

Guidelines for Research Associates (RA) at IIT Dharwad

ADVERTISEMENT AND ELIGIBILITY

1. Ph.D. degree holders are eligible to apply for the Research Associate position. IITDh Ph.D. scholars are not encouraged to apply for RA.
2. As Research Associates are purely temporary, benefits that are applicable only to permanent employees of the Institute (e.g., LTC, etc.) will not be applicable to Research Associates.
3. Mere eligibility will not vest any right on any candidate for being called for an interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview.
4. The Institute reserves the right to call only the requisite number of candidates for interview after short-listing based on the candidate's qualifications, suitability, experience, requirement, and prevailing policy of the Institute.

APPLICATION PROCESSING & INTERVIEW

5. The **soft copy applications** received by the Department office will be taken forward for shortlisting and calling for interviews at the department level.
6. The candidates applying for Research Associate should specify one faculty of the department at the IIT Dharwad as a mentor. Candidates must first contact a faculty member in the Institute who is willing to host the candidate. A consent letter or consent email is required from the faculty member as a part of the application package.
7. The department will scrutinize the application of a candidate and if found suitable, the department will constitute a Departmental Evaluation Committee (DEC) and conduct an interview of the candidate which will include an open seminar.

This evaluation will be with respect to:

- I. The strength and the novelty of the proposal.
 - II. The expertise brought in by the applicant to the research portfolio of the department/mentor.
 - III. Value addition to the teaching at the department.
8. If the applicant is found suitable by DEC, the recommendation will be forwarded to Dean (FW) for further processing.
 9. Candidates found suitable will be offered Research Associate by the office of Dean (FW) for a year with a possibility of extension subjected to satisfactory performance of the candidate. The annual performance of the candidate will be evaluated by a performance assessment committee (PAC).
 10. Candidates called for interview are eligible for reimbursement of II AC to and fro by the shortest route for the in-person interview.
 11. The **selection** is throughout the year. Applications will be invited through a rolling advertisement.
 12. While joining as Research Associate, the candidate must give a joining **report** to the office of Dean (FW) through the mentor and the concerned Head of the Department.

13. Selected candidates are expected to carry out their research work and other duties at IIT Dharwad only.

14. The Research Associates are eligible for the following:

- Emoluments* :
 - Emoluments for fresh Ph.D. is Rs. 58,000/- + plus HRA as per norms.
 - Emoluments for Ph.D. + 1-year exp. is Rs. 61,000/- + plus HRA as per norms.
 - Emoluments for Ph.D. + 2-year exp. and more is Rs. 67,000/- + plus HRA as per norms.
 - Support for one international conference during the entire engagement.
 - Support for one national conference per year.

- Medical benefits / : Will be provided OPD facility at Wellness Centre at IIT Dharwad for self only.
- Insurance
- TA Claim for attending : Train fare by II AC from the nearest railway station to IIT Dharwad (by shortest route).
- interview
- Leave : Leaves will be governed by the rules of IIT Dharwad and Research Associates will be eligible for 8 Casual Leaves per year.

Women Research Associates are eligible for Maternity Leave as per the institute rules.

PERFORMANCE ASSESSMENT COMMITTEE (PAC):

The performance of the Research Associate will be assessed by the **Performance Assessment Committee (PAC)**.

PROGRESS REPORT

The candidate should present a **progress report to PAC** detailing the research work carried out and research findings supported by reprints/preprints/manuscripts of the papers published/accepted for publication or communicated/ research reports for this purpose.

TERMINATION

If the Research Associate wishes to leave the program before the end of the tenure, he/she can do so with prior approval of the PAC giving one month's notice. The engagement may be **terminated** by the Institute if the performance /conduct of the candidate is unsatisfactory with one month notice period to the Research Associate.

*This is incorporated as per the DST norms.