



SAHA INSTITUTE OF NUCLEAR PHYSICS
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Policy for Engagement, Progression and Administration of Research Associates

1. Eligibility and Categorization

Candidates are classified into three levels based on their experience. The essential requirement is a **Ph.D.** in a relevant branch of Science.

2. Classification and Emoluments

Research Associates may be appointed in three levels with fixed monthly fellowship:

Level	Designation	Fellowship (₹ per month)
Level 1	RA-1	58,000 (fixed)
Level 2	RA-2	61,000 (fixed)
Level 3	RA-3	67,000 (fixed)

3. Eligibility and Placement

3.1 RA-1

- Applicable to candidates **immediately after award of PhD.**
- Tenure: **1 year + 1 year.**

3.2 RA-2

- Applicable to candidates with **minimum 2 years of postdoctoral experience.**
- Tenure: **1 year + 1 year.**

3.3 RA-3

- Applicable to candidates with **minimum 4 years of postdoctoral experience.**
- Tenure: **1 year + 1 year.**

3.4 Candidates who have submitted their thesis but did not receive the degree yet are placed as provisional RA-I and paid at the SRF rate until the degree is formally awarded. No retrospective benefit will be given.

4. Tenure, Extension, and Upgradation

4.1 Standard Tenure

- Tenure of each RA is ordinarily limited to **maximum 2 years.**

4.2 Exceptional Extension

- In **extraordinary cases**, extension may be granted beyond 2 years:
 - **Maximum 1 additional year** (under no circumstances total tenure can exceed 3 years).

4.3 Upgradation Policy

- **RA-1 ⇒ RA-2:** Considered when RA-1 tenure exceeds 2 years (exceptional extension case).
- **RA-2 ⇒ RA-3:** Considered when RA-2 tenure exceeds 2 years (exceptional extension case).

Upgradation is **not automatic** and is subject to performance review and approval by the Competent Authority.

4.4 Review Timeline & Process

- Extension to the second year is based on the report from the Divisional Review Committee.
- RA seeking **3rd year extension** must initiate review **at least 6 months prior** to completion of the second year. Extension to the third year is based on the report from the Divisional Review Committee which necessarily includes an external expert.

5. Recruitment Channels

SINP employs two main pathways for hiring RAs:

- **SINP/DAE Fellowship:** Periodic advertisements issued by the Institute for various divisions (In Physics and Biophysical Sciences).
- **Project-Linked RAs:** Hiring specifically for extramural projects (funded by DAE, DST, INSPIRE, etc.). These are often email-based applications sent directly to the Principal Investigator (PI).

6. Selection Process

1. **Screening:** Shortlisting is based on academic records, quality of publications and seminars given in the Division. In case of extramural projects, presence of PI is mandatory in the seminar.
2. **Age Limit:** Generally **35 years**.
3. **Interview:** Selection is finalized through a **Hybrid Mode** interview (in-person or online) by a Divisional Committee. The panel typically assesses the candidate's Ph.D. work and their proposed research plan at SINP.

7. Obligations and Responsibilities of Research Associates

7.1 Academic Association

- Each RA shall:
 - Work always under a **Mentor Faculty Member**.
 - May collaborate with other faculty based on research requirements.

7.2 Monitoring Mechanism

- A **Divisional Review Committee (DRC)** shall be constituted comprising:
 - Mentor Faculty (Convenor)
 - Two subject experts from the Institute
- DRC shall **review annual progress**.

7.3 Full-Time Engagement

- RA must:
 - Be a **full-time researcher**
 - Adhere to **Institute/Laboratory discipline**
 - Maintain **attendance records** duly certified by the Mentor

7.4 Work Scope

- RA is expected to:
 - Focus exclusively on the **research programme of the Mentor**
 - Assist in other academic work **only if it does not hinder the research program**

7.5 Resignation / Discontinuation

- Prior approval of the Institute is mandatory
- One-month advance notice required through DRC
- Resignation must include **justification**
- Effective date shall be as per **approval**

8. Performance Review and Evaluation

8.1 Annual Review

- Mandatory **annual open seminar** before DRC
- Submission of **detailed progress report**

8.2 Basis for Extension

- Extension shall depend on:
 - Research output
 - DRC's written evaluation and recommendation

8.3 Termination Clause

- Associateship may be **terminated** if performance is unsatisfactory:
 - Based on DRC recommendation
 - With concurrence of Mentor Faculty

9. Reporting Requirements

9.1 Annual Reporting

- Progress report and seminar presentation to MC

9.2 Final Report

- On completion/resignation, RA must submit:
 - **Comprehensive consolidated report** (Annexure-I format)
 - Within **1 month**

9.3 Publication Intimation

- RA must inform the Mentor regarding:
 - Submission
 - Acceptance
 - Publication of research work

10. Contingency Grant: Rules and Utilization

10.1 Administration

- Grant placed at disposal of **Head of Institution**
- Operated upon RA request with due approvals

10.2 Permissible Expenditure

- Books, journals, and research materials
- Computer peripherals, software, accessories
- Research consumables, chemicals, computational charges
- Equipment usage/access charges
- Publication charges (with prior approval)
- Domestic travel (conference/workshop) with prior approval
- Stationery and postal charges

10.3 Financial Limits and Conditions

- Max **50% of annual grant** for laptop/tablet/e-reader
- Max **20% for stationery**
- Expenditure restricted within **financial year (April–March)**

10.4 Travel Rules under Contingency

- Domestic travel only
- Requires:
 - Mentor recommendation
 - HoD forwarding
 - Director's approval
- DA/TA as per Institute norms

10.5 Restrictions

Contingency grant shall **not be used for**:

- Purchasing scientific equipment / spares
- Furniture or office equipment
- Foreign travel
- Any overseas-related expenses

10.6 Approving Authority

- All expenditures require approval of **Head of Division / Director**

11. Documentation (Annexure-I Summary)

The final report shall include:

- Personal details and tenure
- Attendance certification
- A summary of research during the tenure (500–1000 words)
- Publications (with full citation details)
- Reasons for early exit (if applicable)
- Patent/applicability details
- Future research plan
- DRC assessment and remarks

12. General Provisions

- All appointments, extensions, and financial approvals are subject to:
 - Availability of funds
 - Institutional priorities
 - Approval of Competent Authority
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