



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 UGC/CSIR/DBT/ICMR/WISE

The recruitment of scholar under other than project involves following official processes:

Step 1: Selected candidate from CSIR/UGC/DBT/ICMR/WISE/INSPIRE and other funding agency should meet in the office of Dean (RIE) to know the procedure.

Procedure for CSIR/UGC

Step 2: They have to submit the joining report in prescribed format provided by the Funding agency like UGC/CSIR along with the [covering letter \(Annexure I\)](#) along with the following attachment i.e. Award Letter, under taking, Proof of admission, Fee receipt of admission & Course work. Award Letter pdf should be sent to the office.drie@bitmesra.ac.in

Step 2.1: You will be informed by the office about when your document will be going to upload on web portal. You must be physically present with all the **original documents and one set of Xerox copy to keep in file.**

[Download \(Annexure II\)](#). Note: This document is for NFST fellowship. This document should be mailed in the same format.

Note : NFST Candidate will not update the Aadhar seeding in the portal unless it is informed by the office of DRIE.

Step 2.2 : for the memo the candidate have to [download \(Annexure III\)](#) the form will fill.

Procedure for ICMR/DBT/WISE/INSPIRE

Step 3 : For ICMR/DBT/WISE/INSPIRE as the sanction letter of release of fund is issued from funding agency has been received, then they have to download the [new project code form \(Annexure iv\)](#) and send it to the office of DRIE.

Step 4: At the time of joining, the candidate needs to submit a Joining letter along with the [Memo Issue Form \(Annexure v\)](#).

Step 5: As the memo is issued, which will be informed by mail, the candidate has to collect the original memo.

Step 6: At the end of month they have to contact the respective Departmental office regarding the fellowship.