staff engaged for the sponsored project work.

Project staff are classified in the following four categories :

A. Research Staff

B. Technical Staff

C. Ministerial Staff
   (Clerks, typists and accountants, etc.)

D. Attendants and Helpers

The Board of Governors (1986/6th Meeting on 8th December

(1)

1986) decided the following maximum number of project staff to be employed out of the project and R&D Funds :

Technical Staff	25
Ministerial Staff	22
Attendants	13
Total	60

However, there is no limit on the number of research staff.

Nature of work and required qualifications and experience of Research and Technical Staff vary significantly from one project to another. Therefore, project coordinators are directly involved in their recruitment and management. On the other hand, Ministerial staff and Attendants and Helpers are required to perform the same type of work in different projects. Therefore, the recruitment and management of these categories of staff, as a matter of policy, are largely handled centrally by the Research and Development Office. Guidelines for the Research and Technical Staff are provided in the following paragraphs. Project coordinators are requested to adhere to them as far as possible. In case of difficulties they may discuss with the Dean or Staff of Research and Development Office.

DESIGNATION AND SALARY STRUCTURE

Separate designation and salary structures have been provided for project research staff and project technical staff. All the project staff designations contain the word "Project" which distinguishes them from the regular Institute staff even though the pay scales and nature of duties may be the same. Following are the details :

A. **Project Research Staff** : Project research staff may be employed on regular pay scales existing in the Institute or on consolidated salary as given in this documents. Appointments on regular pay scales are permitted only in the projects which have adequate overheads for the Institute and in continuing group research projects (e.g. in ACES).

Following are the designations for project research staff appointed on regular pay scales :

Project Research Engineers	—	A, B, C
Project Research Scientists	—	A, B, C

(2)

Minimum qualifications, and pay scales of Project Research Engineers A, B, C and Project Research Scientists A, B, C will be same as those of Research Engineers A, B, C and Scientific Officers A, B, C, respectively, as exist in the Institute.

Designations and minimum qualifications for project research staff appointed on consolidated salary are given in Table 1. The salary ranges for these positions and the suggested range of yearly increments are given in Appendix I. Since these salaries are likely to be revised from time to time. project investigators are advised to consult R & D Office for current norms in this regard

Table 1 : Project Research Staff on Consolidated Salary

Designation	Minimum Qualification
1. Sr. Project Engineer/ Sr. Project Scientist	Ph. D.; or M. Tech. plus 4 years experience; or M. Sc. plus 6 years experience.
2. Project Engineer/ Project Scientist	M. Tech. plus 2 years experience; or B. Tech. plus 4 years experience M. Sc. plus 4 years experience; Ph. D. desirable.
3. Sr. Project Associate	M. Tech.; B. Tech, or M. Sc. plus 2 years experience.
4. Project Associate	B. Tech. or M. Sc.

In addition to the above, students of this Institute can also be employed for project research work. Detailed guidelines for employment of students on projects are separately provided. M.Tech. students working full time on the projects are designated as Project Fellows and Ph.D. students Sr. Project Fellows with the salaries given in Appendix I. A student employed on a project is, for all purpose of leave, accommodation, house rent, etc. except payment he/she receives, governed by his/her student status. A student working full time on the project will not receive the Institute Scholarship.

B. Technical Staff : Designation and minimum qualifications for project technical staff appointed on consolidated salary are given in Table 2. The salary ranges for these positions and the suggested range of yearly increaments are given in Appendix I.

(3)

Table 2 : Project Technical Staff on Consolidated Salary

Designation	Minimum Qualification
1. Project Technician	High School plus ITI Trade Certificate plus 9 years experience or B. Sc./ Engineering Diploma in specified branch of study plus four years experience in Laboratory/Workshop.
2. Sr. Project Mechanic	i. Diploma in Engineering or High School or ITI Certificate plus 5 years experience.
	ii. Ability to manufacture, construct and erect from working drawings and ability to make dimensioned sketches
	iii. Ability to work within prescribed tolerances.
	iv. Knowledge of Hindi and Blue Print reading.
3. Sr. Project Assistant	B. Sc. + 3 years relevant experience.
4. Project Mechanic	High School plus ITI Certificate; or 8th Class Plus ITI Certificate Plus 2 years experience.
5. Project Assistant	High School (Science) plus 3 years relevant experience.

