

## **Council of Scientific & Industrial Research**

**(Last updated on 16<sup>th</sup> December, 2023)**

### **1. General**

The EMR Division under HRD Group of Council of Scientific & Industrial Research (CSIR) provide CSIR Research Fellowships and Associateships to bright young men and women for training in methods of research under the expert guidance of faculty members/scientists working in University Departments/Institutes of National Importance/National Laboratories and Institutes of CSIR in various fields of Science & Technology and Medical Sciences.

The CSIR Fellowships/Associateships are tenable in Universities/IITs/Post- Graduate Colleges/ Government Research Establishments including those of CSIR, R&D establishments of recognized public or private sector, industrial firms and other recognized institutions.

The CSIR Fellowships/Associateships are tenable in India. Only bonafide Indian citizens, residing in India are eligible for the award of research Fellowship/Associateships. The programme is aimed at National Human Resource Development for S&T.

The award of CSIR Fellowship/Associateships is for fixed tenure and does not imply any assurance or guarantee for subsequent employment by CSIR to the beneficiary. The authority to award/ terminate vests with CSIR. The awardee shall not lay claim to permanent absorption in CSIR, after the expiry of Fellowship/ Associateship.

### **2. SUBJECT OF RESEARCH**

Preference is given to a subject/topic of research relevant to the research programme of CSIR laboratories and nationally important S&T areas.

### **3. ELIGIBILITY FOR CSIR JUNIOR RESEARCH FELLOWSHIP (JRF)**

A large number of JRFs are awarded each year by CSIR to candidates holding BS-4 years program/BE/B.Tech/B. Pharma/MBBS/Integrated BS-MS/M.Sc. or Equivalent degree/BSc (Hons) or equivalent degree holders or students enrolled in integrated MS- Ph.D program with at least 55% marks for General & OBC (50% for SC/ST candidates, Divyangjan (PWD)) after qualifying the National Eligibility Test ( NET) conducted by CSIR normally twice a year in June and December.

Candidates with bachelor's degree, whether Science, engineering or any other discipline, will be eligible for fellowship only after getting registered/enrolled for Ph.D/integrated Ph.D. programme within the validity period of JRF-NET certificate which is two years from the effective date of fellowship as mentioned in the JRF- NET certificate.

Candidate enrolled for M.Sc. or having completed 10+2+3 years of the above qualifying examination are also eligible to apply in the above subject under the Result Awaited (RA).

### **4. APPLICATION PROCEDURE**

On-line applications for JRF-NET are invited normally twice a year on all India basis. The information with respect to inviting applications is also made available on HRDG website : [www.csirhrdg.res.in](http://www.csirhrdg.res.in).

## **5. AGE LIMIT**

The upper age limit for applying for the award of JRF shall be 28 years, which is relaxed up to 5 years in the case of candidates belonging to Schedule Castes/Schedule Tribes/Divyangjan (PWD) and female applicants whereas 3 years in the case of OBCs (Non-creamy layer candidates).

## **6. SELECTION PROCEDURE**

The Selection for award of JRF shall be made on the basis of a competitive written test called the National Eligibility Test (NET), conducted by CSIR at national level normally twice a year in the following areas (1) Chemical Sciences (2) Earth, Atmosphere, Ocean and Planetary Sciences (3) Life Sciences, (4) Mathematical Sciences, and (5) Physical Sciences. From June 2011, CSIR has introduced a Single MCQ (Multiple Choice Question) Paper based test comprising of three parts. Part-A shall be common to all subjects comprising question on General Science and Research Aptitude. Part-B shall contain subject-related conventional MCQ and Part-C shall contain higher value questions that may test the candidate's knowledge of scientific concepts and/or application of the scientific concepts. Negative marking for wrong answers shall be done.

The Fellowship is awarded on receipt of necessary details of the qualifying degree examination, proposed place of research work, research topic, the name of supervisor and the concurrence of the Institution to provide all the necessary facilities. The validity of the JRF-NET certificate is two years from the effective date of fellowship as mentioned in the JRF-NET certificate and will not be extendable.

Application format of the undertaking by a Research Fellows/Associates on acceptance of the Award of Research Fellowship/Associateship is at Annexure-II.

