

REVISED

PROJECT

GUIDELINES

**(Approved vide ECR No. 178
dated 23rd June 2010)**

A. Submission of Project Proposals

Each Department/School/Centre will have a **Project Screening Committee (PSC)**, with the following composition :

- | | |
|---|----------|
| 1. The Dean (or his nominee) of the Faculty to which the PI belongs | Chairman |
| 2. The Head of the Department/Coordinator of School/Centre to which the PI belongs | Convener |
| 3. The Head of the Department/Coordinator of School/Centre(or his nominee) to which the Co-PI(s) belongs. | Member |
| 4. PI & Co-PI (s) of the concerned Project | Member |
| 5. One Senior most Professor of the Department/School/Centre to which the PI belongs (by rotation on 3 year term) | Member |
| 6. One Senior most Associate Professor of the Department/School/Centre to which the PI belongs (by rotation on 3 year term) | Member |
| 7. One Senior most Assistant Professor of the Department/School/Centre to which the PI belongs(by rotation on 3 year term) | Member |

NOTE:

- i) If some positions sanctioned by the funding agency are required to be taken over by the University after the termination of the project, approval of competent authority must be obtained prior to submission of the project.
- ii) The Head of the Department/Coordinator of School/Centre of the concerned department/school shall fix the meeting of PSC with the consent of the Dean of the Faculty within one week of submission of the Project Proposal.
- iii) The PSC will recommend the submission or otherwise of the Research Proposal within a couple of days of the meeting as per the format given in **Annexure 1**.
- iv) The PSC will certify the checklist as given in **Annexure 1**.
- v) The office of the Dy. Registrar (Dev.) should endorse and forward the approved research project proposals to the given funding agency within one week of receipt of proposal.
- vi) Project Proposals that require Ethical Clearance/Bio-Safety Clearance/ Animal Ethics Clearance will be concurrently submitted to the concerned Committee/s by the PI under intimation to the Dy. Registrar (Development). The concerned Committee should convey its decision within a fortnight of submission. In case the same is not available within the stipulated time, the Dy. Registrar (Development) shall remind the concerned Chairman to ensure that the clearance is issued without delay.
- vii) If a project has one or more Co-PI, the role of PI and Co-PI(s) may be defined. All the correspondence relating to the Project will be sent by the PI directly to the Central Registry.

B. Allotment of Project Code number.

- 1) On receipt of first installment of funds of a new project, the office of the Dy. Registrar (Dev.) will allot a project code no. and communicate the same to the PI and other concerned offices with in a week. This number must be referred to in all correspondence relating to the project.
- 2) Once the PI or the funding agency informs the Dy. Registrar (Dev) that the funds have been sanctioned and likely to arrive soon, a proactive effort from

the Finance/Development Section is required to track the arrival of funds in the bank and inform the PI and FO so that work can start immediately.

- 3) The **effective date of implementation of the project** shall be as defined by the granting agency. If such a date is not defined by the funding agency, then the date of first expenditure shall be the effective date of implementation of the project.
- 4) Any expenditure incurred prior to the allotment of Project code number and after the expiry of tenure of the Project shall not be admissible unless permitted by the funding agency.

