

## Guidelines for joining ICMR JRF -2014-15

- Find placement under a suitable guide and submit the following within 6 months of joining duly sealed and forwarded by the guide.



- Joining report (original copy) mentioning exact date of joining (indicating forenoon/ afternoon) photo duly signed and seal/rubber stamp (guide) and Head of Institute's name. **ICMR will release all funds ONLY to the head of institute (clearly mention to whom funds may be released i.e Registrar/Director/Dean/principal /others)**
- Relevant certificates from hostel warden / AO specifying the date of joining hostel facility should be submitted to avail HRA. If residing in a private accommodation, proof of rent paid from the land lord should be submitted



- **Submit registration certificate for the PhD degree within one year from the date of joining.**



- Submit the following after 10 months of joining
  - First Annual Report
  - Statement of account / Expenditures duly forwarded by concerned administrative authority.
- Submit the following after 22 months of joining
  - Second Annual Report
  - 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.
  - Statement of account / Expenditures duly forwarded by concerned administrative authority.
- Submit the following after 2 years and 10 months of joining
  - Third Annual Progress Report.
  - Statement of account / Expenditures duly forwarded by concerned accounts authority.
- Submit in the final year /completing (4<sup>th</sup> & 5<sup>th</sup>) year
  - Thesis
  - PhD Degree (attested copy)
  - Final Statement of account / Expenditures duly forwarded by concerned administrative authority.



**(Annual utilization certificate is needed from April to March each financial year)**

**ANNEXURE-2**

Tel:26588980,26589794  
Fax: 26588755

GRAM: SCIENTIFIC  
Website: o[www.icmr.nic.in](http://www.icmr.nic.in)  
e-mail: [icmrhqds@sansad.nic.in](mailto:icmrhqds@sansad.nic.in)

APPLICATION FORMAT FOR ICMR JUNIOR RESEARCH FELLOWSHIP  
PROGRAMME (FOR ICMR- **JUNIOR RESEARCH FELLOW** (Examination 2014)

INDIAN COUNCIL OF MEDICAL RESEARCH

V.RAMALINGASWAMI BHAWAN ANSARI NAGAR,  
W.POST BOX 4911, NEW DELHI-110029

- NB: a) The application should be typed (except item 5, which should be filled by hand).  
b) All answers should be given in words and not be dashes.  
c) Strike off those statements, which are not applicable.  
d) The application in duplicate is to be sent to Director General, (Attention: Head, HRD), Indian Council of Medical Research, V. Ramalingaswami Bhawan, Post Box No. 4911, New Delhi -110029

1. GENERAL INFORMATION

Name (in Block Letters) : \_\_\_\_\_

Underline surname

Year of passing : \_\_\_\_\_

Roll No. : \_\_\_\_\_

Postal address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email address : \_\_\_\_\_

Phone number : \_\_\_\_\_

Permanent address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth : \_\_\_\_\_

Duration of fellowship desired : \_\_\_\_\_

State whether you are at present in receipt of any stipend or fellowship from your Institute, or from any : \_\_\_\_\_  
\_\_\_\_\_

other source. If so, state the nature of the fellowship amount and the source of receipt

\_\_\_\_\_

Particulars of other fellowships, if any, applied for with dates and names of agencies

: \_\_\_\_\_  
\_\_\_\_\_

Particulars of ICMR fellowships, if any, applied/availed in the past (Quote ICMR Ref. No.)

: \_\_\_\_\_  
\_\_\_\_\_

List of fellowships in India and abroad so far availed, indicate name of Agency, university, with date. A brief account of work done on each fellowship may be enclosed in a separate sheet

: \_\_\_\_\_  
\_\_\_\_\_

Give names and address of two references other than the Guide

: \_\_\_\_\_

**2. ACADEMIC RECORD:**

List serially the particulars of all examinations passed from Matriculation/Higher Secondary onwards and enclose attested copies of certificates/degrees for each of the examinations passed and mark sheets for Graduate and Post Graduate University examinations passed. Explain gaps in study, if any, by indicating number of failures, attempt

Examination	Year of study From to	Name of school/ college / Univ	Class / Division	Aggregate Marks obtained	Distinction In subjects	Failure / Attempts Subjects And numbers	Subject of thesis, If any
Matric / Higher Secondary Pre- Professional B.Sc. M.Sc. (State the subject) Any other Examination passed							

Note: State Medals, Scholarships, price and any other award, distinction or honour won during your University career.

### 3. PARTICULARS OF RESEARCH ON WHICH THE CANDIDATE DESIRES TO WORK:

1. Title of project \_\_\_\_\_

(a) Specialty covered by the Research work \_\_\_\_\_

(b) Nature of work-Clinical/Experimental Combined/Field Project (Strike off what is Irrelevant) \_\_\_\_\_

(c) State whether any travelling is involved in the programme of work. if so, state how the travel expenses will be met as no separate funds for travel are provided to the fellow

(d) Name and designation of the Guide under whom the candidate will work

(e) Name of Institution & University

(t) If fellowship is desired for any Degree work, indicate:

(i) Degree for which registered! wish to register \_\_\_\_\_

(ii) Title of project for thesis \_\_\_\_\_

(iii) Date of Registration \_\_\_\_\_

(iv) Date of Examination \_\_\_\_\_

Attach separately two copies of detailed plan of proposed work under the following headings:

1. Title of the Project
2. Name, designation and address of the Guide
3. Tenure of the study
4. Objectives
5. Present knowledge and relevant bibliography (please give here only the most relevant references complete with the authors name(s), title of the article, name of the Journal, year, volume and page number).
6. Methodology and Techniques (giving all relevant details like study design, selection of subjects experimental model, techniques study proforma etc.).
7. What is aimed to be achieved by the study?
8. How is it likely to advance or add to the existing knowledge in relation to human health?

