

# Annexure

## Excerpts of CST Guidelines

### **4. TENURE**

The total tenure of any scheme is 3 years. The schemes are generally sanctioned for a period of two years (if not asked for a shorter duration by the Investigator) during which work is expected to be completed. The period may be extended by a year more on the recommendation of the concerned Advisory Committee on the basis of satisfactory progress of work.

### **5. APPOINTMENT OF PERSONNEL**

#### **5.1 Appointment of Research Assistant in the schemes**

Research Asstt./Associates in the schemes are to be selected by interview. The Investigator may constitute a Selection Committee with the approval of the Dean of faculty/head of the Institution. The vacancy may initially be notified on notice board of the University/neighboring Institutions and also. If necessary circulated to concerned department. Qualifications and age of Research Asstt. Associates appointed in the scheme should normally confirm the criteria specified by the CST. However, the Selection Committee may marginally relax these criteria in most deserving cases where the applicants otherwise found suitable for specific research programme for special qualifications research experience. The reasons for such relaxation should be clearly recorded in the minutes of Selection Committee and sent to the CST along with full details of all the applicants who were interviewed.

5.2 For appointing Research Asstt. for short duration not exceeding 6 months the usual procedure of selection as mentioned above, may be waived off and the fellows be appointed by the Investigator In charge of the scheme in consultation with the head of the department under intimation to CST.

5.3 The Investigator with the concurrence of the Dean/Head of the Institution may allow the selected Research Asstt. to join on any date after the date of the meeting of the Selection Committee, provided the candidate fulfills the conditions specified above. The duly approved proceeding of the Selection Committee may however be sent to the CST for consideration and issue of formal award letter. In other cases, where relaxation has been recommended by the Selection Committee in respect of division grade or age of the fellow should not be asked to join without the prior approval of the CST.

5.4 The Council has left the appointment research staff to the institutions provided all such appointments are done through properly constituted selection committees and within the criteria specified by the Council. For marginal relaxations, prior approval of the Council would have to be obtained.

5.5 The tenure of the scheme and that of the Research Fellow in the scheme are coterminous. In other words. tenure of the Research Asstt./ Associates shall cease from the date scheme terminates irrespective of the period of Asstt. ship/ Associateship held by him/her in that scheme

### **6. ELIGIBILITY FOR RESEARCH ASSISTANTS/ASSOCIATES/RESEARCH PERSONNEL**

Only Indian citizens who are resident of Uttar Pradesh are eligible for Research Asstt ships/ Associate-ships or for award of research grants under the CST.

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## 12. OBLIGATIONS OF RESEARCH ASSISTANT/ ASSOCIATES/ PERSONNELS

The following are the obligations that a Research Asstt./Associate is expected to meet under the research scheme.

- (i) He must be a full time researcher and submit himself to the disciplinary regulations of the University/ Institution/ Laboratory in which he is working. Regular attendance of the Asstt. may be ensured by the supervisor by keeping an attendance register.
- (ii) Each Research Assistant Associate shall be required to submit to the CST annual report on the progress of his work through his Supervisor/Guide in the prescribed proforma.
- (iii) Once a Research Asstt./ Associate accepts the Fellowship and joins, it is incumbent on him to continue the Asstt. ship for the normal tenure or for such less duration when the original objectives of the research problem have been achieved.
- (iv) No Assistant shall discontinue his Asstt.ship without the prior approval of the CST. In case he wants to discontinue his Asstt.ship prior to the completion of the tenure or the attainment of original objectives of research, he must submit his resignation to the CST through the Supervisor at least one month in advance indicating specific reasons for not continuing the Asstt.ship. The Asstt.ship shall cease from the date as approved by the CST.
- (v) Before termination or resignation from the Asstt.ship a Assistant must send six copies of detailed final consolidated report of the research work done through the Supervisor to the CST in the prescribed proforma.
- (vi) Research staff shall not make any correspondance directly to CSTUP but through their supervisors only.

## 15. TERMINATION OF SCHEME

- 15.1 The CST may terminate Scheme/Services of a Research Asstt./ Associate at any time if it is not satisfied with the progress or performance of the scheme of Research Asstt. It may also withdraw or cancel the grant sanctioned for any Research Scheme if it appears that the grant is not being properly utilized or is likely to be misused.
- 15.2 In case of termination of the services of a Research Asstt. or resignation from the Asstt. ship a substitute having requisite qualification may be appointed with the approval of CST to carry out Research work during the remaining period of the scheme.
- 15.3 If a Research Asstt. leaves without permission, Asstt. ship amount due at that time shall not be paid to him by the Institution. till all other University dues are cleared and certified by the University/ Institution Responsibility in such a case shall be that of the University/Institute concerned.
- 15.4 Unspent balance of grants due to termination/resignation of/from Asstt. ship must be refunded to the CST immediately by means of cheque/demand draft in favour of CST.
- 15.5 Research Asstt. must settle their claims within one year of leaving the Asstt. ship. No claim will be admitted by the CST after one year of leaving the Asstt. ship.
- 15.6 The Scheme Asstt. ship will automatically be cancelled, if work could not be started within six months time of the date of the sanction of the grant by the CST.
- 15.7 If CSTUP finds that project work is not original and is duplication it reserves the right to abandon the project immediately.

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## 13. LEAVE

A Research Asstt. will devote the whole of his time to research during the period of his Asstt. ship. However, grant of leave to the Research Asstt./ Associates under the CST will be regulated as under :

- ( i ) Casual leave limited to 14 days in a year and not exceeding eight days at a time may be allowed by the Investigator.
- (ii) Special leave of one month in a year, on full pay on medical grounds in addition to casual leave may be sanctioned by the Investigator.
- (iii) Leave upto three months may be granted during the tenure of Research Asstt. on grounds of ill health at the discretion of the CST, but during the period of such leave, a Research Asstt. will not be entitled to draw any salary.
- (iv) Leave accounts of the Research Asstt./ Associates should be maintained by the Investigator and a copy of it should be sent for information of CST duly countersigned by the Head of the Department, regularly six monthly.
- (v) A Research Asstt. will be entitled to reasonable vacation leave such as summer vacation or any other holiday observed by the University/Institution/Laboratory concerned where research work is going on. The period of vacation of holidays may be curtailed in the interest of research work by the investigator.
- (vi) In case of a married woman Research Asstt. leave upto three months period on ground of maternity may be allowed by the Investigator. During such period of absence, the Research Asstt. would be entitled to half of Asstt. ship (salary) drawn by her prior to her proceeding on leave provided she returns back to her research work after the leave. This concession, will be allowed only after the Research Asstt. resumes her research work and at the discretion of the Investigator who would satisfy himself that the backlog in research work on account of her absence will be covered during the remaining period of the scheme.

## 14. DISCIPLINE

- 14.1 Research Assistant/Associates appointed in the scheme can not undertake any other remunerative work except with the previous approval of the CST.
- 14.2 An undertaking by the Research Staff employed under the Scheme/Project shall be furnished to the CST in the Prescribed Form to the effect that they shall not apply for or obtain a patent for invention/discovery made or the engineering and technical know how of processes developed by them save with the permission of the CST obtained in writing and in accordance with such conditions as may be laid down by the CST. The name of Council of Science & Technology, U.P., shall be mentioned in all such patents and the financial assistance rendered by the CST be acknowledged.
- 14.3 The selected research staff in the scheme shall give an undertaking in the prescribed form to the effect that he will devote his full attention to the research scheme and unless there are compelling reasons, they will not leave the scheme midway without the permission of C.S.T., U.P.
- 14.4 In case the Research Asstt. is likely to leave the Scheme work before completion they should give intimation to that effect to the CST through proper channel about two months in advance, so that it may be possible to procure the services of another Research Asstt. to associate them for sometime with the Research work to complete the Scheme/Project.

# Annexure

**Council of Science & Technology U. P.**  
Vigyan Bhawan, 9, Nabiullah Road, Lucknow-226018

**UNDERTAKING FOR DEVOTION**

I, ..... S/o Shri ..... do hereby give an undertaking that I will devote my full attention to the research scheme and unless there are compelling reasons, I will not leave the scheme midway without the permission of CST,U.P.

Signature of Research Assistant.

Dated :

Signature of Investigator-in-charge.

Signature of Head of the Department.

Signature of Head of the Institution/ Organization.

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## Council of Science & Technology U. P. Vigyan Bhawan, 9, Nabiullah Road, Lucknow-226018

### FOR RESEARCH ASSISTANT

Form-1 'A'

#### UNDERTAKING

In accordance with the employment that I hold under the financial and other assistance and facilities received or to be received by me from the Council of Science & Technology, U. P., Lucknow (here in after referred to as the Council), I.....  
..... Son of..... .. Resident  
of.....  
..... as one of the term on which I have received such employment or have received or all about to receive such financial and other assistance and facilities, undertake that:

1. I shall from time to time disclose fully to the Council or as the Council may direct. the progress of my investigations undertaken by me while in the employment of the Council or in respect of such assistance as aforesaid (hereinafter-referred to as the investigation) and if any time during the course of such assistance or within a period of two years after the termination of such employment or of receipt of such assistance as aforesaid, I shall make any invention arising out of or in connection with said investigation, I shall hold the same in trust on behalf of the Council and forthwith disclose to the said Council or as the Council may direct, a full and complete description of the nature of the said invention and the mode of performing the same.
2. I shall not publish the results of the said investigation without the prior approval of the Council and duly mention sponsorship of CSTUP on each and every publication.
3. The said invention and all improvements thereon discovered or invented by me during the course of receipt of such assistance or within a period of two years after the termination of such employment or assistance as aforesaid shall, subject to such reservations (if any) in respect of the said invention or the proceeds thereof for my benefits as the Council may in its discretion permit, be the sole and absolute property of the Council and I shall, if whenever required by the Council at the expense of Council, join the Council or as the Council may direct in applying for letters/patents in India and other countries for the said invention or any such improvements thereon and shall on request by and at the cost of the Council execute and do all such Instruments and such Instruments and things necessary to vest the said invention and improvements and any Letters/Patents that may be obtained in respect thereof in the Council or any person appointed by the Council in that behalf.

Date of appointment

Signature of the Candidate

Dated :

Signature of the Investigator-in-charge.

Day of:

Signature of the Head of the Institution.