Due to the limitation of the number of project technical staff and their relatively low mobility from one department to another, technical staff are employed on consolidated salary. In exceptional cases, such as continuing group research projects, technical personnel may be employed on a regular pay scale existing in the Institute and a suitable project designation assigned. Prior approval of the Director must be obtained for such appointments.

(4)

RECRUITMENT AND EXTENSION PROCEDURE

Project staff is appointed through the procedure outlined below :

1. Advertisement : To attract good candidates for appointment, vacancies in the project should be advertised through a widely circulated advertisement. Whenever possible vacancies should be advertised in the newspapers. R&D Office will consolidate and advertise requirements of several projects periodically. In case the number of vacancies is small and a newspaper advertisement may be too expensive, the advertisement should be sent by mail to as many organisations as possible (Universities, Engineering Colleges, Research Organisations, etc.)

In case of urgent project requirements for appointment on consolidated salary, advertisement may be placed on different notice boards in the Institute. Such an advertisement should contain the following information :

a. Name of post, project title and nature of work
b. Salary range
c Minimum qualifications and experience
d. Desirable or preferable background and experience.
e. Name and address of the person to whom the application should be sent.
f. Last date of receipt of applications which should be atleast 10 days after the release of advertisement.

Approval of the Dean should be obtained on form PSR-1 to advertise a post against a sanctioned position in the project. Release of advertisement may coincide with the writing to the Dean for approval.

2. Processing of Applications : Applications in response to a newspaper advertisement will be received by R & D Office and forwarded to the respective project coordinators after the last date is over. Applications against other advertisements may be directly received by the project investigators. The project coordinator will scrutinize applications, make a comparative statement, and identify candidates to be called for interview. The interview letters will be issued by R & D Office in case of newspaper advertisement and by the project coordinator in other cases.

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3. Selection Committee and Interviews : All project staff appointments (except adhoc) will be made through interviews by a duly constituted selection committee. Constitution of selection committees for different posts are given in Table 3.

Selection committee for regular pay scale appointments will be constituted by the Director. The Dean R&D may initiate the process. Selection committee for consolidated salary appointments should have approval of the Dean on from PSR-1.

Table 3 : Constitution of Selection Committees

Post	Selection Committee
Project Research Engineers A, B Project Research Scientists A, B (Regular Pay Scales)	Dean, R & D — Chairman Head of Concerned-Department Project Coordinator One Internal Expert One External (outside IITK) Expert
Sr. Project Engineer, Sr. Project Scientist, Project Engineer, Project Scientist	Dean, R & D or — Chairman his nominee HOD or his nominee One faculty member (expert in the area) Project Coordinator
Sr. Project Associate, Project Associate, All Technical Posts	HOD or his nominee — Chairman Two faculty members (One of whom may preferably be from outside the department) Project Coordinator

4. Processing after Interviews : Selection committee report on form PSR-2 duly signed by all the members should be submitted to the Dean by the Project Coordinator alongwith the required documents. Appointment letter will be issued by the Dean after Selection Committee recommendations are approved by the Director. The appointee

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should give a joining report on form PSR-3 to the Dean duly forwarded by the Project Coordinator. This completes the process of appointment of a project staff.

5. Adhoc Appointments : Normally, Project staff should be appointed through the procedure outlined above. In exceptional circumstances, Project staff can also be appointed on an adhoc basis for a maximum of three months duration. Procedure for adhoc appointments is short and simple. It omits the steps of advertisement and interviews. Request for an adhoc appointment should be made by the project coordinator on form PSR-4 to the Dean who will issue the appointment letter after the request has been approved by the Director. The appointee should give a joining report on form PSR-3 to the Dean duly forwarded by the Project Coordinator.

