



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**

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](#))

**Step 2:** Approval of Advertisement by Registrar through office of DRIE, and Publication in the Institute Website through AR.SRC. [Submit the Softcopy of the Advertisement to Assistant Registrar, SRC at [[ar.src@bitmesra.ac.in](mailto:ar.src@bitmesra.ac.in)]]. It should be in a separate covering letter mentioning the Date & time of Interview.

**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.

**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 [Memo Issue Form](#). ([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).

[**Important Note:** Step 2 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.]