



Form-I

Office of Dean Faculty Affairs/ संकाय मामलोंका कार्यालय

Department: _____

Date: _____

Requisition for Post-Doctoral Research Fellow

Ref: Advertisement No. ----- dated -----

1. A proposal for number of intake of Post-Doctoral Research Fellow considering the applications to be received up to _____ (date) against the above referred advertisement is appended below: -

Name of the Faculty	No. of Existing		Projected Intake for PDRF
	PDRF	PhD	

Justification (If any):

2. It is also proposed to constitute Screening cum Selection Committee comprising of the following members for the same: -

- (i) (Name, Designation), Convenor
- (ii) (Name, Designation), Member
- (iii) (Name, Designation), Member
- (iv) (Name, Designation), External Member

3. Submitted for kind perusal and approval of the Director.

Convenor

Date: _____

Faculty-In-Charge/ Head
Department of _____

Dean, Faculty Affairs

Director



Form-II
(Annexure to Minutes)

Office of Faculty Affairs/संकाय मामलोंका कार्यालय

Department: _____

Date: _____

Overview Sheet – List of Candidates (Gen) Applied for the Position of PDRF

[illegible]

Overview Sheet – List of Candidates (OBC-NC) Applied for the Position of PDRF

[illegible]

Overview Sheet – List of Candidates (SC) Applied for the Position of PDRF

[illegible]

Overview Sheet – List of Candidates (ST) Applied for the Position of PDRF

S. No.	Application Reference No.	Name	Sex (M/ F)	Date of Birth	Ph.D. Completed/ On-going	Academic Qualifications %age of Marks/ GradeAvg.*			External Funding Details (if any)	Whether 'Q'/ 'NQ'
						B.Sc	M.Sc	PhD		
1										
2										

Overview Sheet – List of Candidates (PWD) Applied for the Position of PDRF

S. No.	Application Reference No.	Name	Sex (M/ F)	Date of Birth	Ph.D. Completed/ On-going	Academic Qualifications %age of Marks/ GradeAvg.*			External Funding Details (if any)	Whether 'Q'/ 'NQ'
						B.Sc	M.Sc	PhD		
1										
2										

(_____)

Member
Date:

(_____)

Member
Date:

(_____)

External Member
Date:

(_____)

Convenor/ FIC/ Head
Date:



Office of Faculty Affairs/संकाय मामलोंका कार्यालय

Department: _____

Date: _____

Minutes of the Screening Committee Meeting

An overview-sheet containing the details of all candidates applied for the Position of PDRF is placed at annexure to these minutes (Form-II). A summary of the same is tabulated below: -

S. No.	Description	Gen		OBC		SC		ST		PH		TOTAL	
		M	F	M	F	M	F	M	F	M	F	M	F
2	Number applied for Post-Doctoral research fellowship position												
3	Number Screened for Presentation/ Interview												

Criteria Followed for Screening of Applicants: _____

Recommendation of the Screening Committee: -

S. No	Application Reference No.	Name of the Candidate(s)	E-mail ID	Sex (M/ F)	Category (Gen/ OBC/ SC/ ST)	Proposed date of Interview/ seminar

(_____)
Member
Date:

(_____)
Member
Date:

(_____)
External Member
Date:

(_____)
Convenor/ FIC/ Head
Date:

Dean, Faculty Affairs

Minutes Approved

Director



Office of Faculty Affairs/संकाय मामलोंका कार्यालय

Department: _____

Date: _____

Minutes of the Selection Committee for the Position of Post-Doctoral Research Fellow in Department of _____, IISER Berhampur held on -----(Date)

Details of Advt.- 1. Rolling Advertisement No. -----.
(N.B.-Zone of consideration: Applications received up to ----- (Date))

Selection Committee:

Sl. No.	Name, Designation	Capacity in the Committee
(i)		Convenor
(ii)		Member
(iii)		Member
(iv)		External Member

1. Summary of Applications:

Position	No. of Applications Received up to ----- (Date)	No. of Shortlisted Candidates called for Interview	No. of Candidates appeared for Interview
PDRF/ RA			

2. A list of candidates appeared for the Interview is attached (**Form-V**).

3. Recommendation of the Selection Committee.

Sl. No.	Name of the Candidate(s) Recommended for appointment	Date of Birth	Position	Category	Remarks (PhD Completed/ Ongoing)
(i)			PDRF/ RA		
(ii)					
Candidates of Waiting list, if any					
(iii)			PDRF/ RA		

4. Certificates pertaining to the selection process are attached (**Form-VI**).

(_____) Member
Date:

(_____) Member
Date:

(_____) External Member
Date:

(_____) Convenor/ FIC/ Head
Date:

Dean, Faculty Affairs

Minutes Approved

Director



Office of Faculty Affairs/संकाय मामलोंका कार्यालय

Department: _____

Date: _____

Score Sheet of Candidates

Sl. No.	Application Reference No.	Name of the Candidates	Category	Marks obtained in Seminar/Presentation (80)	Marks obtained in Interview (20)	Total (100)
1		Dr.				
2		Dr.				
3		Dr.				
4		Dr.				
5		Dr.				
6		Dr.				
7		Dr.				
8		Dr.				
9		Dr.				
10		Dr.				

(_____)

Member

Date:

(_____)

Member

Date:

(_____)

External Member

Date:

(_____)

Convenor/ FIC/ Head

Date:



Office of Faculty Affairs/ संकाय मामलोंका कार्यालय

CERTIFICATE

This is to certify that: -

1. SC/ST candidates were considered first and their performance were not compared with that of general candidates.
2. No candidate with qualifications less than advertised has been recommended for Post-Doctoral research fellowship position.
3. Reservation Policy laid down by the Government of India. (Central Educational Institutions (Reservation in Post-Doctoral research fellowship position) Act, 2006) has been strictly followed.
4. For every candidate who had indicated that he is employed and has been recommended, a relieving certificate or a No-objection certificate from his employer has been checked.

(_____)

Member

Date:

(_____)

Member

Date:

(_____)

External Member

Date:

(_____)

Convenor/ FIC/ Head

Date:



Office of Faculty Affairs/ संकाय मामलोंका कार्यालय

Department: _____

Date: _____

Attendance Sheet - Seminar cum Interview for the Position of PDRE

Sl. No.	Application Reference No.	Name of the Candidate	E-mail id	Mobile No	Signature
1					
2					
3					
4					
5					
6					
7					
8					

(_____)
Member
Date:

(_____)
Member
Date:

(_____)
Member
Date:

(_____)
Convenor/ FIC/ Head
Date: