

August 16, 2016

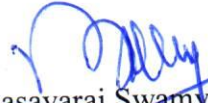
NOTIFICATION

It is notified for information of all concerned that with immediate effect and until further orders, Head, PMU will look after all the activities pertaining to the various projects and research studies being undertaken in the University including the matters pertaining to the engagement of project staff.

Reference the notification No.14-1/2014-Acad.(Misc) dated February 16, 2016, the Project Management Unit (PMU) headed by Prof. K. Biswal will be assisted by Prof. K Srinivas.

Shri Bharat Bhushan Jain, Stenographer Grade-I will assist the PMU in all its matters until further orders. He will also look after GIAC matters of the University. A Project Data Entry Operator already working in the project appointment matters shall also assist PMU. In addition, the PMU will be supported by a Project Junior Consultant.

The detailed guidelines regarding the engagement of project staff are enclosed in Annexure.


(Basavaraj Swamy)
Registrar

To

- All Concerned
- Prof. K. Biswal, Head, Project Management Unit
- Prof. K. Srinivas
- PA to VC – for information of Hon'ble Vice-Chancellor
- Administrative Officer
- Section Officer (AA)
- Finance Officer
- Training Officer (I/c)

NUEPA

Guidelines for Management of Project Staff at NUEPA

NUEPA undertakes a number of sponsored as well as in-house research projects for which Project Staff are appointed as per the approvals accorded by the competent authority. These positions are purely temporary/contractual, and are managed keeping in view the specific requirements of individual research studies and development programmes.

The following guidelines shall govern the engagements of the Project Staff, including their recruitment, extension/continuation, remuneration, etc.

1. All matters pertaining to the Project Staff right from the stage of recruitment till the end of their contractual service shall be handled by the Project Management Unit, constituted for the purpose with the approval of the Board of Management.
2. Appointment of the Project Staff for a specific project/research study shall be done as per its staff requirements duly approved and sanctioned a priori, by the competent authority particularly, the Academic Council at the project approval stage, and subsequently, ratified by the Board of Management.
3. After the approval and ratification by the competent authority, the notification of the project/study shall be issued within a maximum period of two weeks.
4. After receipt of the formal sanction and issue of official notification for implementation of a project/study by the Project Management Unit/Academic Section, if needed, an advertisement for recruitment of the project staff shall be uploaded on the University website and notice boards



for wide circulation. A copy of the advertisement shall also be sent to various research/autonomous organisations/universities for wide dissemination. There will be two recruitment cycles during the year for engaging project staff under various projects/research studies undertaken by the University. A panel of candidates selected during the recruitment process shall be valid for a period of one year.

5. All applications received shall be shortlisted within 10 days from the last date of receipt of applications (as specified in the Advertisement) by a duly constituted Screening Committee. Thereafter, the shortlisted candidates shall be called for Test/Interview with a minimum notice of 10 days time to them. The test/interview shall be conducted by duly constituted Expert Group/Selection Committee. The Principal Investigator/Project Coordinator shall be represented in the Expert Group/Selection Committee.
6. The offer of appointment to selected candidates shall be issued immediately after the test/interview and on acceptance of the recommendations by the competent authority. The entire process of recruitment of the Project Staff of an officially notified Research Study/Project, starting from Advertisement to issue of appointment letter to selected candidates, shall not take more than eight weeks.
7. Terms and conditions of recruitment, the eligibility criterion of the applicants and the composition of the Selection Committee shall be as per the notifications issued by NUEPA from time to time, and after due approval of the competent authority. The latest notification, applicable for such appointments, is enclosed with these guidelines.
8. All project appointments carried out shall strictly follow the norms and methods of recruitment laid down in NUEPA rules and notified from time to time.



9. All appointments shall be made initially for a period of 11 months or for the duration of the study, if it is less than one year.
10. Any further continuation of services shall be subject to satisfactory performance of the concerned project staff and positive recommendation of the Principal Investigator/Coordinator of the Project/HOD. Such extensions with 11 months duration shall be given till the completion of the project/study or up to the end of the duration of the study as approved at the time of sanctioning the project, whichever is earlier.
11. Any continuity of appointment of the project staff in long-term development projects/activities (other than research projects), who had served for a period of 2 years in NUEPA shall be given only after a break of at least eight weeks and shall be considered as a fresh recruitment/appointment only.
12. At the time of selection, remuneration of a project staff shall be recommended by the Selection Committee within the specified range as decided vide notification No. F. NUEPA/Admn/RO/Circular/030/ 2013-14 dated July 03, 2013 and with appropriate rationale.
13. No request for increase in the salary/remuneration of a project staff shall be considered at a later stage.
14. Transfer of an incumbent project staff from one project to another project of NUEPA shall be proposed only after obtaining the approval from the Competent Authority. Such appointments shall be considered as fresh recruitment/appointment.
15. No deviations in the established norms of recruitment/extension/remuneration shall be considered, except under special circumstances, duly approved by the competent authority.

16. All requests for extension of the staff members shall be submitted to the Project Management Unit at least one month before the completion of the tenure.
17. Extension of appointment of project staff beyond the sanctioned duration of the project normally shall not be considered. If the project staff services are engaged without any formal approval for extension of services after completion of the duly approved term of engagement, no payment shall be made for such services rendered. Project Incharge shall strictly ensure this requirement in all cases.
18. All requests for appointments, extension, travel, payments, etc. should necessarily be supported by necessary details/documents including progress report from the Principal Investigator/Coordinator of the Project/Research Study, through the Head of the Department only.
19. In case of urgency duly supported with documentary evidence, appointment of staff for a short term of only 3 months shall be considered by the competent authority on merit. In such cases, no extension is permitted under any circumstances beyond a period of 6 months (i.e. 3 months + 3 months).
20. These guidelines shall be modified from time to time with modifications/changes in NUEPA rules by the Competent Authority.

This has approval of the competent authority.


Registrar