

## Guidelines for Joining ICMR -JRF

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| 1  | <i>Find placement under a suitable Guide and submit the following within <b>12months</b> of joining duly sealed and forwarded by the Guide, Candidate should carryout research in the area of Health Research.</i>   |
| 2  | <ul style="list-style-type: none"> <li>a. Joining report (original copy) mentioning exact date of joining (indicating forenoon/ afternoon), photo duly signed and seal/rubber stamp (Guide) and Head of the Institute's name. <b>(format enclosed)</b></li> <li>b. <b><u>ICMR will release all funds to the Head of Institute Only (clearly mention to whom funds may be released i.e. Registrar/Director/Dean/Principal /others, please specify)</u></b></li> <li>c. <b>Mandate Form( format enclosed)</b></li> <li>d. <b>ICMR JRF Application Form (format enclosed)</b></li> <li>e. <b>Candidate availing the hostel facilities in the Institute/any other Institution will not be eligible for HRA. A Certificate to this effect may be furnished by hostel accommodation authority of the Institute in prescribed format (format enclosed)</b></li> <li>f. <b>Undertaking of the fellow for ICMR JRF/SRF (Format enclosed)</b></li> </ul> |
| 3.   | In the event of the JRF leaving before completing one year, he/she will be required to refund the stipend drawn by him/her from the date of joining to the date of leaving the fellowship.   |
| 4.   | The fellow will not be allowed transfer from on institution to another except in special circumstances with the prior approval of the DG, ICMR. <b>No T.A.</b> will be paid as a result of such a transfer.  |
| 5  | <b>Submit registration certificate for the PhD degree within <u>one year</u> from the date of joining.</b>   |
| 6  | <b><i>Submit the following after 10 months of joining</i></b> <ul style="list-style-type: none"> <li>a. First Annual Report <b>(format enclosed)</b></li> <li>b. Statement of Accounts / Expenditures duly forwarded by concerned administrative authority. <b>(format enclosed)</b></li> </ul>  |
| 7  | <b><i>Submit the following after 22 months of joining</i></b> <ul style="list-style-type: none"> <li>a. Second Annual Report <b>(format enclosed)</b></li> <li>b. Up-gradation letter from JRF to SRF, duly recommended and forwarded by the Guide and recommended, forwarded and signed by Institutional Committee Members including External Members in the field. <b>(format enclosed)</b></li> <li>c. Statement of Accounts / Expenditures duly forwarded by concerned administrative authority.</li> </ul>  |
| 8  | <b><i>Submit the following after 2 years and 10 months of joining</i></b> <ul style="list-style-type: none"> <li>a. Third Annual Progress Report. <b>(format enclosed)</b></li> <li>b. Statement of Accounts / Expenditures duly forwarded by concerned accounts authority. <b>(format enclosed)</b></li> </ul>  |
| 9  | <b><i>Submit in the final year /completing (4<sup>th</sup> &amp; 5<sup>th</sup>) year</i></b> <ul style="list-style-type: none"> <li>a. Thesis</li> <li>b. PhD Degree (attested copy) ,Research Papers published from the thesis</li> <li>c. Final Statement of Accounts / Expenditures duly forwarded by concerned administrative authority. <b>(format enclosed)</b></li> </ul>  |
|  | <b>Note:</b>   |
|  | <ol style="list-style-type: none"> <li>1. <b>(Annual Utilization Certificate is needed from April to March each financial year)</b></li> <li>2. <b>No change in the Title of the Project is permitted after submission of 1<sup>st</sup> Annual Report</b></li> <li>3. <b>Detailed Fellowship Rules and Regulations enclosed</b></li> </ol>  |
| <b><i>Please follow these rules and regulations strictly</i></b> |  |