C. Advertisement for personnel.

- 1) All positions approved by the funding agency under the project will be filled in after due advertisement. For all scientific positions, the advertisement should be made in at least one national newspaper/ Employment News/Current Science (or equivalent journal for other disciplines) while for support staff (non-research), the advertisement should be made in at least one local newspaper. In order to limit the expenditure, the notification in press may be brief and may refer to the details available on the BHU website as per the proforma given in **Annexure 2**.
- 2) In cases where either the available contingency grant is limited and/or the period for which appointment is to be made is less than a year, advertisement in press may not be necessary. Instead, the PI will be required to send copies of advertisement to at least 30 universities/ Institutes/Centre/national laboratories/ Research Institutes under Certificate of Posting across the country.
- 3) All advertisements must be displayed on department/faculty notice boards and on the BHU website.
- 4) The PI should draft the advertisement for staff positions available under the project following the general guidelines as given in **Annexure 2 and 3**. The minimum qualifications for Scientific staff (Scientist, RA, SRF, JRF or Project Assistant) under the project will be in conformity with those required by the funding agency and the university. Further, the minimum qualifications required for JRF will be commensurate with eligibility conditions for registration for Ph.D.in B.H.U., in addition to those of CSIR/UGC JRF or the funding agency. For support staff, the qualifications and remunerations will in general be as per the comparable support staff positions in the university, unless otherwise specified by the funding agency in the sanction letter (**Annexure 3**). *The PI must ensure that advertisement is made as per rules. If the advertisement contravenes any of the guidelines prescribed by the funding agency and/or University, the proceedings of the Selection Committee shall be null and void.* The PI may seek advice/clarification of the office of the Deputy Registrar (Development) in case of doubt.
- 5) The, PI will provide the draft notification to the Press, Publication & Publicity (PPP) Cell for publication in the desired newspaper/journal (as specified above), with a copy to the office of Dy. Registrar (Dev.). A detailed notification as in Annexure 2 will also be sent simultaneously to PPP Cell for forwarding the same to the Computer Centre for placing it on the BHU website. The PI must also inform the PPP Cell the project no. and the budget head for payment of the advertisement bill. The bill for press advertisement will be sent by the PPP Cell in due course to the PI for processing and

forwarding for payment. Bill for the advertisement will be paid by the Finance Office only after it has been counter signed by the Principal Investigator.

D. Selection and appointment on sanctioned positions in the project.

- 1) All appointments on the approved positions under a project will be made through interview by a Selection Committees constituted for the purpose as given in the **Annexure 4**. Short-listing of applicants to be called for interview will be made by the PI (and Co-PI, if applicable) and a précis of candidates called for interview will be prepared as given in **Annexure 5**. No TA/DA will be payable to candidates appearing for interview, unless provided for under the project.
- 2) If positions sanctioned by the funding agency are required to be taken over by the University after the termination of the project, selections in such cases will be as per the process followed for equivalent permanent positions.
- 3) Proceedings of the Selection Committee meeting will be recorded as per proforma in the Annexure 6 and 7. Soon after the meeting of the Selection Committee, the PI will forward the following documents (Annexure 9) to the Dy. Registrar (Dev.).
 - i. A certificate that the appointments have been made in conformity with the prescribed rules.
 - ii. Selection committee proceedings
 - iii. Mark-sheets and other relevant documents of the selected candidates
 - iv. Two copies of précis showing the bio-data of candidates who had applied for the posts/research fellowship;
- 4) The Development Section shall examine the proceedings of Selection Committee and communicate approval or otherwise to the PI within a fortnight of receipt of complete documents. The PI shall issue appointment letter as per Annexure 8 and forward a copy of joining letter (Annexure 10) to the Development Section as soon as the candidate joins. The Central Registry shall forward relevant papers to the Funding Agency, if necessary.
- 5) The tenure of the positions sanctioned in the project will be for the period as stipulated in the approval letter beginning with the actual date of implementation of the project till termination of the Project. The University will not be responsible for any liability of the project staff beyond the duration of the Project.
- 6) The Fellowship shall normally terminate on completion of its tenure or from the date the Fellow resigns and his/her resignation has been accepted by the PI. The Fellowship may be terminated by the Funding Agency on the recommendation of the P.I., Supervisor and Head of the Department/Institution. The fellowship may also be terminated if the Faculty/Department/School where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds. Same will apply to other staff appointed in the project.
- 7) If a fellow leaves without permission, stipend due at any time shall not be

paid to him/her, till all dues are cleared and certified by the PI.

