

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

Notification No. CUPB/R&D/2023-24/Notification/001

Dated:08/04/2024 : Ghudda, Bathinda

In supersession of all previous Rules/Guidelines/Notices/Circulars/Orders defined/notified by the University w.r.t. appointment of Project Staff in the externally funded research projects by the PIs, the Central University of Punjab hereby notifies the guidelines for appointment/engagement of Project staff as under:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- 1.1. These guidelines shall be called, “CUPB Project Staff Appointment/Engagement Guidelines 2024”.
- 1.2. These guidelines shall apply to all the appointments/engagements to be made by the University under the externally funded research projects granted by the external funding agencies to the faculty of the Central University of Punjab.
- 1.3. These guidelines shall come into force from the date of its notification. However, it shall not affect recruitment/engagement process initiated before its notification. WHEREAS, if the meeting(s) of the Selection Committee for recruitment/engagement of project staff has not been held yet, these guidelines shall apply *mutatis mutandis*.

2. DEFINITIONS:

- 2.1. “University” means Central University of Punjab, Bathinda.
- 2.2. “Vice Chancellor” means Vice Chancellor of the University.
- 2.3. “Faculty” means Assistant Professor, Associate Professor, Professor, Chair Professors, UGC-FRPs, DST INSPIRE Faculty etc. and other employees of the University having been sanctioned any research project by the funding agencies.
- 2.4. “Project” means research project sanctioned by funding agency to achieve specific target/goal etc.
- 2.5. “Funding Agency” means the Agency/Department/Ministry who has sanctioned the research project.
- 2.6. “PI” means a person who has been sanctioned a research project by the external funding agency.
- 2.7. “Grants” means grants sanctioned by the funding agency under the relevant heads of the Project.
- 2.8. “Funds” means funds available in the relevant Head of the project sanctioned to PI.

- 2.9. “Project Staff” means staff appointed/engaged and/or to be appointed/engaged including Technical and Non-Technical Staff in the research projects sanctioned to Faculty of the University.
- 2.10. “Emoluments” means emoluments to be given to Project Staff engaged under the research project.’
- 2.11. “Selection Committee” means committee constituted to make recommendations for appointment/engagement of Project Staff under the research project.

3. APPOINTING AUTHORITY:

- 3.1. Appointing Authority for all such appointments/engagements under these guidelines shall be “Vice Chancellor”.
- 3.2. However, all such appointments/engagements shall be made on the recommendations of the selection committee.

4. METHOD OF APPOINTMENT/ENGAGEMENT:

- 4.1. Appointment/Engagement under the research projects will be purely temporary, short-term basis and co-terminus with the respective Research Project. It shall be automatically terminated on completion/winding up of the research project. Appointment may also be terminated before completion/winding up of project, if progress of appointee is not satisfactory.
- 4.2. Extension of term of the appointment/engagement after expiry of initial appointment/engagement shall be made on the basis of satisfactory performance/progress of the said project staff. However, progress/performance of the said project staff shall be reviewed by a duly constituted committee to be notified by the Appointing Authority.
- 4.3. No staff appointment/engaged under the research project shall claim his/her right for appointment against permanent positions of the University (teaching and non-teaching).

5. UPGRADATION/PROMOTION OF PROJECT STAFF:

- 5.1. Provided otherwise, there will be **no** upgradation/promotion of Project Staff appointed/engaged in research projects.
- 5.2. If there is a provision for upgradation/promotion of a project staff in a research project, it will be made according to the rules and procedures as defined in the said research project or funding agency.
- 5.3. However, all such upgradations/promotions shall be made by a duly constituted committee as defined in the project sanction order and/or by the respective funding agency.

- 5.4. In case, there is no such reference of the committee for such upgradation/promotion of a project staff, the committee shall be as per clause 7.2 of these guidelines.

6. PROCEDURE FOR APPOINTMENT/ENGAGEMENT

- 6.1. All such Appointment/Engagement under the research projects shall be made through an open advertisement published on official website(s) of the University i.e. www.cup.edu.in and/or other website(s).
- 6.2. Where it is necessary or PI desires so, advertisement may also be published in Newspaper(s). However, expenditure(s) of publication of such advertisement(s) in Newspaper(s) shall be borne out of contingency grant of the said project and/or Overhead share of PI.
- 6.3. In each case, the date of issue of advertisement should be decided in advance keeping in view the exigencies and requirement of Project Staff in the research project.
- 6.4. Atleast 10 (ten) days shall be given to the applicants to apply for the advertised position(s) in the said research project(s).
- 6.5. Advertisement shall be issued by office of Director, Research and Development Cell. However, publication of such advertisement in newspaper if so required shall be carried out by office/section assigned the work of advertisement.
- 6.6. Mode of receipt of applications and/or place where the applications are to be received shall be decided by the PI of the research project.
- 6.7. Crucial date for eligibility shall be the last date or extended last date of applying.