# INDIAN COUNCIL OF MEDICAL RESEARCH FELLOWSHIP RULES

## 1. APPLICATION

- 1.1 Persons who have been selected in the JRF examination conducted by ICMR are eligible to apply for the JRF. The applications have to be submitted on the prescribed form to the Director General, (Attention : Head, HRD), Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar, Post Box 4911 New Delhi-110029
- 1.2 The applicants must fulfil the following conditions:
  - 1.2.1 The applications should be sent through the Guide and the Head of the Institute where the applicant proposes to work. If employed, a certificate from his/her employer to accept the fellowship should be submitted.
  - 1.2.2 The applicant should not draw any stipend or salary or be in receipt of any other type of financial assistance except leave salary during the fellowship. A certificate to this effect must be furnished by the applicant.
  - 1.2.3 A detailed plan of work, (two copies), for a specific time bound research project on which research is proposed to be carried out during the fellowship must be submitted with the application.
  - 1.2.4 The problem to be studied should be well defined. It should relate to a particular aspect of a problem and not be of a general nature and should be capable of completion within the fellowship period.
  - 1.2.5 The plan of work must be prepared, as defined in the application form. A Statistician should be consulted for the preparation of the plan of work, where considered necessary.
  - 1.2.6 The Guide under whose guidance the work will be carried out should certify that the research plan has been prepared in consultation with him/her, and in consultation with a Statistician where considered necessary, and that he/she has examined the scheme and approves the plan of work and that he/she is willing to guide and direct the research work proposed therein.
  - 1.2.7 The Head of the Institution, where research work will be carried out, must certify that full equipments, laboratory and other facilities are available in the Institution for the proposed work and these will be made available to the applicant. It should be noted that no funds shall be provided for the purchase of equipments or non-expendable articles of use. In addition, the Academic Council or equivalent committee of the Institute must recommend the project proposal.
  - 1.2.8 All projects involving human beings/animals must be cleared by the Ethics Committee/animal ethical committee of the Institute.

## 3. EMOLUMENTS /REMUNERATION (with effect from):

- 3.1 The duration of fellowship will initially be limited to two years.
- 3.2 The following remuneration will be paid to the Fellow -

### 3.2.1 JRF

|           |              |
|-----------|--------------|
| 1 st year | Rs. 25,000/- |
| 2nd year  | Rs. 25,000/- |
| 3rd year  | Rs. 25,000/- |

### 3.2.2 SRF

|                                |              |
|--------------------------------|--------------|
| 1 st year                      | Rs. 28,000/- |
| 2 <sup>nd</sup> year and above | Rs. 28,000/- |

- 3.3 The selected applicant may join the fellowship within six months (as mentioned in the award letter) after declaration of results.

## 4. CONTINGENT GRANT

- 4.1 Rs. 20,000/- p.a. (with effect from 1-4-2008)

- 4.2 The Contingent grant can be utilised only for the following purposes:

- 4.2.1 Acquisition of books and documents of relevance to the research topic including reprints/off prints provided these are not available in the library of the University/Institution. The requisition in this regard must be recommended by the Supervisor and approved by the Head of the Department. The books will become the property of the University/Institution's Library after purchase and may be issued to the Supervisor/.Fellow after accession for use by the indenting Fellow till the end of the fellowship. Normally, not more than 25% of the total annual contingent grant can be utilised for this purpose.
- 4.2.2 Towards meeting actual train fare and DA. During tours, the Fellow will be entitled to TA/DA as admissible in case of government servants drawing basic pay equivalent to the stipend. The calculation of the daily allowance will be made from the date of commencement of the journey to the date the Fellow returns to the headquarters.
- 4.2.3 Petty expenditure for purchase of chemicals, reagents, stationery postal charges, registration fee for attending scientific conferences.
- 4.2.4 Charges for typing a thesis limited to up to 10 % of the contingent grant.
- 4.2.5 Photographic materials for research or thesis work.
- 4.2.6 Computation charges

**NOTE:**

1. No non-expendable articles except those listed III item 4.2.1 or equipment can be purchased out of the grant.
2. Contingent Grant cannot be utilized for foreign travel or other expenses for visit abroad.

