



## Senior Research Fellowships (SRF-Direct)

### 1. GENERAL

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a) 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. List of CSIR Laboratories is at **Annexure-I**.

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b) 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. However, CSIR reserves the right to determine the place best suited to provide necessary facilities in the area of science and technology in which the awardee is to specialize.

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c) 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.

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d) 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**

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

## **3. ELIGIBILITY FOR CSIR SENIOR RESEARCH FELLOWSHIP (SRF-DIRECT)**

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A certain number of SRF-DIRECT will be awarded each year by CSIR directly to those possessing the following qualification and experience:-

MSc/BE/BTech or equivalent degree with at least 55% marks and one publication in SCI Journal and should have completed at least two years of post MSc/BE/BTech research experience;

OR

MTech/ME or equivalent degree in engineering/technology with at least 60% marks;

OR

BE/BTech or equivalent degree with at least 60% marks and two years research experience as on the last date of application;

OR

MBBS/BDS or equivalent with at least 60% marks and one year internship;

OR

BPharm/BVSc/BSc(Ag) or equivalent degree with at least 55% marks and one publication in SCI Journal and should have completed at least three years research experience;

OR

MPharm/MVSc/MSc(Ag) or equivalent degree with at least 55% marks and one publication in SCI Journal and should have at least one year research experience.

## **4. APPLICATION PROCEDURE**

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a) On-line Applications for SRF-DIRECT are invited every year on all India basis through press advertisement. The information with respect to inviting applications is also made available on our website [www.csirhrdg.res.in](http://www.csirhrdg.res.in).

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b) Applicants are required to apply on-line and the hard copy of this on-line application duly completed and forwarded through the proposed Supervisor and Head of the Department/Institution and should be submitted within the prescribed date.

## 5. AGE LIMIT

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a) The upper age limit for applying for the award of SRF-DIRECT shall be 32 years.

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b) The upper age limit is relaxable upto 5 years in case of candidates belonging to scheduled castes/Scheduled Tribes/physically handicapped and female applicants whereas 3 years in case of OBC (Non-Creamy Layer candidates).

## 6. SELECTION PROCEDURE

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a) Selection will be made through interview whereby the assessment of academic record and published/project work is tested by discipline-wise high-level expert Committees.

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b) Merely fulfilling of eligibility criteria may not entitle a candidate for being called for interview. Candidates will be called for interview after screening on the basis of criteria adopted by CSIR depending on the number of fellowships available. **CSIR reserves the right to call or not to call a candidate for interview.**

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c) The validity of the award letter shall be six months from the date mentioned in the award letter. No extension beyond six months will be considered. Decision of CSIR in matters of selection for interview or for award of Fellowships etc. shall be final and binding on the candidate.

## 7. TENURE

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a) The tenure of SRF-DIRECT will initially be 2 years. Extension of tenure for the 3<sup>rd</sup> year will be issued by EMR Division of HRDG (CSIR) after receiving the recommendation of three member Expert Committee consisting of Guide, Head of 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 duly supported by detailed progress report and publications in the form of reprints/preprints/

manuscripts or paper communicated for publication . As far as possible the External member should be the Chairman of three members Expert Committee. The total tenure as JRF and SRF-DIRECT combined (from all sources) will not exceed 5 years. The total period of tenure as Research Fellow will include any other fellowship of equivalent status from any other agency/institute and is computed after deducting the tenure of fellowship already availed. 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.

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b) **The Fellowship shall stand terminated from the date of PhD viva-voce or from the date the Fellow resigns and his/her resignation has been accepted by CSIR or on completion of tenure whichever is earlier.** 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.

**Application Format of the Undertaking by a Research Fellow / Associate on Acceptance of the Award of Research Fellowship / Associateship.**

## **8. STIPEND**

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**A SRF-DIRECT in a science/engineering/medical & pharmaceutical, veterinary discipline is entitled to a stipend of Rs. 35,000/- pm for the entire tenure of fellowship.**

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

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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 offer should be availed within six (6) months for SRF-DIRECT from the date mentioned in the award letter.

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b) The fellowship grant money is payable on monthly basis through Direct Benefit Transfer (DBT) mode whereas the annual contingency will be paid to the host institute of the research fellow (**Annexure-IIa for Annual Contingency**) and (**Annexure-IIb for monthly Fellowship**) duly signed by the Finance Officer/Registrar/Head of the Institution.

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c) The first payment (fellowship stipend) will be made after the receipt of the joining report of the fellow along with other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the institute in whose favour the contingency grant is to be released. Subsequent monthly stipend will be made on receipt of duly signed bills (**Annexure-IIb**) along with the attendance records.

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d) The annual contingency payments will be made only after receipt of:

(i) the progress report of the Research Fellow in the prescribed proforma (**Annexure-III**) for the period ending 31 March and previous one year report.

(ii) utilization certificate (**Annexure-IV**), and statement of receipt and payment (statement of accounts) (**Annexure-V**) incurred during the financial year ending 31 March, along with the claim bill for the next financial year from the concerned institution.

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e) The unspent amount of earlier payments and Interest Earned by Institutions/Universities on Grants released by CSIR for fellowships/associateships has to be refunded to CSIR at the end of a financial year or has to be adjusted while submitting/making the fresh claims for payment. The accounts should be maintained on ledger type system by the grantee Institution for the Research Fellow (**Annexure-VI**). The university/Institution shall be responsible for proper utilization of grant and for rendering the account to the CSIR-HRD Group.

