

SOP for appointing research staff (project fellows and others) under sanctioned projects

Principal Investigator (PI) will write a letter to Dean, Research requesting for appointment of research staff, stating the details of the project, the amount sanctioned, and the posts sanctioned by the funding agency.
(Please attach the copies of sanction letter, sanctioned project, budget allocation and no. of posts sanctioned)

In the letter, the PI will give the details of the committee for selection (if already suggested by the funding agency). If the committee has not been suggested by the funding agency, then the selection committee will be as per Punjabi

University rules, that is:

- Dean Research (Chairperson)
- Head of the concerned department
- Principal Investigator (PI)
- Outside expert-01

PI will suggest the experts, from which one will be approved by the Dean, Research.

(Please ensure that the expert is not from Punjabi University, Patiala, even if Retd.)

Along with the letter, PI will send a copy of the advertisement (generated by the PI)

The file will be sent to Research Branch for procedural checks

Upon approval by Dean, Research, the PI will have the advertisement uploaded on the website, through the University Computer Centre

Once the outside expert is approved by the Dean, Research, the PI will get approval from Dean, Academic Affairs, for disbursement of TA and sitting fee of the expert, specifying the budget head within the project.

PI will short-list the candidates for interview

PI will send a letter to Dean, Research to get a time and date slot for the interview (*through Research Branch*).

PI, upon receiving the time and date slot from Research Branch, will inform the shortlisted candidates.

PI will liaison with the outside expert and facilitate his/her travel to the University for conducting the interview.

2-4 days before the scheduled interview, PI will liaison with TA section

Interview will be conducted at the office of the Dean, Research, facilitated by staff of Research Branch
(PI will inform the candidates to report at least 1 hour before the scheduled time of the interview, for verification of documents)

After the interview, the PI will process the TA and sitting fee of expert by contacting the TA section

Only in extraordinary circumstances, if the expert is to join online, the office of the Dean Research/ Research Branch shall facilitate the PI by liaising with University Computer Centre. For this, the PI needs to inform the office well on time.

The selection letter will be issued by Registrar (through Research Branch)