## **7. PHD REGISTRATION AND TERMINATION OF FELLOWSHIP**

### **(a) JRF-NET qualified Graduate Candidates**

Candidates with Bachelor's degree, whether Science, Engineering or any other discipline, will be eligible for fellowship only after getting registered/enrolled for Ph.D/Integrated Ph.D. programme (Ph.D registration certificate is at Annexure-III within the validity period of two years of JRF-NET Certificate from the effective date of fellowship as mentioned in the JRF-NET certificate.

### **(b) JRF-NET qualified Postgraduate Candidates**

CSIR Junior Research Fellows should register for PhD within a period of two year (PhD registration certificate is at Annexure-III) from the date of joining their fellowship, failing which they will not be upgraded to SRF on completion of two years. However, CSIR may consider giving extension for an additional period of one year as JRF-NET or the fellowship can be terminated based on the recommendations of Three Member Assessment Committee. The Committee may consist of the Guide, Head of the Department and External Member from outside the University/ Institution who is an expert in the relevant field, not below the rank of Professor/ Associate Professor. As far as possible the External Member should be the chairman of three members Committee. Further, where the guide happens to be the Head of the Department, the Dean, Faculty of Science or any senior member of the Department may be

associated as the third member of the Committee. If prior to completion of third year, the fellow is not registered for PhD, the JRF-NET fellowship will be terminated on completion of third year.

(c) The Fellowship shall stand terminated from the date of PhD viva-voceor from the date the Fellow resigns and his/her resignation has been accepted by CSIR or on completion of tenure. The fellowship may also be terminated if the institution where it is tenable refuses to provide facilities to the fellow on disciplinary grounds and so informs CSIR.

If the fellow is registered for PhD within the stipulated period of two years, then on completion of two years as JRF, he/she will be required to submit the work/progress report within six months for upgradation to SRF (NET). On the basis of assessment of Fellows' research progress/ achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and External Member from outside the University/Institution who is an expert in the relevant field, not below the rank of Professor/Associate Professor and on the recommendation of the said expert committee, the JRF will be upgraded to the position of SRF on the monthly stipend of Rs. 35,000/- for the 3rd and subsequent years. As far as possible the External Member should be the chairman of three members Committee. Further, where the guide happens to be the Head of the Department, the Dean, Faculty of Science or any senior member of the Department may be associated as the third member of the Committee (Annexure-V) and (Annexure-VI).

If the Fellow is registered in PhD within the stipulated period of 2 years and Progress is not satisfactory:

If the fellow is registered for PhD within the stipulated period of two years and submits his/her work report within six months of completion of the sanctioned tenure but his/her work/progress report is not found satisfactory by the Three Member Assessment Committee, the Committee may recommend him/her to continue as JRF for third year on the monthly stipend of Rs. 31,000/- or may recommend the termination of fellowship. If the fellow continues as JRF for third year, the progress of research work of JRF will be assessed again by duly constituted three-member assessment committee at the end of third year for upgradation. If the work of JRF is still not found satisfactory for upgradation by the Committee, then the fellowship will be terminated.

Fellows and host institutions are strongly advised to complete the Assessment and submit the report timely to avoid delays. Nonetheless, to minimize the hardship to students, fellows are given six months from the time of completion of the second year of JRF to submit the Assessment Evaluation Report. During this period (six months) he/she shall be getting fellowship of JRF, subject to submission of online attendance certification by Host Institute on the portal as usual procedure for fellowship. Once the Assessment committee recommends for SRF upgradation they may receive SRF fellowship and arrears if any. However, it may be noted that in the event of the non-receipt of Assessment Evaluation Report within six months period upon completion of two years of JRF fellowship from the host institute, the stipend of fellow shall automatically be stopped and resumed only when the requirements are fulfilled. However, in the case of non-receipt of the three-member assessment committee report even after completion of Two years and six months, the tenure of the JRF may be continued further for six months on the condition that an undertaking by the concerned institution assuring that they would conduct the three-member assessment committee and submit the report in the next six

months. In case assessment report is not received till the end of the third year, the fellowship shall stand terminated without further notice. The decision of CSIR in this regard shall be final.

If the Fellow is not registered in PhD within the stipulated period of 2 years:

In the event of non-registration for PhD by the fellow within the stipulated period of two years, he/she will not be eligible for upgradation to SRF but the fellow can be recommended to continue as JRF for the third year by the assessment committee. The progress of research work of JRF and PhD registration status will be assessed again by duly constituted three-member assessment committee as described above at the end of third year for upgradation. If the fellow is still not registered for PhD and/or work of JRF is not found satisfactory for continuation into third year as JRF, the fellowship will be terminated.