**5. TENURE:**

5.1 The tenure for the JRF will be two/three years. The duration of a SRF will be for a maximum of three years.

**5.2 The fellowship can be terminated at any time on a month's notice by ICMR if the progress of work is not satisfactory or on receipt of an adverse report from the Guide.**

**5.2.1 The fellowship can also be terminated forthwith if the particulars given III the application form for fellowship are found to be incorrect or false.**

5.2.2 The Council also reserves the right to terminate fellowship forthwith without assigning any reason.

5.3 The first assessment shall be made at the end of the 1st year. The second assessment shall be made at the end of 2nd year.

5.4 If the Guide finds the work satisfactory the JRF shall be promoted to Senior Research Fellow (SRF) for a period of another 3 years.

5.5 Each Fellow shall submit the following after 18 months of joining the Fellowship:

- i) Second Annual Report
- ii) Up-gradation letter from JRF to SRF, duly recommended and forwarded by the Guide and recommended, forwarded and signed by Institutional committee members including external members in the field.
- iii) Statement of account / Expenditure duly forwarded by concerned administrative authority.

5.6 If the progress is not found satisfactory, the JRF may be allowed to continue for one more year as JRF and his/her fellowship terminated at the end of 3rd year period. The local Institution/Guide shall review his/her case in the 3rd year and make a recommendation whether extension for another year should be given. The final decision on grant of extension shall vest in the Director General, ICMR.

**5.7 In the event of the JRF leaving before completing one year, he/she will be required to refund the stipend drawn by him/her from the date of joining to the date of leaving the fellowship.**

**6. ADMINISTRATIVE CONTROL**

6.1 The Fellow will not be treated as an employee of the Council.

6.2 The Fellow will be under the administrative control of the Institution where he/she works and will be subject to the Rules and Regulations of the Institute concerned.

6.3 The service of the Fellow will be terminated on the conclusion of the Fellowship.

## **7. LEAVE:**

7.1 Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide. This will be treated as part of the Fellow's tenure.

7.2 The leave due can be carried over to the next year. However, not more than 90 days' leave can be accumulated at any time during the tenure. Of this not more than 30 days can be availed of prior to completion of the tenure of fellowship.

7.3 During the first year of fellowship or any uncompleted year, leave can be granted on pro-rata basis.

7.4 Sanction of leave without stipend can be considered by ICMR under special circumstances.

7.5 Leave with stipend equivalent to Maternity leave will also be admissible to female

Fellows. 8.2.1 The fellowship amount for leave period will be paid after the Fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.

7.6 Casual leave will be admissible according to the rules of the Institution where the Fellow is placed for work.

7.7 Leave without fellowship can be granted up to one month in a year.

7.8 No other kind of leave such as sick leave will be admissible. Fellows are not entitled to the vacation normally admissible to the staff of an Institution.

## **NOTE:**

1. Leave will be treated as a part of the tenure of fellowship.

2. In the case of conversion of fellowship to another category leave can be carried forward.

## **8. OTHER ADMISSIBLE BENEFITS**

### **8.1 H.R.A. & Medical Benefits:**

8.1.1 **All Research Fellows may be allowed hostel accommodation wherever available and those residing in hostel provided by parents of other University/Institute will not be eligible for HRA**

8.1.2 **Medical benefits will be allowed to a Fellow as per the rules of the Institution where they are working. ICMR will not bear any financial burden in this regard.**

### **8.2 Leave Salary and Other Service Benefits:**

8.2.1 A Fellow will be eligible for the casual leave & Maternity Leave as per rules of the Institution.

## **9. IN-ADMISSIBLE BENEFITS**

9.1 Fellows are not entitled for DA, CCA, Bonus and L TC.

## **10. ANNUAL REPORT:**

10.1 The Fellow shall submit annual reports as per the prescribed standard Pro-forma. (Annexure-)

10.2 The first annual report should be submitted after 10 months from the date of commencement of the fellowship, giving complete factual details of the research work done, through the Guide along with his/her appraisal.

