

POST DOCTORAL POSITIONS

(Vide resolution TU/AC/38.7.1 dated 30 June 16)

Preamble

The TERI School of Advanced Studies aspires to become a research-led global institution with the finest repository of knowledge in the field of sustainability and development. The research work undertaken shall strive for innovative and inclusive solutions for the benefit of the society, while encouraging intellectual growth. To facilitate the desired platform, the University actively encourages Post-Doctoral Fellows to join TU in specific areas of research.

Scope

These rules may be called the **TERI SAS Policy on Postdoctoral Positions**. The rules embodied in this policy shall apply to all categories of Postdoctoral scholars working in the TERI SAS and shall include the following:-

- (a) Post-docs who earn a fellowship of their own via a funding agency and indicate TERI SAS as their host institution.
- (b) Post docs recruited as Fellows under extramurally funded research projects that the University is awarded with.
- (c) Post Docs recruited by the University for internally funded projects.

A. Eligibility

- (a) Person who possesses a Doctoral (Ph.D) degree and has significant publication research work/patents to their credit.
- (b) An individual who has submitted the thesis and awaiting the award of PhD degree can also be admitted with a lessor fellowship till he/she qualifies for the eligible degree. The candidate Full fellowship shall be admissible from the date of degree, on submission of the relevant PhD degree document.
- (c) The Fellowship is open to Indian and International candidates.

B. Selection

Interested individuals who intend to use TERI SAS as the host institution (Para 2(a)) should make their inquiries directly to the appropriate academic department/faculty member. Faculty members shall respond to correspondence regarding possible postdoctoral research, after determining whether the area of interest is appropriate for study, and whether there is sufficient office/laboratory space and other resources needed to support the scholar exist.

Where the Post doc is to be recruited under other categories the concerned Department/Centre shall forward complete details including eligibility criteria to the Office of the Registrar 60 days in advance of the proposed start date for the fellowship. On account of Visa processing and other government statutory clearances, longer period may be required for International fellows.

Candidates shortlisted by Faculty/PI will be required to appear for an interview before the Selection Committee. University is at its discretion to pay for the travel in connection with the interview.

Selection for the fellowship shall be approved by a selection committee consisting of the following members:-

- (a) Dean (Academic)/Nominee of Dean
- (b) The Head of the Department in which a candidate intends to carry out research work.
- (c) Advisor (Faculty under whom the Postdoctoral Fellow wishes to work).

Once approved by the selection committee the list of names shall be forwarded to the Office of the Registrar for initiating the offer of appointment/attachment to the candidate. A standard offer letter is to be generated by the Office of the Registrar and communicated electronically.

c. Tenure

The tenure of a Postdoctoral Fellow for category 2(a) shall be governed by the terms and conditions of the funding agency as specified.

For all others the following rules shall be applicable:-

- (a) In the first instance, the appointment shall be made for one year beginning from the date of joining.
- (b) The tenure can be extended on consideration of the research work carried out in the preceding year by the Department Research Committee (DRC) but not more than one year at a time.

- (c) Reappointment approval will not be granted without submission of the annual evaluation by the Advisor.

D. Termination

Contract for Postdoctoral positions can be terminated under the following circumstances:-

- (a) **Lack of Funding.** If the sponsoring agency stops funding the fellowship/project, the appointment may be terminated.
- (b) **Unsatisfactory Performance.** The University may terminate the appointment of a person at any time on the basis of a report from the DRC for reasons of unsatisfactory performance.
- (c) **Disciplinary Ground.** Should a violation of research integrity and/or research misconduct appear to occur it has to be forwarded to the University Disciplinary Committee to establish the degree of breach and in cases of expulsion; termination process is to be initiated.

The post doc shall have the right to appeal to the Vice chancellor, whose decision shall be final in all the cases.

E. Resignation

If a Postdoctoral Fellow wishes to resign his or her appointment prior to the ending date indicated in the appointment letter or subsequent written understandings, he/she is expected to provide a minimum of one month's notice in writing.

F. Fellowship

Postdoctoral Fellow funded by external agency shall be eligible for fellowship as per the norms of the sponsoring/funding agency. For candidates recruited by TERI SAS the norms/rates set by the University shall be applicable.