Extension of tenure for the fourth and fifth year extension of SRF (NET) will be on the basis of the progress report (Annexure-VI) and recommendation of the guide.

The annual progress report for continuation from third to fourth and from fourth to fifth year may be maintained by the Host Institute. After confirmation of the submission of the requisite reports on the portal by the Maker/Checker, HRDG shall process the fellowship for the fourth and the fifth year.

The fellows and host institutions are strongly advised to submit the reports in advance such that no delays in fellowships are encountered. However, the fellows and host institutions will be given an additional six months from the last date of the third and fourth year respectively for submission of the requisite report. During this six months fellowship may continue pending the submission of the requisite reports. After six months, if the confirmation of receipt of the report is not received on the portal, the fellowship to all such fellows will not be released.

The confirmation of the receipt of the report both for continuation to fourth and fifth year on the portal by the Maker/Checker shall be full and final and the Host Institute is fully accountable for correctness of the details. In case of any discrepancy/incorrect information submission by the Host Institutions leading to any undue payment etc., the entire responsibility shall be with the Host Institutions to refund the related amount, with interest, to CSIR.

Non-compliance of CSIR norms for submission of annual progress report along with other requisite documents within six months after completion of yearly tenure may result in termination of fellowship/associateship.

The total tenure as JRF plus SRF(NET) will not exceed five years. This will include the tenure of Fellowship awarded by UGC/DST/DBT/ICMR/ICAR etc. or any other funding agency/Institution. The order for continuation at the same rate of stipend as SRF(NET), continuation at the same rate of stipend as JRF or otherwise will be issued by the EMR Division of HRDG, CSIR. Extension may also not be granted if the fellow does not acknowledge the support of CSIR in his/her research publication(s).

A Research Fellow who joins on the first day of the month, his/her tenure will be completed on the last day of the previous month. In other cases the, tenure will be completed on the last day of the same month of joining the Fellowship.

## **9. AWARD OF FELLOWSHIP AND RELEASE OF GRANTS**

(a) The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution, which forwarded their applications. The tenability of JRF-NET certificate is two years from the effective date of fellowship as mentioned in the JRFNET certificate and a NET qualified JRF-NET should avail the fellowship within two years i.e. within the validity period of JRF-NET certificate. The fellowship grant money is payable on monthly basis whereas the contingency will be reimbursed annually directly to the research fellow based on submission of the online claim.

The first payment (monthly stipend) will be made after the issue of formal award letter by EMR through the portal. The Maker/Checker/Authorized Officer at the Host Institute shall obtain the Attendance Certificate of the respective fellows of their institutions and based on the same shall certify the attendance on the portal and uploading of attendance certificate is discontinued henceforth. The attendance details submitted by the Maker/Checker on the CSIR portal shall be final and the bill shall be generated and processed by HRDG accordingly. The submission of the attendance details on the portal by the Maker/Checker shall be full and final and the host institute is fully accountable for correctness of the details. In case of any discrepancy/incorrect information submission by Host Institutions leading to any undue payment etc., the entire responsibility shall be with the Host Institutions to refund the related amount with interest, to CSIR. The Host Institutes shall maintain the requisite records of attendance submitted through CSIR portal at their level.

(b) The contingency grant will be reimbursed to the fellows subject to submission of the claim online on the CSIR portal through Maker/Checker on annual basis. The Fellows are required to submit the original bills to Host Institute and Host Institute shall verify the expenditure and ensure that all expenditure should be as per CSIR guidelines. The accounts should be maintained by the grantee institution for the research fellow on ledger type system as per Annexure-VII. The host Institute shall be responsible for compliance of CSIR-HRDG guidelines issued on contingency grant from time to time. CSIR reserve the right to inspect or call for the Bills/Vouchers as and when required.

## **10. CONTINGENT GRANT**

An annual contingent grant of Rs.20,000/- per fellow is provided to the Research Fellow on reimbursement basis . For less than one year, the contingent grant will be admissible on pro-rata basis. The grant may be utilized in the interest of research work. The maximum amount of contingency admissible to a fellow shall be restricted to maximum Rs. 20000/- in a year. Further, request (claim) for reimbursement of contingency grant of the previous financial year(s) will not be entertained. The guidelines for utilization of the contingent grant are given in Annexure-IV and reimbursement claim form at Annexure-VIII.

