



Research & Development Cell (RDC)
BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI, 835 215, INDIA
(Deemed University u /s 3 of UGC Act 1956)

Standard Operating Procedure

For

Recruitment of Scholars under Sponsored Projects

[Important Note: **Step 1 and Step 3 must be completed 3 weeks before the actual Interview Date. Minimum time gap between Date of Advertisement and Interview Date must be 15 days.**]

The recruitment of project scholar involves following official processes:

Step 1: Creation of the Advertisement by PI with proper content (explicitly revealing Basic Educational Background, Experience requirement, Preferential requirement, Salary Component, Date/Time and Venue of Interview, etc.) and submission to DRIE office forwarded through HOD. (Note: Please consider the Regulations of the Funding Agency like DST-SERB, DRDO, ICMR etc.) **(Please use the form given in Annexure-I)**. **A soft copy of Advertisement should be sent to the office.drie@bitmesra.ac.in.**

Step 2: Approval of Advertisement by Registrar through office of DRIE, and Publication in the Institute Website through [**dr.aac@bitmesra.ac.in**]. A hard copy should be sent in the office of DRIE through separate **covering letter** mentioning the **Date & time of Interview** duly signed by Principal Investigator & Head of Department.

Step 3: Approval of Interview/Selection Committee (prepared by PI) by Honorable Vice Chancellor. **(Please use the form given in the Annexure-II)**. Submit Annexure I and II together. It should be in a separate covering letter mentioning the Date & time of Interview, mode of Interview (online/offline). **The Date of interview must be 10 days later of the Advertisement.**

Step 4: Notification of the selection committee by Registrar.

Step 5: Complete the Interview Process, Submit the Selection committee Recommendation (minutes) to Vice Chancellor for approval through office of DRIE. **(Please use the form given in the Annexure-III)**

Step 6: Issue of Offer letter to the Selected Scholar by Registrar.

Step 7: At the time of joining, the candidate needs to submit a Joining letter along with the **(Joining Letter)**.

Step 8: Issue of Appointment Letter. (Appointment is initially given for one year only and will have to be renewed on a yearly basis as per the satisfactory contribution from the Scholar, if fund is available).

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