6. Extension of Services : Extension of services of project staff and enhancement of salary should be requested by the project coordinator on form PSR-5. Necessary office order for the same will be issued by the Dean after obtaining Director's approval.

GUIDELINES FOR EMPLOYMENT OF STUDENTS ON PROJECTS

In recent years a large number of project coordinators have experienced shortage of competent research personnel to work on the projects. On the other hand, it has been felt that our P. G. students and many U. G. students, particularly the good ones, may find some free time to contribute to the project work. It, therefore, appears desirable to use these students for research and development work in sponsored research and consultancy projects. Besides giving a financial incentive, the opportunity to work on the projects will provide the students very useful practical experience of participating in research and development work Thus, the proposition that the students work on the projects, is advantageous to all concerned. However, the possibility of affecting students academic performance or academic requirements due to their involvement in the projects must be minimized or eliminated. These guidelines for emloying students on the project provide a balance between various aspects of the matter. It may, however, be emphasised that this scheme is to be viewed as 'facilitating the execution of projects' and not as one to 'help the needy students'.

I. TYPE OF EMPLOYMENT : The projects may provide the following three types of employment to students:

1. Part-time Jobs : These jobs may be offered to U. G. students, and P. G. students during their course work (no registration for thesis work). These jobs will be limited to a maximum duration of 10 hours per week.

2. Full-time Jobs : These jobs may be offered by a project Coordinator to only those PG students who are working on their theses under his/her supervision. It is expected that *the thesis topic is of direct relevance to the project goals and will also fully satisfy the academic requirements.*

3 Summer Jobs : These jobs may be offered during summer vacation to those U.G. students who have completed 2nd or 3rd year of their programmes and are not registered for summer courses. These jobs may also be offered to M. Tech. students admitted during the second semester of an academic year so that they have completed one semester of course work but not started on their theses.

II. SELECTION PROCEDURE : The following selection procedure will be followed for the employment of each type :

1. Part-time Jobs : Project coordinator may use any formal or informal procedure to identify suitable students to be offered the part-time jobs. The number of hours a student is permitted to work and the hourly rate of payment will be decided by the following standing committees as per guide-lines given in Section III :

(i) Committee for U. G. Students :

Head and DUGC Convener of the student's department
Project Coordinator

(ii) Committee for P. G. Students :

Head and DPGC Convener of the student's department
Thesis supervisor (s), if identified and different from project coordinator
Project Coordinator

Recommendation of the standing committee, on form PSR-6, duly signed by all the members will be forwarded by the Project Coordinator to the Dean, Research and Development for further processing.

2. **Full-time Jobs :** On the request of the Project Coordinator, the Head of the student's department will appoint the following committee to examine the request for a full time appointment.

Head of student's department	Chairman

One or two experts (other than the Project Coordinator) in the area in which the thesis work is proposed,

Project Coordinator

(Head of department may, if he deems fit, include DPGC Convener also as a member of the above Committee).

The committee will evaluate and recommend if the proposed work will satisfy the academic requirements for the degree for which the student is working. Further, the committee will also suggest the salary to be paid. Recommendation of the committee on form PSR-6, duly signed by the members will be forwarded by the Project Coordinator to the Dean, Research & Development for further processing.

3. **Summer Jobs :** These jobs will be treated like adhoc appointments in the projects Requests for these appointments will be made by the Project Coordinator on the form PSR-4.

III. SALARY

(i) **Part-time Jobs :** The hourly rate of payment will be recommended based on the capabilities of the student and the type of work envisaged. The actual rate of payment will be decided by the Standing Committee indicated above. The rates may change from time to time. Looking at the current salary structure, it is suggested that the rate of payment be fixed between Rs 10 and 15 per hour.

(ii) **Full time Jobs :** Students working for their Ph.D. theses will be appointed Senior Project Fellow and the M.Tech. students Project Fellow. The salary ranges for these are given in Appendix I.