Terms and conditions of Appointment

- 1) All appointments on projects are contractual and can be made only if the position is explicitly sanctioned by the funding agency. The emoluments payable to any of the appointees will be as per the sanction given by the funding agency. All appointments will be co-terminus with the project. Other Terms & Conditions of appointment should be as per funding agency / University guidelines. In case the positions are not explicitly mentioned the P.I. will make specific proposal about positions and emoluments keeping in view the original purpose and sanction of the grant.
- 2) **Leave:** Research personnel are entitled leave for a maximum period of 30 days per year in addition to general holidays (but excluding vacations for teaching staff). They would be eligible for Maternity / Paternity Leave as per the norms of the funding agency. If the funding agency has not specified any norm the leave shall be governed by the rules as applicable to the contractual staff of the University. However, leave to Ph.D. scholars working in a project shall be regulated by the provisions contained in the Ph.D. Ordinance of the University.
- 3) **Bonus: Not admissible unless provided specially by the Funding Agency**
D.A., C.C.A. & LTC: Not admissible unless specially provided by the Funding Agency.

E. Hiring on daily wages or on contractual basis: If there is a need, the PI is allowed to hire on daily wages/contract for a period not exceeding 30 days at a time. For contractual hiring for a period longer than 30 days, approval of central Registry (Dev.) will be required on the prescribed Performa. *The PI must ensure that the hiring is as per specific requirements, within the financial limits of the project and is in accordance with the relevant rules/guidelines in operation at the given time.*

For continuation of the same contractual employee for more than 30 days approval from Central Registry should be obtained. In any event, approval for contractual engagement for more than 3 months would not be given.

F. Purchase Procedures

1. On receipt of the 1st installment of the project/ grant from the funding agency, the PI will inform the office of the Dy. Registrar (Dev.) and the Finance Officer about the break up of the received grant under different budget heads, unless already indicated by the funding agency. On receipt of subsequent grants also, the PI shall intimate the breakup. The PI can reallocate the previous year's unspent balance (as per U/C of the previous year) under different heads, as required, provided that the reallocated amounts remain within the total amount sanctioned by the funding agency under the given budget heads.
2. All purchases of non-consumable and consumable items and other expenses will be in accordance with the terms and conditions of the funding agency and as per purchase rules in force at B. H. U.

Project Purchase Committee and utilization of project funds:

Each project must have a separate **Project Purchase Committee** with PI as

Chairperson and Co-PIs (if any), Head of the Department/Coordinator of School and three senior teachers working in the area of center//project as members and one purchase secretary to be nominated by the chairman.

For purchase of items that require prior registration of order in the Finance section (purchase on limited or open-tender basis), the Project Purchase Committee will be enlarged as follows:

i) Principal Investigator	Chairperson
ii) Co-Investigator/s (if any)	Member/s
iii) Director of the Institute/Dean of the Faculty or his/her nominee	Member
iv) Head of the department/Coordinator of Centre/School	Member
v) Vice-Chancellor's nominee (member from out side the department out of the panel)	Member
vi) Two permanent senior teachers in the department	Member
vii) Finance Officer's nominee	Member

- G.**
1. A list of all non-consumable items (Equipment, Book, Journals and any other Capital item) procured out of Project Funds shall be given to the Head of the Department after the Project is over. These items shall remain with the P.I. till he/she continues to be formally associated with the Department.
 2. The equipment grant is to be used to procure equipment(s) as approved by the Funding Agency. However, if there is a need to change specification of the equipment, it should be done only with prior concurrence of the Funding Agency.
 3. Full amount of Bills in respect of telephones installed in the laboratory can be paid out of Contingency Grant of the Project, subject to availability of fund.
 4. Re-appropriation of Funds from one approved item to another will be permitted in the light of specific guidelines of the Funding Agency only.
 5. Claim for TA/DA for project related travel by the PI/Co-Investigator/ other project staff will be made as per the entitlement under Government of India rules OR as provided specially by the Funding Agency. TA/DA bill of research and non-research staff in connection with travel required for project work will be forwarded by the PI; The TA/DA bill of PI, Co-PI and any other permanent employee involved in the Project will be sent through the concerned Head/ Coordinator of the Department/School/Centre to the Finance Office for payment. In case the PI/Co-I has to travel, for cogent reasons, by air but is not entitled for the same as per Government of India rule, a prior approval of the Director/Dean may be obtained.

