

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
BLOCK JD, SECTOR III, SALT LAKE, KOLKATA – 700 098

Notice

SNB/EST-8-601/

4th August 2009

This is to inform all that ad-hoc appointment against sanctioned projects in the Centre will be done on a short-term basis upto a maximum of 6 (six) months. The formal procedure of recruitment for regular appointment should be completed within these 6 months. Ad-hoc appointment will be permitted only once more for a period of 6 months during the tenure of the project, only if the project personnel leave midway.

It is to be noted that the Project must be sanctioned by the respective Funding Agency before the process of appointing personnel on ad-hoc basis is initiated. The remuneration/stipend for the period of ad-hoc appointment is to be adjusted against the fund to be released for the Project by the Funding Agency.

Forms related to the (i) Short-term appointment under the sponsored projects; (ii) Requisition for advertisement for recruitment under sponsored projects; and procedure to be followed in respect of (i) and (ii) is enclosed herewith for further perusal. The same are also available on the Centre's website.

This notice is issued with the approval of the Competent Authority.



Sugata Mukherjee
Acting Registrar

Copy to:

1. Director's Office
2. Dean (Faculty)
3. Dean (AP)
4. Convener, Project Cell
5. DR (Finance)
6. DR (Academic)
7. AR (Projects)
8. All Concerned
9. All Notice Boards

Procedure for Ad-hoc Appointment/Recruitment in Sponsored Projects:

Once a project is approved and has sanctioned position(s) for project personnel, manpower may be appointed on adhoc (short term) basis for a maximum of 6 months. Short term appointment may be permitted once more for a period of 6 months during the tenure of the project, only if the project personnel leaves midway. Within the period of short term appointment, the formal procedure of recruitment, which includes advertising the post, formation of selection committee, interview and final selection of candidate has to be performed. For this, the concurrence of the Project Cell has to be obtained. In case of short term appointment, the application for appointing a project personnel along with the CV has to be send by the PI to the Project Cell through the HOD. The Project Cell would check the sanction and the same is forwarded to DR(F) for financial concurrence. Next the Dean (Faculty) for post doctoral onwards and Dean(AP) for JRFs/SRFs or equivalent gives the clearance for the appointment, which is then approved by the Director. The Registrar finally issues the appointment letter. The form for advertisement should also accompany the application for the formal procedure of recruitment. It may be noted that the candidate appointed for the short term and the candidate selected later on through the formal procedure may not be the same person.


SUGATA MUKHERJEE
Acting Registrar