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(iii) Summer Jobs : Salary for these jobs may also be fixed on the same basis as the Part-time Jobs. Salary may be fixed on hourly basis and payment made for the actual number of hours worked. Or, it may be fixed on monthly basis by assuming the number of working hours to be about 175 per month

IV. RELATIONSHIP BETWEEN STUDENT AND PROJECT EMPLOYEE STATUS :

Any of the employment arrangement discussed in this report should not affect the status of a student for academic or administrative purposes. That is, a student employed on a project will, for all purposes of leave, accommodation, house rent, etc. except payment he/she receives, be governed by his/her student status. During the part-time jobs he/she will continue getting regular scholarship while during full-time jobs the scholarship will be stopped.

Appendix I

Consolidated Salary Ranges for Research and Technical Staff
(August 1989)

Designation	Salary Range (Rs. p.m.)	Yearly Increment (Suggested range) (Rs. p.m.)
Research Staff		
1 Sr. Project Engineer/ Sr. Project Scientist	3000 – 4500	125 – 200
2. Project Engineer/ Project Scientist/ Sr. Project Fellow	2000 – 3500	100 – 150
3. Sr. Project Associate/ Project Fellow	1600 – 3000	75 – 125
4. Project Associate	1100 – 2200	50 – 100
Technical Staff		
1. Project Technician	1500 – 2500	75 – 125
2. Sr. Project Mechanic/ Sr. Project Assistant	1350 – 2000	60 – 100
3. Project Machanic/ Project Assistant	1000 – 1500	50 – 75

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APPENDIX II

PROJECT STAFF RECRUITMENT FORMS

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Research & Development Office

Date :

Approval of Advertisement and Selection Committee for Appointment in a Project

Project No. : ....

Project Title : ....

1. The above mentioned project has a provision for the post of
.... Against this position, I
would like to appoint a ....in
the salary range of Rs.................. .... to ....
Permission may kindly be granted for the same. The enclosed
advertisement may also be approved for this purpose.

2. The following Selection Committee, as per norms given
overleaf, may kindly be approved :

   1. .... Chairman
   2. .... Member
   3. .... Member
   4. .... Convener

   (Principal Investigator)

(Principal Investigator)

APPROVED

DORD

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Research & Development Office

REPORT OF THE SELECTION COMMITTEE

1. Project Number :
2. Project Title :
3. Project Completion Date :
4. Date of Interview :
5. Number of Candidates : Applied : , Called : , Interviewed :

The Selection Committee recommends appointment of the following persons :

Sl. No.	Name	Designation	Initilal Salary, pm	Term of Appointment
1.				
2.				
3.				

The following persons may be placed on waiting list :

1.
2.

Names and Signature of the Selection Committee Members

Enclosures :	1. Copy of the Advertisement
	2. Approval for the Selection Committee
	3. Comperative Statement of Candidates
	4. Applications of the *Selected Candidate*

Principal Investigator
Date :

For R & D Office Use

1. Validity of Term of Appointment : Yes/No

2. Posts : (a) Sanctioned
   (b) Filled Earlier
   (c) Available : Yes/No

3. Remarks, if any :

Superintendent

Recommendations of the Selection
Committee may please be approved.   APPROVED
Dean, Research and Development

DIRECTOR

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Research & Development Office

REPORT OF THE SELECTION COMMITTEE

1. Project Number :
2. Project Title :
3. Project Completion Date :
4. Date of Interview :
5. Number of Candidates : Applied :   , Called :   , Interviewed :

The Selection Committee recommends appointment of the following persons :

Sl. No.	Name	Designation	Initial Salary, pm	Term of Appointment
1.				
2.				
3.				

The following persons may be placed on waiting list :

1.
2.