The Finance office will introduce a checklist to ensure that all objections, if any, on a given bill submitted for payment are listed at one time so that the PI can comply with all of them in one step to avoid unnecessary delays in passing and payment of bills.

H. UTILIZATION OF OVERHEAD CHARGE

University has made a provision for allocating **40%** of the pooled Overhead/Institutional Charges to the Principal Investigator of the concerned project/ for the following purposes.

- a) **Strengthening/developing of Infrastructural facility in lab or in department:** This can include expenditure on items like furniture, almirah, partition work, flooring, false-ceiling and air-conditioning (if power load is duly sanctioned), purchase of essentially required

Equipment, Computer and their accessories, repair and maintenance of equipment/computer etc.

- b) **Travel of PI/Co-I and/or registered Ph.D. scholars** under the concerned PI/Co-I for attending seminars/ conferences/ workshops etc.
- c) **Payment of Audit fee** for the concerned project/.
- d) **Reimbursement of residential telephone/mobile charges** for PI/Co-I up to Rs.500.00 per month and internet charges up to Rs.550.00 per month used for project work.
- e) Expenses related to filing of patents.
- f) Membership of Professional Society and Journals

NOTE :

- For utilization of Overhead charges for a purpose not listed above, prior approval from the office of the Dy. Registrar (Dev.) shall be required.
- In case 40% share of a particular project is not utilized completely by the PI before closure of the project, the remaining balance may be allowed to be pooled with 40% share of a future project awarded to him, if any, under approval of the Registrar on merit.

II 5% of the Overhead may be utilized for Creation of a Project Unit with contractual engagement, providing incentives to the project staff of the office of Dy. Registrar (Dev.) and creation of Infrastructural facilities.

III **Incentive to PI(s):** A cash incentive shall be admissible to the Investigators as per following detail:

a) Interdisciplinary Transfaculty Collaborative research Project: 20% of the overhead grant shall be given to the PI and Investigators involved in the Project as cash incentive which shall be distributed equally.

b) Interdisciplinary Intrafaculty research Project involving two or more departments of a faculty: 15 % of the overhead grant shall be given to the Investigators involved in the Project as cash incentive which shall be distributed equally among all the PIs.

c) Research Project involving one discipline only: 5 % of the overhead grant shall be given to the Investigators as cash incentive.

IV The remaining share of Overhead Charges (35% in case of Interdisciplinary Transfaculty Project / 40% in case of Interdisciplinary Intrafaculty / 50% in case of single discipline project) shall be retained by the University which will be used for Development Activities and infrastructure facility to promote research in the University with the approval of the Vice-chancellor.

An incentive of 5 % of University share shall be given for Interdisciplinary Research papers in refereed journals, monographs, edited books and compendium published from prestigious publication house.

I. Submission of Annual Statement of Expenditure/Utilization certificate, closure of Project Account and issue of "No Dues: certificate to the PI

The PI and Co-Investigator/s (if any) will be responsible for timely submission of Progress reports as required by the funding agency. At the end of each financial year, the Annual Statement of Expenditure (SE) and the Utilization certificate (UC) will be prepared by the PI. The central Registry will ensure quick reconciliation of the SE and UC and will expeditiously forward these to the concerned funding agencies so that the next year's funds are released in good time.

The Principal Investigator should settle the accounts within three months on completion of the Project. Utilization Certificate from Chartered Accountant will be obtained by the Central Registry within six months from the date of completion of the Project/receipt of the last installment from the funding agency, whichever is later.

Soon after the final account is settled, the PI should submit an application to the Dy. Registrar (Dev.) for the issue of . **"No Dues" certificate** as per the proforma and enclosing therewith the Audit and Utilization Certificate, Statement of Expenditure and Final Technical Report. The **"No Dues" or "Dues" certificate** will be issued to the Principal Investigator of project/ within one calendar year from the date final accounts were settled.