G. Responsibilities of the Advisor

A faculty member shall be designated to monitor and evaluate the program undertaken by the Postdoctoral fellow who will be termed as the Advisor. The Advisor shall:-

- (a) Provide training experience that will foster the individual's intellectual, technical and professional development.
- (b) Treat the Postdoctoral Fellow as a colleague while at the same time mentor him/her in the performance of high quality research leading to timely publication.

Postdoctoral Fellow shall not be exploited nor their research compromised in the service of other sponsored research or for the financial gain of the Advisor. Annual performance evaluation must be conducted by the Advisor for each Postdoctoral Fellow.

H. Responsibilities of the Postdocs

The Postdoctoral Fellow will be attached to the Department/Centre and devote himself/herself to full time research & teaching in an approved area. Post joining the department she/he shall submit a joining report to the Registrar office and complete the formalities as per the funding/ sponsoring agency guidelines for release of fund.

He/She shall not accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend, consultancy etc., from any other sources other than the sources approved by the TERI SAS.

The Postdoctoral fellow shall have obligations to their Advisors, and to the TERI SAS such as:-

- (a) Adherence to the highest standards of responsible conduct and professional integrity in research.
- (b) Conscientious and ethical efforts to accomplish the research.
- (c) Compliance with good laboratory practice, including the maintenance of adequate research records and care for unique facilities, equipment etc.
- (d) Discuss research findings with the Advisor and avoid disclosures of confidential or proprietary information without the Advisor's consent.
- (e) Behave with congeniality and respect for colleagues.
- (f) Present and submit a comprehensive progress report at the end of each semester to the Advisor.
- (g) Lab records are TERI SAS property. Postdoctoral Fellow may take a copy of the record with the written consent of the Advisor at his/her own cost.
- (h) The Advisor and the Postdoctoral Fellow must jointly complete an Annual Evaluation form.

The Head of Department/Centre may assign academic responsibilities (lectures, tutorial classes, laboratory demonstration work, conduct of seminar, symposia etc.) not exceeding 10 hours per week with the consent of the Advisor.

I. Leave

The tenure of a Postdoctoral Fellow for category 2(a) shall be governed by the terms and conditions of the funding agency as specified.

Post doc fellows who are not governed by leave rule of the sponsoring agencies and all other fellows shall be entitled to 30 days leave per academic year, including leave on medical grounds. He/she will not be entitled to mid-semester breaks, summer and winter vacations. Women research scholars will be eligible for maternity leave for a period not exceeding 135 days once during the tenure of their programme.

In exceptional cases Fellows may be allowed leave without fellowship for a period not exceeding three months during the total tenure (3 years) of the award on the recommendation of the Head of the Department/Centre.

A proper leave account of each fellow shall be maintained by the Office of the Registrar.

Any leave not availed of, shall not accumulate. Any unauthorized absence may be treated as leave without fellowship.

J. Traveling Allowance

A Postdoctoral Fellow may be permitted on the recommendation of the Head of the Department/Centre to attend a conference/seminar /workshop/training programme in India once a year for which he/she will be treated on duty and shall be entitled to the payment of allowances as per TU rules. Travel entitlement in India will be 2nd AC by Rail or as specified by the funding agency(as applicable).

K. International Fellow

Candidates not holding Indian citizenship are required to apply for the requisite visa on receipt of the offer letter and follow the procedure as applicable.

The office of Registrar shall inform the concerned Govt. Office about the termination/resignation cases and request the foreign national to complete the necessary formalities.

L. Other Policies

Postdoctoral Fellows are subject to the applicable rules, regulations and policies of the University, including but not limited to, those relating to intellectual property, sexual harassment, equality and discipline.

M. Publication

The results of the research work may be published in standard peer refereed journals at the discretion of the Advisor. It should be ensured that the assistance provided by the TERI SAS and the funding agency is acknowledged in all such publications.

N. Certificate

Upon satisfactory completion of the postdoctoral program as certified by the Advisor, each postdoctoral fellow will be issued a certificate signed by the Registrar. This certificate will indicate the field or fields of postdoctoral study, the name of the Advisor, and the period for which the postdoctoral fellow was appointed.

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