## 10. CONTINGENT GRANT

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a) An annual contingent grant of Rs.20,000/- per fellow is provided to the University/Institution. For less than one year, the contingent grant will be admissible on pro-rata basis. Part of this grant may be utilized in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year, however, the next release of contingency grant will be subject to adjustment of unspent balance of contingency grant of the previous year thereby restricting contingency expenditure to a maximum of Rs 20,000/- in a year. **Further, request (claim) for release of contingency grant of the previous financial year(s) will not be entertained.**

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b) The guidelines for utilization of the contingent grant are given in (**Annexure-VII**).

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c) The CSIR Research Fellows will be given Rs.3,000/- (lump sum) extra on submission of PhD thesis in e-form. For details, Head, CSIR's Unit for R&D of Information Products (URDIP), 'JOPASANA', 85/1, Paud Road (Near Vanaz Engineering Company), Kothrud, Pune - 411 038, Maharashtra, may be contacted. The website address of URDIP is [www.urdip.res.in](http://www.urdip.res.in).

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d) The University/Institution has to submit the consolidated Utilization Certificate (**Annexure-IV**) and Statement of Expenditure (**Annexure-V**) at the end of each Financial Year failing which grant-in-aid payable for next year will not be released.

## 11. PROGRESS REPORT

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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-III**), alongwith three member expert committee report (**Annexure-VIII**), within a period of 15 days after completion of one year tenure to CSIR (HRD Group) through his/her Guide/Head of the Department. It is essential to give up to-date and full information against all the columns of (**Annexure-III**). 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. 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.** Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his/her assessment report the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the guide of the department to CSIR and the result when announced.

## 12. PUBLICATION/PATENT

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**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 should be sent to CSIR.

**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

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**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.

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b) In case a fellow decides to appear for competitive examination, he/she would invariably seek permission from the guide and inform CSIR about it.

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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.

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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.

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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.

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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.

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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.

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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 sent to CSIR at each stage of publication/ manuscript/reprint.

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

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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

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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 upto 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

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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

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a) **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 is tenable, 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 by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

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 means of a demand draft in favor of Deputy Secretary, EMR, CSIR Complex, New Delhi.

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

## 18. ACCOMMODATION / HRA

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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. The

concerned institution will send HRA claim bill, in triplicate separately in respect of the Fellows who fulfill the requisite conditions of the host institution.

## 19. MEDICAL BENEFITS

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a) All Research Fellows may be provided medical facility as per Central /State Government Medical norms. This will be limited to the fellow only and not for his/her family members/dependents.

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

## 20. OVERHEAD CHARGES

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a) For maintaining and timely submission of the accounts of CSIR grants, the beneficiary University/Institution is entitled to claim from CSIR the overhead charges at the following rates.

i) For Research Fellows and Associates: Rs.500/- per year per fellow without any ceiling on the total amount.

ii) The rates are made applicable from the financial year 1998-99 onwards.

b) The admissibility of the overhead charges shall be subject to the timely submission (within one month) of the following statement/documents to CSIR.

i) Consolidated list of research fellows/associates working/terminated/ transferred/ resigned in the particular year with their date of termination/transfer/resignation of fellowship/associateship.

ii) Year-wise information with respect to the PhD degrees awarded to CSIR Research Fellows (JRF/SRF)/PhD theses submitted by CSIR Research Fellows (JRF/SRF).

ii) Consolidated utilization certificate (**Annexure-IV**) in respect of all the fellows during the financial year in question.

iv)Statement of Receipt & Expenditure (**Annexure-V**)of CSIR grants head-wise and year-wise. Audited statement by statutory auditors or government auditors may be sent later on.

v)Details of refunds of unspent balance of terminated Fellowships/Associateships, transferred Fellowships/Associateships, scholars who resigned during the year/Leave sanctioned to fellow(s) without Stipend and the Interest Earned on Grants released by CSIR along with cheque/draft number, date & issuing bank branch etc.

vi)Abstract of claim for overhead charges.

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c) Payment of the overhead charges to the employees maintaining accounts of CSIR shall be made only on authorization by CSIR and on receipt of the statement/documents mentioned above.

d) The utilization of overhead charges will be at the discretion of the institute/university.

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## 21. DELEGATION OF POWERS TO DIRECTORS

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The Director of CSIR laboratory/Institute is empowered to upgrade the JRF to SRF and extend the tenure of SRF and RA after following the prescribed procedure and eligibility. The order is to be issued by the laboratory and only a copy of the order is required to be sent to Head, HRDG for monitoring. Director is also empowered to sanction leave (without stipend also), accept resignation etc. under intimation to HRDG. This will apply in case of those Fellows/Associates who are awarded Fellowship/Associateship by HRD Group of CSIR. Director is also empowered to sanction leave without stipend to fellow/associate proceedings abroad upto the period of one year only under intimation to HEAD, HRDG. Director of CSIR Laboratory/Institute is also empowered to change the guide of a research fellow/associate under intimation to HRDG.

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## 22. OTHER TERMS AND CONDITIONS

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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**



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