Responsibility of adhering to the rules and regulations stated herein lies with the Principal Investigator and the persons concerned in the Central Registry.

The PROJECT SCREENING COMMITTEE, DEPARTMENT/SCHOOL OF examined the research proposal submitted by on

The Committee certifies that:

- | | |
|--|-----------------------|
| 1. Proposal is as per the format prescribed by the funding agency. | Yes/No |
| 2. Clearances from the relevant Committees have been obtained or application for approval sent: | |
| a. Ethical Committee | Yes/No/Not applicable |
| b. Bio-safety Committee | Yes/No/Not applicable |
| c. Animal Ethical Committee | Yes/No/Not applicable |
| 3. Basic general infrastructural facilities exist in the Department/School OR have been provided for in the project. | Yes/No |
| 4. Same project has not been submitted by the PI/ Co-PI elsewhere | Yes/No |
| 5. Institutional/Overhead Charges have been included in the proposal if permitted by the funding agency. | Yes/No |

HOD/COS

Chairman

Members

Draft Advertisement

Application are invited for the post of _____
with a Salary/Stipend/Fellowship/Fixed amount of Rs. _____
in a _____ (Name of the Funding Agency) Sponsored Project entitled
(Title of the Project) “ _____ ”
sanctioned up to (Duration/Tenure) _____. The post is
temporary and co-terminus with the project. The candidates should be (Essential
qualifications)

_____. The upper Age
Limit is ___Years (relaxable for 5 years for SC/ST/Physically Handicapped/Female
candidates; (in case of non-research positions, upper age limit may also be relaxed
for the duration of earlier work in a project/scheme in B.H.U. subject to the
University rules prevalent at that time). All things being equal, SC/ST candidates
will preferred as per GOI rules.

Desirable qualifications, if any _____ .

Application on Plain paper giving Name, permanent and correspondence address,
names of father and mother, telephone no. and e-mail address (if available), details
of educational career (starting from High School or equivalent) along with attested
copies of all mark-sheets & certificates and details of any research or other
experience etc., if any, should reach within 21 days of the advertisement,
_____, to the P.I., Department of _____, Institute/Faculty
_____, Banaras Hindu University, Varanasi- 221 005.

No TA/DA will be paid if called for interview.

**Remark: While sending the draft advertisement to the Press, Publicity and
Publication Cell, the P.I. should specify the name of the News Papers (s) in
which advertisement is to be made. The Press, Publicity and Publication Cell
will also send a copy of the same to the Computer Centre for placing the
advertisement on the BHU website.**

ANNEXURE 3

ESSENTIAL QUALIFICATIONS FOR STAFF POSITIONS UNDER PROJECTS/S (Designations should be as per sanction of the Funding Agency Norms)

RESEARCH POSITIONS (Emoluments as provided by the funding agency)

Research Associate :

- Age : Upper age limit- 45 years: (5 years' relaxation for Female/SC/ST/Physically Handicapped Candidate)
- Qualification/Experience : Doctorate or equivalent degree or as per specific requirement of the funding agency concerned.

SRF :

- Age : Upper Age limit – 32 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification/Experience : NET/GATE or equivalent as per specifications of the funding Agency concerned or Post-Graduation, with 55% marks. At least two years research experience in related field

JRF :

- Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification : NET/GATE or equivalent as per specifications of the funding agency concerned or Post-Graduation, with 55% marks.
- Experience : As specified for the project.

Research/Project Assistance/Fellow :

- Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification : Post Graduation, with 55% marks
- Experience : As specified for the project.

NON-RESEARCH POSITIONS (Emoluments as provided by the funding agency)

Office/Project Assistant :

- Age : Upper age limit- 35 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate). Upper age may be relaxed for the duration of earlier work in a project/scheme in B.H.U subject to the University rules prevalent at that time.
- Qualification : Graduate with 55% marks, diploma/degree in the specified area as per requirement of the Project
- Experience : As specified for the project.