## **11. PROGRESS REPORT**

The preparation of annual progress report on the research work done shall be essential part of the Fellow's work. Each Research Fellow shall submit his/her annual research report in the prescribed proforma (Annexure-VI) within a period of six months after completion of one-year

tenure to its Host Institute. It is essential to give up to-date and full information against all the columns of Annexure-VI. The results should be presented quantitatively in Tables/Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The progress report should be always accompanied by copies of published papers, re- prints and pre-prints of papers accepted for publication; manuscripts of papers communicated for publication duly acknowledging financial assistance of CSIR. The publishing of research papers is only desirable and not mandatory. Fellows should be discouraged from publishing in predatory journals. Noncompliance of CSIR norms for submission of annual progress report along with other requisite documents within six months after completion of yearly tenure may result in termination of fellowship/associateship. The Host Institutes shall maintain at their level the requisite records of Report (Annual Progress Report for continuation to fourth year and Annual Progress Report for continuation to fifth year). CSIR reserve the right to inspect or call for the reports as and when required.

## **12. PUBLICATION/PATENT**

(a) Publication: The results of Fellow's research work may be published in standard refereed journals at the discretion of the Guide. **IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY CSIR is ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS.** One copy of the published research papers may be submitted on the portal.

(b) Patent: The commercial exploitation of the results and ownership of patent rights pertaining to investigations concerning the intellectual work of the CSIR research fellows/associates will be as follows:

(i) Public funded educational/research institution, to which a fellow is associated, may seek patent right at their own cost and/or commercial exploitation of the results of the investigation concerning the Intellectual work of the fellow and all rights would vest exclusively with the Institution concerned. All matters concerning ownership of IP and its licensing/exploitation would be governed by the IP policy of the concerned institutions.

(ii) In case an institution, to which a fellow is associated, is not in a position to seek patent rights and/or commercial exploitation of the results of the investigation concerning the intellectual work of the fellow, CSIR at its own cost may seek the patent rights and/or commercial exploitation of the results of the intellectual work of the fellow and all rights would vest exclusively with CSIR. (Issued vide CSIR OM NO. F.No. 6/IPR/2011/EMR-I dated 29th July 2011)

## **13. OBLIGATIONS OF RESEARCH FELLOW**

a) He/She has to be a full-time researcher and submit himself/herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.

b) In case a fellow decides to appear for competitive examination, he/she would invariably seek permission from the guide and this information may be kept with the Host Institute.

c) The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. However, if required, the fellow may assist the host institute in its academic work/other activities, as per guidelines of its PhD programme, provided such assignments should not hamper the progress of research work of the fellow.

d) Once a Research Fellow accepts the Fellowship and joins, it is incumbent on him/her to continue the research for the normal tenure of the fellowship or for such lesser duration in which the original objectives of the research problem have been achieved.

e) No Fellow shall discontinue his/her Fellowship without prior approval of CSIR. In case he/she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to CSIR through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the CSIR letter approving the resignation.

f) The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to CSIR, in the prescribed proforma (Annexure-IX), within one month.

g) During the tenure of the Fellowship, the Fellow shall correspond with CSIR only through the Guide with the approval of the Head of the Institution.

h) The Research Fellow shall keep CSIR informed about his/her getting the higher degree, submission of thesis for Ph.D., MD, MDS, MS, MPhil, ME etc. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/She must acknowledge the support of CSIR in the publication(s). One copy each of all the research papers published must be submitted to the host institute and uploaded on CSIR portal at each stage of publication/ manuscript/reprint.

