



No: MNS-UAM/RO(G)-09/635

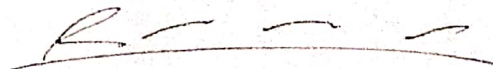
Date: 18.05.2021

### **NOTIFICATION**

In continuation of notification No. MNS-UAM/RO-09/354 dated 22.08.2016, the Syndicate in its 29<sup>th</sup> meeting held on 29.04.2021 has accorded approval to revise in the existing SOPs/responsibilities for appointment of the Research Staff for the Research Projects as per following:

#### **Revised Standard Operating Procedure(s):**

- I. The Principal Investigator or equivalent as prescribed in the project, will be responsible for getting approval of the case from Vice Chancellor through ORIC and floating of advertisement of position/post in Campus News/National Newspaper(s)/University Website, as per requirement of the funding agency.
- II. The applications will be received by concerned Principal Investigator or equivalent as prescribed in the project and will be processed within one week after the last date of submitting the applications. Principal Investigator or equivalent as prescribed in the project, representative of ORIC and representative of Registrar Office will scrutinize the applications.
- III. The proceedings of scrutiny committee will be submitted to the Registrar Office by the Principal Investigator or equivalent as prescribed in the project. The Registrar Office will issue interview call letter to eligible candidates.
- IV. The selection committee will conduct interview of the eligible candidates and make recommendations of appointment in order of merit to the Vice Chancellor for final approval within one week of the date of interview.
- V. After getting approval of the case, the Registrar's Office will issue offer letter within one week from the receipt of approved case.
- VI. The process of recruitment will be started by the Principal Investigator or equivalent as prescribed in the project concerned immediately after signing/approval of project so that the Research Staff may join his/her duties from the date of commencement of project.
- VII. In case of resignation by Research Staff, the Principal Investigator or equivalent as prescribed in the project should start the process for recruitment of new Research Staff within 2-3 days from the date of receipt of notice of resignation.
- VIII. The above-mentioned recruitment process should be completed within one month from date of commencement of case by Principal Investigator or equivalent as prescribed in the project.

  
**Zulfiqar Ali Tabassum**  
Deputy Registrar (G)

#### **Copy to:-**

1. Deans (Acting)/Directors/Chairmen of the Teaching Institutes/Departments
2. Director ORIC
3. Secretary to the Vice Chancellor
4. Office Record File

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