Junior Office/Junior Project/Field/Laboratory Assistant or Attendant :

- Age : Upper age limit – 30 years: (5 years' relaxation for female/ SC/ST/ Physically Handicapped Candidate). Upper age may be relaxed for the duration of earlier work in a project/scheme in B.H.U subject to the University rules prevalent at that time..
- Qualification : Graduate or Intermediate with 2-3 years' laboratory/field work experience or as per specified requirement of the funding agency concerned.
- Experience : As specified for the project.

CONSTITUTION OF SELECTION COMMITTEE (WHEN THE SAME HAS NOT BEEN SPECIFIED BY THE FUNDING AGENCY *)

a) Composition in respect of Research positions

i)	Principal Investigator	Chairman
ii)	Director or his nominee(in case of Institutes)	Member
iii)	Dean of the Faculty or his nominee	Member
iv)	Head of the Department or Coordinator of Centre/School	Member
v)	Vice Chancellor's nominee	Member
vi)	Co-Principal investigator/s, if any	Member
vii)	Expert Member nominated by the Principal Investigator	Member
viii)	Expert Member nominated by the Funding Agency, if any	Member
ix)	SC/ST Nominee	Member

Provided that in order to ensure that the number of members in the Committee is not reduced in the event of one person holding 2-3 slots (except the PI, who is required to Chair the Committee), the Vice-Chancellor may nominate additional members (Professor/Reader) in the following manner

1. When Dean/H.O.D./Coordinator of the Center and P.I. is the same, the next senior most teacher in the Department will be a member.
2. If the senior most is the H.O.D., then next senior most teacher will be a member.

a) Composition in respect of Non Research/Contractual positions

The composition of selection committee for non-research/contractual positions shall be as under:

i.	Principal Investigator	Chairman
ii.	Director or his nominee(in case of Institutes)	Member
iii.	Dean of the Faculty or his nominee	Member
iv.	Head of the Department or Coordinator of Centre/School	Member
v.	Vice Chancellor's nominee from the approved panel	Member
vi.	Co-Principal investigator/s, if any	Member
vii.	SC/ST Nominee	Member

NOTE:- (i) The appointments on research as well as non-research positions will be based on tests/interviews

(ii) The Selection Committee may, if necessary, recommended a panel of not more than two candidates per position. The panel will be valid for a maximum period of one year.

**** If the Funding Agency has laid down specific guidelines with regard to the composition of Selection Committee the same should be invariably followed.***

ANNEXURE 5
PROFORMA FOR PRÉCIS

Summary of candidates called for interview for the post of _____ under Project/ P-_____,
Department of _____, Institute/Faculty _____,
BHU vide Advertisement No. _____ dated _____ in _____.

1. Number of Applications received: _____
2. Minimum Qualification prescribed for calling for interview: _____

Number of Candidates called for Interview:

S.No.	Name & Address	Whether SC/ST/PH	Sex	Date of Birth	% marks, year of passing and name of Board/university				Research Experience	Remarks
					High School	+2	U.G.	P.G.		

ANNEXURE 6

**PROFORMA FOR PREPARATION OF MERIT INDEX OF CANDIDATES BY MEMBERS
OF THE SELECTION COMMITTEE**

S. NO.	Name of the candidate	Assessment of experts in respect of candidate	Marks obtained	Remarks

SIGNATURE OF MEMBERS:

- (1)
- (2)
- (3)
- (4)
- (5)

PROCEEDINGS OF THE SELECTION COMMITTEE

Minutes of the meeting of the Selection Committee held at _____ am/pm on _____ in the chamber of _____, Institute / Faculty _____, BHU to select _____ (Post) _____ for the Research Project entitled “ _____ ” (Project Code No.) P-

The following Members were Present (list as required):-

Prof. /Dr.	PI	:	Chairman
Prof. /Dr.	Director (or his nominee)	:	Member
Prof. /Dr.	Dean (or his nominee)	:	Member
Prof. /Dr.	HOD	:	Member
Prof. /Dr.	Co-PI	:	Member
Prof. /Dr.	Expert [*]	:	Member
Prof. /Dr.	Expert ^{**}	:	Member
Prof. /Dr.	SC/ST nominee	:	Member
Prof. /Dr.	V.C. nominee ^{***}	:	Member

(Notes:

- * Expert Member nominated by the Funding Agency in case of Research Positions only
- ** Expert Member nominated by the PI in case of Research Positions only.
- *** V.C. Nominee for Non-Research Staff positions only.)

