



Indian Institute of Science Education and Research
Bhopal
Research & Development Office

I) Salary Structure of Project Appointments

I. Scientific Cadre

S.No	Designation	Minimum Qualification	Initial Consolidate Salary
S1	Project Lab Technician	12 th Pass /ITI/ Diploma or equivalent experience.	` 8,000/-
S2	Project Lab Assistant	B Sc or equivalent.	` 10,000/-
S3	Project Lab Associate	M Sc or equivalent.	` 15,000/-
S4	Project Post Doctoral Fellow	Ph D	` 22,000/-
S5	Project Research Scientist	Ph D + 2 year experience.	` 35,000/-

II. Professional Cadre

N1	Project Office Assistant	Graduate (B Sc/B A/ B Com/ BBA/ BCA or equivalent).	` 10,000/-
N2	Project Office Associate	Post graduate degree with significant experience and expertise in the relevant area or Professional Degree (BE/B Tech) or equivalent.	` 15,000/-
N3	Project Office Executive	Ph D/ Professional Qualification + 2 years experience.	` 20,000/-

- For Project Office Executive for Professional Cadre/
Project Research Scientist, Project PDF for Scientific
Cadre

Dean, Research & Development or Nominee	Chairperson
Head of Department	Member
One faculty member	Member
Project Investigator	Convener

- 7) Working Experience should be in the relevant field, in a research lab or Institute/University or Industry.
- 8) At the time of selection, the selection committee can recommend a higher start by offering a maximum of five increments in case of experienced candidates. The higher start from the initial level of the scale can be calculated duly counting the number of years of past experience and offering one increment each for each year of service already put in, over and above the minimum number of years required towards applicable experience.
- 9) In case of satisfactory performance, there can be one increment on completion of one year. However, in case of deserving and excellent performance, there can be upto two increments for each year based on the specific recommendation and justification provided by the Principal Project investigator.
- 10) Extension of services from time to time can be given upto a maximum of one year in each instance.
- 11) In case of migration of a project employee from one project to another project, valid reasons and justification for such migration without the need for undergoing fresh selection process, be submitted. In those cases, the personal file No. shall remain the same, since it is to be treated as a transfer.
- 12) If a person is already working or has worked earlier in any specific project of the Institute or a comparable organisation the last pay drawn may be taken as the basis for fixing the consolidated pay for the fresh position being appointed for.
- 13) In case of retired personnel from the Institute service, the academic qualifications can be relaxed commensurate with the experience and the designation with proper mapping to the designations and experience levels as mentioned in the above tables.
- 14) Upgradation of a Project employee: In case the PI considers to upgrade a Project employee within the same project, he/she after reviewing performance of the employee can recommend for upgradation without going through a separate selection committee. However, in case of up-gradation of the employee to work in some other project, the case shall be put up through the selection committee for consideration. The upgradation should be justifiable

in terms of additional qualifications and experience, acquired commensurate with the position for which being considered.

- 15) Half-Time or Part-time Project Employment: In view of the requirements and limited provisions in certain Projects, suitable candidates can be considered for Half Time employment in projects with suitable designation as per the above structure. However, the employee shall be paid only 50% of the respective salary payable to a full time employee. As per the project requirements, the working session can be decided in a flexible manner, like forenoon or afternoon shift.
- 16) Adjunct employment or Joint employment in two projects: If an expert or a professional is required for two projects at the same time or in view of financial provisions in any single project, a Project employee can be considered for Adjunct or Joint employment, thus facilitating for working in two projects simultaneously. The financial burden can be shared appropriately from each of the two projects. PIs of the two different projects shall be the joint signatories of the selection committee for such an appointment.
- 17) The maximum length of service for a project employee in normal cases cannot exceed five years.
- 18) Payment of House Rent Allowance & Transport Allowance:
 - HRA @ 20% of the salary can be paid if recommended by the PI and approved by the sponsoring agency.
 - Payment of Transport Allowance: Transport Allowance also can be paid on recommendation by the PI and approval by the sponsoring agency.
 - The posts are purely contractual & temporary. Under no circumstances these personnel be given any preference for any other regular positions.

Leave Entitlements:

Type of Employment	Casual Leave Per month	Total C/L entitlement in a Year	Annual Leave Per month	Total A/L entitlement in a Year	Medical leave without Pay
Project Contract employee	01	08	2 ½	30	Maximum 30 days on production of valid medical certificates

Note : If medical leave (without pay) extends beyond 30 days at a time, such period of absence shall be counted as discontinuation of services and a new incumbent may be inducted in his/her place through the process of selection committee.

19) Insurance Cover:

Short term contract project/Regular employees will be enrolled under Group accidental, medical and life Insurance. The cost of above insurance for the project employees, be factored in the project budgeting and be charged to the respective projects. R&D office will empanel the medical and insurance agencies for this purpose.

20) Medical Facilities:

Routine OPD medical facility shall be provided at the Health Centre located within the Institute campus. The cases of serious illness may be referred to the Govt. hospital/Private hospital as per opinion of the medical authorities. For Project employees, medical facility for self only shall be provided in the Institute Health Centre without any re-imbursment of cost of medicines. Any outside referral shall not be reimbursable. A medical booklet shall be provided to each employee by the ID Cell at the time of joining which has to be produced to the Health Centre staff at the time of obtaining medical treatment and returned on expiry of term/resignation/termination.

21) Short Term Consultants / Experts / Specialists:

The services of short term Consultants / Experts/ Specialists can be hired in order to meet the requirements of a Project. The requisition for engagement of short term consultant shall be submitted by PI/Indenter and shall be approved by the Dean R&D. The Consultancy proposal should be submitted on the prescribed form after going through the standard terms and conditions prescribed therein. The Prerequisites for short term consultants are follows:-

- The short term consultant /expert / specialist should not be an employee of IISER Bhopal.
- Service Tax Registration No. should be mentioned in case service tax is charged.
- PAN No. of the consultant must be mentioned on the requisition.
- No Objection Certificate from the current employer of the consultant must be obtained.
- Bank a/c No. with Bank Name & Branch must be mentioned on the requisition form for short term consultants.
- Payment shall be made to the employer / parent institute of the consultant.
- A computerized invoice should be submitted by the consultant/expert/specialist.