7. SELECTION COMMITTEE:

- 7.1. Selection Committee for all such appointment(s)/engagement(s) shall be the same as defined by the respective funding agency in the sanction order of the project or as defined separately.
- 7.2. In other cases, where no such reference(s) are given, selection committee for such appointment(s)/engagement(s) shall be as under:
- 7.2.1. PI of the Research Project.
 - 7.2.2. Head of the Department of PI. If HoD itself is PI, Dean of the School. In case, where PI is Dean of the School and HoD, then nominee of the HoD/Dean of School.
 - 7.2.3. Nominee of the Vice Chancellor.
 - 7.2.4. Nominee of Director R & D.
- 7.3. In all cases, PI will be Chairperson of the Selection Committee.

8. SELECTION CRITERIA:

- 8.1. Selection shall be made on the basis of recommendations of the selection committee.
- 8.2. Selection Committee shall recommend the panel of selected candidate(s) in order of their merit on the basis of academic qualifications, experience(s) and personal interaction cum interview or skill test as the case may be.
- 8.3. Scoring Criteria to derive merit shall be as per Annexure-I.

9. VALIDITY OF THE PANEL:

- 9.1. Panel of Selection Committee shall be valid for a period of one year from the date of recommendations of the selection committee.
- 9.2. Validity of existing panel if any, before enactment of these rules, shall be six months from the date of recommendations of the Selection Committee.

10. EMOLUMENTS:

- 10.1. Project staff shall be paid such emoluments as defined by the respective funding agency.
- 10.2. In case, such emoluments are not defined by the funding agency for such position(s), PI of the project may recommend the emoluments to be given to project staff at the time of release of advertisement for the said post(s).
- 10.3. Emoluments of the Project Staff shall be released subject to availability of funds in the relevant head of the project.
- 10.4. Project Staff shall submit his/her attendance every month to claim their emoluments through PI of the Project and HoD as per Annexure-II.
- 10.5. PI of the Project or Project Staff shall book their budget first and submit the attendance of project staff alongwith budget booking documents to Research and Development Cell for release of their emoluments by the due date as notified from time to time.

11. LEAVES:

- 11.1. Project Staff appointed/engaged under the research projects shall be entitled for all such leaves as defined under rules of the respective funding agency.
- 11.2. Provided otherwise, if any of the project staff enrolled in Ph.D programme of the University, leave rules applicable to Ph.D scholars of the University shall also apply *mutatis mutandis*.

- 11.3. In all other cases, project staff shall be entitled for **10** casual leaves in a calendar year. In, case project staff joined in a mid of calendar year, he/she shall be entitled for casual leaves on proportionate basis.

12. SAVING CLAUSE:

- 12.1. In every case, rules of the respective funding agency shall be final and binding upon PIs, Project Staff and the University.
- 12.2. In case, rules/guidelines of the funding agency are not available the decision of the Competent Authority of the University shall be final.
- 12.3. The Vice Chancellor at his/her is authorized to amend/update these rules partially/fully as per requirement.

Sd/-xx
[Prof. (Dr.) Anjana MUnshi]
Director (R&D Cell)

ANNEXURE-I**CRITERIA FOR SCORING FOR THE CANDIDATES FOR RESEARCH BASED POSITIONS**

CRITERIA	Maximum Marks
Minimum Educational Qualification (55% above) Upto 55% : No Marks 56% -60% = 2 Marks 61% -70% = 4 Marks 71% -80% = 6 Marks 81% -90% = 8 Marks 91% above= 10 Marks Fraction of ≥ 0.5 shall rounded up and <0.5 shall be rounded down	10
Qualifications over and above Minimum Qualifications required UG Level Diploma/Degree: 1 Marks per year PG Level Diploma/Degree: 2 Marks per year Certificate Course (Min 6 Months) 1 Per course	05
CSIR-UGC-NET, DBT-NET, ICAR-NET, GATE, GPAT, etc or similar test	05
UGC, NFOBC, NFSC, NFST, MANF, DST, DBT, ICSSR, CSIR, ICMR etc. fellowship award holder previously	10
Experience over and above minimum requisite experience 4 Marks for One Year @ 1per quarter Experience less than 3 months shall carry no score	10
Research Paper (UGC CARE, SCOPOUS etc.) 5 Marks per paper	10
Personal Interaction cum Interview Domain Knowledge-20 Max. Research Knowledge-20 Max. Communication Skills- 10 Max.	50
Total	100

CRITERIA FOR SCORING FOR THE CANDIDATES FOR OTHER POSITIONS

CRITERIA	Maximum Marks
Minimum Educational Qualification (55% above) Upto 55% : No Marks 56% -60% = 2 Marks 61% -70% = 4 Marks 71% -80% = 6 Marks 81% -90% = 8 Marks 91% above= 10 Marks Fraction of ≥ 0.5 shall rounded up and <0.5 shall be rounded down	10
Qualifications over and above Minimum Qualifications required UG Level Diploma/Degree: 1 Marks per year PG Level Diploma/Degree: 2 Marks per year Certificate Course (Min 6 Months) 1 Per course	05
Experience over and above minimum requisite experience 4 Marks for One Year @ 1per quarter Experience less than 3 months shall carry no score	10
Skill Test/Written Test	25
Personal Interaction cum Interview Domain Knowledge-20 Max. Professional Knowledge-20 Max. Communication Skills- 10 Max.	50
Total	100

FORMAT FOR CLAIMING OF REMUNERATION OF PROJECT STAFF**CENTRAL UNIVERSITY OF PUNJAB, BATHINDA****ATTENDANCE OF PROJECT STAFF**

S.No.	Name of the Project Staff	Designation	Project GP-No.	Category [Gen/SC/ST/OBC]	Accommodations [Hostel/Outside]	Attendance Period		Leaves		Absent without leave	Fellowship/Salary	HRA (if not residing in the Hostel)	Performance [to be mentioned by PI]
						From	To	Paid	Unpaid				

Certified that I have actually performed in my duties in the Research Project and has attended the Department/Office/Laboratory and/or carried out Field Work for the aforementioned period.

Signature of Project Staff
Dated: _____

Certified that abovementioned Project Staff has actually worked in the Research Project and has attended my Department/Office/Laboratory and/or carried out Field Work for the aforementioned period and his/her performance for the said period has been found satisfactory. It is recommended to release his/her emoluments.

PI of the Project

Head of the Department

FORMAT OF ADVERTISEMENT



CENTRAL UNIVERSITY OF PUNJAB

DEPARTMENT OF LAW

Applications from eligible candidates in prescribed format are invited for ONE post of

FIELD INVESTIGATOR

UNDER ICS AND RESEARCH PROJECT

“An Analysis of the Impact of Anti-Money Laundering (Prohibition) Amendment Act, 2019, in the State of Punjab”

LAST DATE TO APPLY: 27th October 2023

Date of Interview: 6th November, 2023. Reporting Time: 11:00 AM

For application form, eligibility and other details please visit University website :

Advt. No. PRO-207

<https://cup.edu.in/other-jobs.php>

DR. RAVINDER KAUR

Dated: 11/10/2023

PROJECT DIRECTOR

VPO Ghudda, Distt. Bathinda-151401 (PUNJAB); Email: ravinder.kaur@cup.edu.in ; Mob: 98724-21709

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

(Established vide Act No. 25 (2009) of Parliament)

Advt. No: ----- dated: -----

PROJECT RECRUITMENT NOTICE

Applications in prescribed format are invited for following project positions for short term basis:

Title of the Project :

Funding Agency :

Project Duration :

NUMBER OF POSITIONS, ELIGIBILITY AND JOB DESCRIPTION FOR THE POSITIONS

NAME OF THE POST:			
1.	No. of Post	:	
2.	Emoluments	:	
3.	Term of engagement:	:	
4.	Essential Qualification	:	
5.	Desirable Qualification	:	
6.	Experience Required	:	

APPLICATION PROCESS:

Applications in prescribed format may be sent to Project Director on email ID _____ on or before last date.

LAST DATE FOR APPLICATIONS:

Date of interaction cum interview: _____ (Reporting time: _____).

Venue of the Interaction cum Interview: _____

TERMS AND CONDITIONS:

1. The abovementioned post(s) is/are purely temporary for limited period or duration of Research Project funded by the funding agency.
2. Only shortlisted candidates shall be called for interaction cum interview through email.
3. Applicants shall be required to show the original documents at the time of interaction cum interview and/or joining
4. No T.A/D.A. or any other allowances will be paid for attending the interaction cum interview.

5. The University reserves the right to withdraw this advertisement or increase/decrease the number of post at any time without assigning any reason.
6. The right is also reserved with the University either to fill or not to fill the vacancies. The decision of Competent Authority of the university in this regard shall be final.
7. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his /her candidature. In case, it is detected at any point of time in future even after engagement that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of Test/Interaction cum Interview due to whatever circumstances, his/her engagement shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking
8. The rules and regulations of CUPB and funding agency will be applicable to the selected candidates.