For the post of _____, _____ candidates were called for the interview, out of which _____ turned up. The members of the Selection Committee thoroughly examined the candidates and after due consideration resolve to recommended that:

Dr./Shri/Ms./Km./ _____ is recommended for temporary appointment as _____. The appointment is co-terminus with the Project.

Signature of the members:

**PROFORMA FOR PROVISIONAL APPOINTMENT LETTER FOR
RESEARCH/CONTRACTUAL POSITIONS
BANARAS HINDU UNIVERSITY
VARANASI- 221 005**

Ref. No./

To:

.....

.....

Subject: **Engagement of _____ under the sponsored Project**
“ _____ ”

Reference: Your application dated _____

Dear Sir/Madam,

On the recommendation of the Selection Committee which met on _____, you are engaged on a Job Contract basis, as _____ on a _____ emoluments of **Rs.** _____ (Rupees _____ only) per mensem, on the following terms and conditions: -

1. The engagement is for the above externally funded Project only, and is not transferable to any other Project.
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding _____ months/years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
3. It is not an appointment in BHU, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in BHU against any post/position.
4. The Contract may be terminated at any time without assigning any reason therefore.
5. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
6. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:
 - i. Medical certificate of health and physical fitness for the contract issued by the Medical Superintendent, S.S. Hospital, BHU; and
 - ii. Documentary evidence in support of your date of birth, qualification and caste.

7. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
8. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
9. You are required to give an undertaking to the effect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.
10. In the event of any dispute arising out of this contract, the decision of the Vice-Chancellor, BHU shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

Yours faithfully,
(Principal Investigator/Coordinator)

Dated:

Ref. No.

Copy to the following for information and necessary action

1. The Head of the Department (_____)
2. The Director/Dean (_____)
3. The Registrar, BHU
4. The Finance Officer, BHU
5. The Deputy Registrar (Development), BHU

(Principal Investigator/Coordinator)

BANARAS HINDU UNIVERSITY
DETAILS REGARDING APPOINTMENT UNDER THE PROJECT

1. Name of Principal Investigator :
- 2 Name of the Funding Agency :
- Reference No. & Date of Sanction :
3. Duration of the Project :
4. Sanctioned Posts :
5. Advertisement (name of the Newspaper): **Enclosure No.**
6. Required Qualification (As per Advertisement):
7. Précis of the candidates called for interview: **Enclosure No.**
8. (i) Qualification of the selected candidate:
(ii) Experience :
9. Recommendation of the Selection Committee: **Enclosure No.**

PRINCIPAL INVESTIGATOR/CO-ORDINATOR

.....
COMMENTS OF THE OFFICE (DEVELOPMENT SECTION)

MAIN REGISTRY

Checked the above information.

DEALING ASSISTANT

On the basis of the information provided above and scrutiny of the papers the recommendation of the Selection committee has been found in order/not found in order due to the following reasons:

The appointment is confirmed/cancelled.

A.R. (DEV.)

SECTION OFFICER

D.R. (DEV.)

JOINING LETTER

Dated:

From:

To
The P.I.
Title of the Project _____
Department
Institute / Faculty
Banaras Hindu University
Varanasi – 221 005

Subject: Joining report for the post of _____ under the project P-

Respected Sir,

Thank you very much for your letter No. _____ dated _____ regarding
appointment as _____ under the Project entitled
“ _____ ”(P- _____).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty
w.e.f. _____(F.N./A.N.) and request you to do the needful as per University rules.

Thanking you,

Yours faithfully,

ERROR: undefined
OFFENDING COMMAND:

STACK: