



VISAKHAPATNAM

विद्या प्रशस्यते लोकेः

INDIAN INSTITUTE OF PETROLEUM AND ENERGY

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Post-Doctoral Fellowship (PDF) Guidelines

Objective:

Indian Institute of Petroleum and Energy (IPE) invites applications for the position of PDFs to identify motivated young researchers and provide them support for doing research in frontier areas of science, technology, engineering, mathematics, humanities and management. The fellows will work under a mentor, and it is envisaged that this fellowship will provide them a platform to develop as an independent researcher.

Duration:

The PDFs are available for a maximum period of three years, with initial offer for a period of 1 year extendable on yearly basis on satisfactory progress as certified by the Performance Appraisal Committee (PAC).

Members of Performance Appraisal Committee (PAC):

1. Dean (R&D) – Chairperson
2. Associate Dean (R&D) – Member
3. Head of the Department – Member
4. Mentor – Member
5. Subject Expert (External) nominated by Director – Member

Mentors:

1. The selected PDFs will be attached to regular faculty members of IPE, who will act as mentors.
2. Eligible mentors should be guiding/guided Ph.D. students at IPE on the opening date of respective advertisement for PDF.
3. PDFs will be attached to mentors primarily for facilitating their research work. The Fellow is expected to undertake the research objectives by herself/himself during the entire duration of the fellowship. She/he will work with the mentors rather work under them.

Age Limit:

1. The upper age limit for the fellowship is 35 years. Age relaxation of 5 (five) years will be given to candidates belonging to SC/ST/OBC/Physically Challenged & Women candidates. Age will be considered as on the last date of the advertisement for PDF.

Eligibility:

1. The applicant should be an Indian citizen/NRI/OCI/PIO.
2. The applicant must have obtained Ph.D./M.D./M.S. degree from a recognized University. Those who have submitted their PhD/M.D./M.S. thesis and are awaiting award of the degree are also eligible to apply. However, such candidates, if selected, will be offered lower fellowship amount till they obtain the eligible degree *no later than a year* of joining the Fellowship.
3. The applicant (within 5 years of completion of PhD) should have least two papers (as first or corresponding author) in Journals with high impact factor in her/his respective subject.
4. PDF at IPE can be availed only once by a candidate in her/his career.
5. A mentor shall not have more than one PDF fellow at any given time.

6. The fellows will not be allowed to work with Ph.D. guide/co-guide.

Selection Process:

1. The call for applications for PDF will be notified through the website (www.iipe.ac.in)
2. Applications received by the Office of Dean (R&D) will be forwarded to the concerned Departments Faculty Screening Committee for recommendation. The recommended candidates will be approved by the Central Faculty Screening Committee followed by interview.
3. Candidates from abroad may be interviewed through Video conferencing.

Fellowship Amount:

The fellowship is purely a temporary assignment, for a maximum period of 3 years. The fellows will be entitled to receive the grants as given below:

Year	Consolidated Fellowship per month (inclusive of all)
1 st Year	Rs. 60,000/- Rs. 45,000/- candidates who have submitted the thesis but degree not awarded
2 nd Year	Rs. 60,000+5% increment (Rs. 63000)
3 rd Year	Rs. 63,000 + 5% increment (Rs. 66,150)
Contingency Grant: Rs. 75,000 /- Per annum	

Contingency grant can be used for minor equipment, consumables, contingencies and domestic travel. There is no provision for providing research personnel support and foreign travel under this scheme. However, the PDF can accumulate contingency for taking-up research work in a foreign lab for short duration.

Application Forms and details:

1. Application Form and related attachments
2. Age Proof Certificate
3. Qualifications Certificate and Mark sheets
4. Category Certificate
5. Undertaking Form

Nature & Duration of Support:

1. PDFs will be eligible to serve as co-guides for guiding U.G./P.G. students enrolled for projects/dissertation work along with their mentors.
2. Apart from the research pursued by the post-doctoral fellow, her/his services will be utilized by the Department for teaching and research assistance in the departmental work including teaching, evaluation, handling tutorials, laboratory classes and research projects execution.
3. The fellows are not eligible to receive any other fellowship from any Government or Non-Governmental source during the tenure of the fellowship.

Progress Report & Performance Appraisal:

1. PDFs shall present a progress report at the end of first year and end of every six months subsequently to a Performance Appraisal Committee detailing the research work carried out and reprints/preprints/manuscripts published/accepted for publication/ communicated, patents filed, etc. for this purpose.

Leave:

1. Thirty (30) days leave with fellowship will be provided per year. The leave can be availed on a pro rata basis of the fellowship completed. However, no accumulation of leave is allowed.
2. Participation in scientific workshops held in India or abroad will be treated as on duty.
3. Maternity/Paternity leave as per the Govt. of India instructions issued from time to time.
4. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate.

Medical benefits:

1. PDF and their legal dependents are encouraged to join the Group Medical Insurance Policy applicable to academic staff of the institute. Group Medical Insurance expenditure can be met from the contingency grant of the fellow.

Termination of the Fellowship:

1. If PDF wishes to terminate the fellowship before the end of the tenure, she/he can do so with the prior approval of the competent authority giving one month's notice.
2. IIPE reserves the right to terminate the Fellowship at any stage if the performance/ conduct of the fellow is unsatisfactory (or) grant has not been utilized properly after giving one month's notice to the Post-Doctoral Fellow.

Other Guidelines:

1. The PDF will not be entitled for any terminal benefits after completion of the term.
2. This fellowship will not confer any right to further assignment/absorption in any manner or claim of appointment at IIPE, Visakhapatnam.
3. All doubts and dispute arising out of or in connection with the interpretation of these guidelines shall be referred to the Director, IIPE, whose decision shall be final and binding on all.