FOR MORE DETAILS PLEASE CONTACT:

Project Director/Principal Investigator
Department of _____
Central University of Punjab
VPO Ghudda, Distt. Bathinda-151401
Email:
Phone:

for Central University of Punjab

Sd/-xx
PROJECT DIRECTOR /
PRINCIPAL INVESTIGATOR



CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament
VPO Ghudda Distt. Bathinda-151401 (Punjab) India

APPLICATION FORM FOR PROJECT POSITION

1. Advt. No. & Date :
2. Name of the Post Applied For :
3. Name of the Candidate :
4. Father's Name :
5. Mother's Name :
6. Date of Birth :
7. Gender :
8. Category :
9. Permanent Address :
10. Address for Correspondence :
11. Contact No. :
12. Email ID :
13. Qualifications from High School & above :

*Affix recent
passport sized
colored
photograph*

Name of Course		Board/ University	Passing Year	%age/CGPA	Subject Studied	Sr. No. of Proof
10 th Class / equivalent						
10+2 /equivalent						
Bachelor's degree						
Master's degree						
M.Phil						
Ph.D Details						
Thesis of Ph.D			University	Awarded		Sr. No. of Proof
NET/GATE/GPAT etc., if any	Subject	Roll No	Year	Subject	Sr. No. of Proof	

14. **Publications, if any** (Mention here only numbers. The details and copies of the reprints be appended)

S No	Authors	Title of the Paper	Journal's Name	Publication & ISSN	Vol./ Page No/ Year	Impact Factor

15. Experience Details (Post Qualification):

Name of Organisation	Post Held	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total Experience	Nature of Duties

16. Present Posting Details:

Name of Organisation	Post Held	Pay Scale	Date of Appointment

I, _____ son/daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected at any stage, my candidature / appointment may be cancelled by the University.

Date:

Signature of the applicant

FORMAT OF PROCEEDINGS OF THE SELECTION COMMITTEE



ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲਯ, ਬਠਿੰਡਾ
Central University of Punjab, Bathinda

PROCEEDINGS OF THE SELECTION COMMITTEE

[dd/mm/yyyy: hh:mm AM/PM/Noon]

A meeting of the Selection Committee for selection of _____ (no. of post) candidates for the post of _____ (name of the post) in _____ (name of funding agency) sponsored Major/Minor research project titled, “_____” (name of the project) was held on _____ (date) at _____ (time) in _____ (venue of the meeting).

Following were present during the meeting:

1. Name, Designation, Department, (PI of the Project) Chairperson
2. Name, Designation, Department, (Co-PIs of the Project) -**optional**
3. Name, Designation, Organisation (in case of external expert)
4. Head of the Department/ Dean of the School/ Nominee of HoD/Dean
5. Vice Chancellor's Nominee
6. Director R & D Cell's Nominee

The Selection Committee received _____ (no. of applications) for the said post the under the referred project as under:

1. ABC S/D/o. DEF
2. ABC S/D/o. DEF
3. ABC S/D/o. DEF

After screening of their applications and their interaction cum interview before the selection committee, the candidate got following scores as per approved criteria:

S.	Name of the Candidate	Criteria	Educational Qualification (10)	Qualification over and above (05)	National Test (05)	Award of Fellowship (10)	Experience (10)	Research Paper (10)	Interaction cum Interview (50)	Total (100)
		Max. Marks								
1	ABC S/D/o. DEF									
2	ABC S/D/o. DEF									

The committee recommended to select following candidates in order of their merit for _____ position(s) of _____ (Name of the position) in the aforementioned research project with monthly emoluments _____ for a period of _____ years/Months:

1. ABC S/D/o. DEF
2. ABC S/D/o. DEF
3. ABC S/D/o. DEF

The meeting ended with thanks of the chair.

Member-I

Member-II

Member-III

PI & Chairpeson

FORMAT FOR JOINING REPORT TO BE SUBMITTED

To

The Director
Research and Development Cell
Central University of Punjab
VPO Ghudda, Distt. Bathinda

**Sub: Joining Report for the post of _____ (name of the post) under
_____ (name of funding agency) funded research project-reg.**

Sir/Madam,

Please refer offer of appointment letter bearing No. _____
dated _____ issued by Central University of Punjab, Bathinda.

I do hereby accept all the terms and conditions of the said offer of appointment letter
and submit my joining to the post _____ under _____ funded
research project of Dr./Prof. _____, Department of _____
w.e.f. _____ (FN/AN).

Kindly accept my joining to the said post.

Thanking you.

Yours sincerely,

Dated: DD/MM/YYYY

Signature: _____

Name: _____

Documents Enclosed:

1. _____
2. _____
3. _____

RECOMMENDATIONS OF PI & HOD

Mr./Ms./Dr. _____ appointed as _____ under the said project has
reported for his duties as w.e.f. _____ (FN/AN). His/Her joining report along with
requisite documents is forwarded herewith for acceptance please.

Signature of PI

Name: _____

Date: DD/MM/YYYY

Signature of HoD

Name: _____

Date: DD/MM/YYYY