



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
कार्यालय अधिष्ठाता संकाय
OFFICE OF FACULTY AFFAIRS

No. Estt.FA(62)00/2024-IITK/525
15 May 2024

OFFICE ORDER

Subject: Institute Postdoctoral Norms

Reference: Board Meeting 2024/ dated 26th April 2024 (BOG 2024.2.20)
Board Meeting 2018/2nd dated 27 June 2018 (BOG 2018.2.22)
Office order No. Estt. FA(62)00/ 2020-IITK/3249(a) dated 27th February 2020.

The revised guidelines for Postdoctoral Fellowship Scheme are as mentioned below:

1. The Postdoctoral Fellows will be under the administrative control of the Head of the Department/Interdisciplinary Program but will be associated with one or a group of faculty members for research.
2. The department/interdisciplinary program may use these Postdoctoral fellows to teach laboratory and/ or tutorial classes (with an involvement of maximum 8 hours/ week) after taking necessary permission from the appropriate authority.
3. The appointments to these positions will be based on an open advertisement. The advertisement will be displayed on the website of the department/interdisciplinary program. Selection process and norms for each department/interdisciplinary program will be available in the announcement.
4. The application against advertisement will be addressed to the Head of the Department/Interdisciplinary Program. An application may or may not specify the name of the mentor faculty member/group. Each application should be accompanied by a research plan.
5. 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.
6. 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.
7. **Fellowship amount:** Fellowship amount will be ₹ 80,000- per month for the first year, ₹ 90,000- per month for the second year and ₹ 100,000- per month for the third year. This shall be paid from the Institute account.
8. **Contingency amount:** ₹ 1,50,000- per year for travel, research publications, analysis of samples, purchase of books not available in library and contingency etc. approved by HoD & DOFA. This shall be paid from the Institute account and will be available from the date of joining. The unused contingency amount shall be carried forward to next year.



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9. **Medical Benefits:** A Postdoctoral Fellow may avail outpatient facilities in the Institute Health Centre. No reimbursement of cost of medicines in treatment is permissible, any outside referral shall not be reimbursable. However, the routine medicines stocked in the Pharmacy of the Health Centre & outsourced Pharmacy available at Health Centre of the Institute will be provided free of charge. The dependents of PDF will be eligible for OPD facility at Health Centre & medicines available at Pharmacy of Health Centre. A medical booklet shall be provided to each Postdoctoral Fellow & his/her dependent. Dependents for this purpose shall be limited to spouse & maximum two children.
10. Campus facilities for Postdoctoral Fellows will be same as those of registered students of IIT Kanpur. Thus, they will enjoy the same benefits as registered students with respect to ID, Computer Center, Central Library, and Swimming Pool etc.
11. **Leave rules**
Personal Leave: A Postdoctoral Fellow will be eligible for 30 days personal leave in an academic year
Casual Leave: A Postdoctoral Fellow will be eligible for 8 days casual leave in an academic year.
Medical Leave: Leave on medical ground without pay, duly supported by a medical certificate, may be granted to a Postdoctoral Fellow for up to 20 days per academic year.
Maternity Leave: A female Postdoctoral Fellow may be granted maternity leave for a maximum of 3 months. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship.
Postdoctoral Fellows may be granted leave by the Head of the Department via the online portal. Applications must be submitted well in advance of the date of commencement of the leave requested.
The un-availed Personal leave, Casual leave or Medical leave shall not be carried forward to the next academic year.
Encashment of any balanced un-availed annual leave shall not be permitted.
12. As Postdoctoral Fellowships are purely temporary, benefits that are applicable only to permanent employees of the Institute (e.g., LTC, etc.) will not be applicable to Postdoctoral Fellows.
13. **Accommodation:** No on campus accommodation will be provided. HRA may be paid at the prevailing rates of the fellowship amount for off-campus housing.
14. **Resignation or quitting of fellowship:** The resignation shall be addressed to Head of the Department. One month notice or salary in lieu of it will be required to quit the fellowship.



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15. **Offices concerned:** Appointment of Institute Postdoctoral 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 Postdoctoral Fellow joins the institute, the joining letter will be issued by DOFA Office. DOFA office will also handle the personal files and all the matters related to the contingency, accommodation, leave and others, if any.

These revised guidelines are applicable with effect from May 01, 2024 and supersede all previous orders/guidelines.

Professor Amalendu Chandra
Dean, Faculty affairs

CC:

1. Director
2. Deputy Director
3. All Dean(s)
4. All Head(s) of the Department(s)/ IDP(s)
5. Registrar
6. In-Charge (F&A)
7. Chief medical officer
8. Estate office
9. Webmaster