### 4. DECLARATION BY THE CANDIDATE

1. I have gone through the Fellowship Rules and conditions of the award and if selected, I agree to abide by them. The particulars given in the form are correct and I am prepared to present myself for interview at my own expenses, if called upon to do so.
2. Certified that in the event of my being offered the Council's fellowship, I am prepared to give up my present stipend/fellowship salary/but not the leave salary.
3. Certified that I will be able to manage within the contingent grant allotted for the fellowship. I also certify that no non-expendable articles or equipment will be purchased by me.

Signature of the applicant

**5. TO BE FILLED BY THE RESEARCH GUIDE IN HIS OWN HANDWRITING:**

1. Major field of your specialization.
2. What are your current area(s) or Research?
3. The number and names of Research students including fellowships awarded by R&D Agencies (like ICMR, CSIR, DAE, ICAR DGHS, UGC, SMRC, Pharmaceutical companies etc.) currently being guided:
4. Titles of the research schemes including sponsored ones in hand:
5. Your opinion on the research potentiality of the candidate and relevance of the project to your field of interest:
6. I agree to accept the applicant \_\_\_\_\_ and offer him/her all facilities and guidance for carrying out research/training in the \_\_\_\_\_ Project \_\_\_\_\_ of \_\_\_\_\_ proposed by the applicant which has been drawn in consultation with me and has my approval. I also certify that the applicant will not receive any financial assistance from my side, for carrying out the work in my department.
7. Certified that the proposed project has not been submitted earlier in any shape.
8. Certified that the techniques to be employed in carrying out the work of the research project have been standardised.
9. Certified that the plan of work has been prepared in consultation with a Statistician (Strike out if not considered necessary).

Signature of the Guide  
Seal bearing designation &  
Address

**6. CERTIFICATE BY THE HEAD OF THE INSTITUTE:**

- i. I recommend \_\_\_\_\_ for the fellowship applied for and certify that, to the best of my knowledge he/she is eligible for it in all respects.
- ii. I certify that he/she will/will not receiving any stipend pay/allowance and financial assistance except leave salary from any source in case ICMR JRF is awarded.
- iii. I certify that the research proposal has been reviewed and recommended by the institute's academic committee.
- iv. I certify that all the equipment, laboratory and other facilities required for carrying out the proposed research project by the applicant are available in the Department/Institute and will be made available to the applicant.
- v. I undertake to send to the Council an audited statement of accounts along with the utilisation certificates as required in the Fellowship Rules.

Signature of the Head of the Institution  
(Seal bearing Designation & Address)

## 7. BIO-DATA OF THE GUIDE/CO-GUIDE\*

**Name** : Dr. Miss/Smt/Shri\* \_\_\_\_\_

Designation :

Address :

Phone number :

Email :

Date of birth :

First Name(s) :

Last Name :

Educational Qualification: Degrees obtained (Begin with Bachelor's Degree)

Degree	Institution	Field	Year
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1.

2.

3.

4.

5.

### **Research/Training Experience:**

Duration	Institution	Particulars of work done
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1.

2.

3.

4.

### **Research specialization:**

1.

2.

3.

4.

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\* *Strike out which is not applicable*

**1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> ANNUAL REPORT  
OF THE WORK DONE DURING THE FELLOWSHIP**

(To be submitted in duplicate)

1. Name of the research fellow with qualification:
2. Type and duration of fellowship:
3. Title of the project
4. Name, designation and Address of the Guide
5. Period of work (mention date)
6. Original aims and objective of the Project  
(Please indicate the variations, if any during the progress of the project).
7. Report of the work done since its inception with particular emphasis on the following:
  - a) Aims and objectives
  - b) Material and methods
  - c) Observations
  - d) Conclusions and major results achieved
  - e) Scientific relevance and impact of the results on Scientific potential of the country
  - f) How far the suggestion of the council have been implemented and reasons for non-compliance if any.
8. Programme of work for next year
  - a) Work that still remains to be completed to bring to project to a logical conclusion
  - b) Programme of work that will be undertaken during the next year.
9. A brief note highlighting the results achieved by research project for documentation, since its inception.
10. List of research publications and papers based on work done on the project during the fellowship

11. List of Seminars & Symposia attended III  
connection with the research work of the Project:

12. Any other relevant information/remarks

Place:

Dated:

Signature of Research Fellow

The information furnished above (as well as in the annexure) by the Research Fellow  
is correct.

Signature of the Guide  
Seal bearing Designation &  
Address



**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. 16,000/-
2nd year	Rs. 16,000/-
3rd year	Rs. 16,000/-

**3.2.2 SRF**

1 st year	Rs. 18,000/-
2 <sup>nd</sup> year and above	Rs. 18,000/-

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 5.2.1 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. 8.5.1 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 HRA and Medical benefits will be allowed to a Fellow as per the rules of the Institution where they are working. For this purpose, the fellowship amount will be taken as basic pay.

### **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-I)

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 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.

11.3.4 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.

11.3.5 Any unspent balance out of the grant paid by the Council will be refunded in full to the Council.

11.3.6 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

a) Attending symposium/seminar/conference provided the fellow is presenting a paper, which has been accepted by the organisers of the symposium/seminar/ conference.

b) 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 A Fellow will not be allowed transfer from one institution to another except in special circumstances with the prior approval of the DG, ICMR. No T.A. will be paid as a result of such a transfer.