To, Date:

The Registrar

Birla Institute of Technology, Mesra

Ranchi, Jharkhand, 835215

Subject: Seeking approval for an advertisement of <Post name> against the project <Funding Agency name> vide <sanction letter no.>.

Respected sir,

I request your permission to advertise the above said post for my project entitled “<name of Project Title” in the institute web portal by <Date>.

The advertisement format of the project fellow is attached with this letter.

Kindly give permission for the same.

Yours faithfully

(Signature of PI>

Name of PI Forwarded by

Designation Head

Department Department of

Email:

Phone:

Forwarded by Forwarded by

Mr. Rahul Rai

Deputy Registrar (AAC & HR SRC) Dean (RIE)

**DEPARTMENT OF <name>**

# Advertisement for the post of Junior Research Fellow (JRF)

Applications are invited from Indian nationals for the position for <Post> in a <Funding agency > funded research project with following details:

|  |  |
| --- | --- |
| Name of the project |  |
| Principal Investigator (PI)  Along with e-mail id |  |
| Details of Co-P.I. |  |
| Duration of the project |  |
| Number of Positions |  |
| Essential qualifications: | For JRF: |
| Desirable |  |
| Designation | Junior Research Fellow |
| Fellowship | For JRF: |
| Interview Date |  |

* **How to apply:** Interested candidates are requested to send their CV to P.I. e-mail id with a copy to [dr.aac@bitmesra.ac.in](mailto:dr.aac@bitmesra.ac.in%20) before **<Date>.** CV must include the mail ID and working phone number.
* The candidates would be shortlisted for **online/offline interview** based upon their academic and professional background and will be intimated through email stating the date and time for interview.

# Terms and Conditions:

* 1. The decision of the selection committee will be final.
  2. The appointment of the candidate will be governed by the terms and conditions of the Institute/ funding agency particularly applicable to the said project as and when required.
  3. The post is purely temporary in nature and subjected to availability of funds.
  4. No TA/DA will be paid for attending the interview.

Registrar