10.3 Subsequent annual report as per the standard pro-forma shall be submitted through the Guide two months before the completion of fellowship year.

10.4 Further continuation of fellowship for each year will depend upon the progress of work.

- 10.5 Failure to submit report in time may necessitate the termination of fellowship. Two copies of the final report, duly typed clearly, as per standard pro-forma, of the work done during the tenure of fellowship, will be submitted in the last month before the completion of termination of fellowship.
- 10.6 A list of the papers published or presented at a Scientific Conference during the term of the fellowship should also be furnished in the annual and final reports.
- 10.7 The work done can be utilized for submission of thesis for a degree after obtaining prior approval of the Director General, ICMR. Due acknowledgement to the ICMR, should, however, be made in the thesis by the fellows.

## 11. PAYMENT OF FUNDS

- 11.1 The Council will pay the fellowship stipend and the contingent grant to the Head of the Institute for disbursement to the Fellow. The University/Institution shall be responsible for proper utilisation of the grant and for rendition of accounts to ICMR.
- 11.2 The payment of stipends and contingent expenditure will be governed by the following procedure:
- 11.2.1 Grant to cover fellowship stipend and contingencies for the Fellow will be paid to the Head of the Institutions in four quarterly instalments. The first instalment will be released as soon as a report, duly forwarded by the Guide is received regarding the assumption of charge by the Fellow.
- 11.2.2 At the end of every 3 months from the date of commencement of the fellowship, a simple statement of expenditure incurred from the previous instalment and a demand for the next instalment will be sent to the Council. The next instalment will be released only on receipt of a statement of expenditure for the previous instalment.**
- 11.2.3. The last three months grants stipend, contingency & HRA may be release after received the certificate of submission of Ph.D Thesis.**
- 11.2.4 A separate Receipts and Payments Account will be maintained by the Institution. The accounts will be subject to audit by the authorised auditors of the Institution. At the end of the financial year, an audited statement of account along with the utilization certificate shall be sent to the Council.
- 11.3.5 Further grants will be stopped unless audited statements of accounts and utilisation certificates are received within a period of one year after the end of the financial year for which the grant was sanctioned / released.
- 11.3.6 Any unspent balance out of the grant paid by the Council will be refunded in full to the Council.
- 11.3.7 The Head of the Institution & Guide will, in the matter of payment of stipend and incurring of contingent expenditure, strictly observe the terms and conditions under which the fellowship is awarded.

## 12. TRAVEL

- 12.1 The Council may approve tours of Fellows for the following purposes
- Attending symposium/seminar/conference provided the fellow is presenting a paper, which has been accepted by the organisers of the symposium/seminar/ conference.
  - Fieldwork connected with the research project
- 12.2 The expenditure on this account will be met from the contingent grant Sanctioned to the Fellow.

## 13. TRANSFER OF FELLOWSHIP

- 13.1. **The fellow should carefully choose the host Institution, guide/ supervisor, availability of necessary infrastructural and other facilities etc. to carry out his/ her research work before joining. Request for transfer of fellowship will not be entertained except on compelling circumstances for which the fellow & his/ her guide should submit proper justification. The No Objection Certificate should also be produced by the fellow from supervisor & Head of Department of University/Institute from where transfer is sought and consent of the guide/host Institute where fellowship is sought to be transferred by giving reasons of transfer. No fellow will be allowed to join another Institute without seeking prior approval from ICMR. If the candidate leave the parent Institute/ University and joins elsewhere without approval of ICMR,**

**his/her fellowship will be terminated from the date of resignation. In special circumstances, the fellowship may be transferred with the prior approval of the DG, ICMR. No T.A. will be paid as a result of such a transfer.**