#### **14. TEMPORARY TEACHING & RESEARCH JOB**

A Research Fellow on the recommendation of Guide, and provided that his/her University/ Institute has no objection, may be permitted by CSIR to take up temporary paid lectureship/research job in a recognized R&D Institution/University, College/Institute of repute/Recognized R & D Institution/ PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend and contingency grant during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

#### **15. LEAVE**

a) Leave with stipend not exceeding 30 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to CSIR. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed in a calendar year with stipend and beyond that any leave will be treated as "Leave Without Stipend". During the first year of Fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before expiry of Fellowship tenure, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of

joining back from leave should be communicated to CSIR immediately. As the CSIR releases the grant in advance, therefore, the amount on account of "Leave Without Stipend" has to be refunded to CSIR at the end of a financial year or adjusted against the fresh claim, if any.

b) The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due as prescribed in para 15(a) above. If leave is not due, such cases will be decided by CSIR only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the CSIR well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

c) Women Fellows with less than two surviving children are entitled to full stipend plus HRA, during the period of absence 180 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to CSIR. 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 for the research work during the remaining tenure.

d) Male Fellows of CSIR with less than two surviving children are entitled for 15 days paternity leave during confinement of his wife on submission of relevant documentary proof.

## **16. TRANSFER OF FELLOWSHIP**

The fellow should carefully choose the host institution, guide/supervisor, availability of necessary infrastructural and other research facilities etc. to carry out his/her research 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 be produced by the Fellow/ Associate from supervisor and Head of Department of University/Institute from where transfer is sought and consent of the Guide/Host Institute where Fellowships is sought to be transferred by giving reasons of transfer. No fellow will be allowed to join another institute without seeking prior approval from CSIR for "transfer of fellowship" and if he/she joins elsewhere without approval of CSIR, his/her fellowship will be terminated. Fellowship/Associateship will stand terminated from the date of resignation. Further, no transfers will be allowed in the last six months of the tenure of fellowships & also after submission of Ph.D. thesis.

## **17. TERMINATION OF FELLOWSHIP**

(a) Junior Research Fellowship /Senior Research Fellowship will be terminated from the date of viva-voce of PhD or on completion of fellowship tenure, whichever is earlier. The fellowship shall also stand terminated from the date the Fellow resigns and his/her resignation has been accepted by CSIR. The Fellowship may be terminated by the CSIR on the recommendation of the Supervisor and Head of the Department/Institution. The fellowship may also be terminated if the institution where it refuses to continue to provide facilities to the fellow on disciplinary grounds and so informs CSIR.

(b) If a fellow leaves without permission, stipend due at any time shall not be paid to him/her. The Universities/ Host Institutions must not raise any claim of Fellowship in r/o those fellows who resign or whose termination of fellowship is under consideration at any stage. The entire

onus of raising such claims lie upon the Host Institutes and any extra payment made to the fellow due to such undue claims received from the Host institutes are recoverable in full along with interest from the Host institute.

(c) The unspent balance of grant lying with the Institution at any time due to termination/resignation/transfer of fellowship of a Fellow/Leave sanctioned without stipend/interest earned on grants released by CSIR must be refunded to CSIR immediately by online payment mode i.e. NEFT/RTGS.

(d) Research Fellows must settle their fellowship claims within one year of leaving the Fellowship. No claim will be admitted by CSIR after the time admissible under the rules.

## **18. ACCOMMODATION / HRA**

All Research Fellows may be allowed hostel accommodation wherever available and those residing in hostel provided by University/Institute will not be eligible for HRA. Reimbursement of hostel fee is not permissible. Where this is not possible, house rent allowance will be allowed as per the rules of the host institutions. In no case it should exceed the rates payable to Central Government Employees in that area. The basis for calculating HRA will be the actual stipend of the Research Fellow

## **19. MEDICAL BENEFITS**

(a) No separate/fixed medical assistance should be provided. However, the fellow may avail of the medical facilities available in the institution/university/college, without any financial liability on CSIR. This will be limited to the fellow only and not to his/her family members/dependents.

(b) The host institute may get the fellows/associates medically examined at the time of joining or thereafter.

## **20. OTHER TERMS AND CONDITIONS**

(a) CSIR may send whenever considered necessary its officers for reviewing the work of the fellows and Associates, inspection of accounts, attendance, etc, in Universities/Institutes where the Research Fellows/Associates are placed.

(b) Any kind of paid or honorary, part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/ Associateship.

(c) The stipend of research fellow/associate is exempt from the payment of income tax under 10(16) of IT Act.

(d) These terms and conditions supersede all previous instructions issued in regard to JRF/SRF/RA. However, any relaxation would require approval of DG, CSIR. In all matters decision taken by CSIR shall be final.

Important Note: CSIR reserves the right to modify any of the conditions/guidelines mentioned above any time.