Names and Signature of the Selection Committee Members

Enclosures :   1. Copy of the Advertisement
2. Approval for the Selection Committee
3. Comperative Statement of Candidates
4. Applications of the *Selected Candidate*

Principal Investigator
Date :

For R & D Office Use

1. Validity of Term of Appointment :   Yes/No

2. Posts :   (a) Sanctioned
(b) Filled Earlier
(c) Available : Yes/No

3. Remarks, if any :

Superintendent

Recommendations of the Selection Committee may please be approved.
Dean, Research and Development

APPROVED

DIRECTOR

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Research & Development Office

Date :

Dean
Research & Development
I. I. T. Kanpur

Subject : **Joining Report**
Project No. :

Sir,

With reference to your Letter No. .... dated .... I wish to inform you that I have joined my duties as .... in the above mentioned project on .... in the forenoon / afternoon. I have read and understood the terms and conditions of the appointment and agree to abide by them.

Sincerely yours,

Signature ....

Name.................................

F O R W A R D E D

Principal Investigator

A C C E P T E D

Dean
Research & Development

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Research & Development Office

REQUEST FOR ADHOC APPOINTMENT

1. Project No. :
2. Project Title :
3. Project Completion Date :
4. Name of the Candidate :
   (enclose application & Biodata)
5. Suggested Post :
6. Monthly Consolidated Salary :
7. Expected Joining Date :
8. Duration of Appointment :
   (maximum — 3 months)
9. Justification for Adhoc :
   Appointment

(Principal Investigator)

Name :

Date :

Enclosure : Candidate's application
including biodata

FOR R & D OFFICE USE

1. Validity of Term of Appointment : Yes/No
2. Posts : (a) Sanctioned
            (b) Filled Earlier
            (c) Available : Yes/No
3. Remarks, if any :

(Superintendent)

Recommendation of DORD

The above adhoc appointment
may please be approved.

Dean, Research and Development

APPROVED

DIRECTOR

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Research & Development Office

Request for Extension of Appointment of a Project Employee

1. Project No. :   Project Completion Date :
2. Project Title :
3. Name of the Employee   i
4. Present Appointment   :
    a) Mode   : Adhoc/Through Selection Committe
    b) Designation   :
    c) Current Salary   : Rs   p.m (Basic/Consolidated)
                              drawing since .
    d) Date Term Ends   : .
5. Justification for Extension :
    a) Service Record   : Satisfactory / Unsatisfactory
    b) Project Requirement : Yes / No
    c) Any Other Comment :
6. Extension Desired   : Period : From   To
                        Salary :

Salary enhancement should be requested only after one year. If it is being requested in less than one year, a justification may be provided.

Date :   (Principal Investigator)
                                  Name :

FOR R & D OFFICE

1. Project Completion Date   :   Yes / No
2. Salary Enhancement   : a)   Amount
                              b)   Validity : Yes / No

                                         (Superintendent)

Recommendation of DORD

1. Extension may be approved for a period from   to
2. Salary enhancement ef Rs....................., being given after one year, may be approved.
3. Special remarks, if any :

                                         D. O. R. D.

Director's Approval : Yes / No

                                    DIRECTOR

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Research & Development Office

Request for Employment of Student on Project
(Please fill a separate form for each student)

Date :

1. Project No. :
2. Project Title :
3. Name of Student :   Roll No. :
5. (a) Programme of Study : U.G./M.Tech./Ph.D. (b) C. P. I :
6. Department :
7. Type of Employment : Part-time / Full-time
   Part-time Job : The Committee recommends
8. Working hours :   hours per week
9. Rate of Payment :   Rs.   per hour
10 Term of Appointment : Starting :   Ending :

Full-time Job : In the opinion of the Committee, the work proposed to be done on the project, will satisfy the academic requirements for the degree for which the student is working. The Committee recommends.

11. Designation : Project Fellow / Sr. Project Fellow
12. Salary :   Rs.   p. m. (Consolidated)
13. Terms of Appointment : Starting :   Ending :

Names and Signature of Committee Members :

(Head of Department)	(Project Coordinator)	(DPGC/DUGC Convener/Member)	(Member)

Recommendations of the Committee for the appointment of student on project may please be approved.

Dean, Research & Development   APPROVED

DIRECTOR