

THE INSTITUTE OF MATHEMATICAL SCIENCES CHENNAI

Rules Governing Post Doctoral Fellowships (PDF)

1. The minimum qualification for a PDF should be a doctorate degree or its equivalent.
2. PDF position may be tenable for one year with the possibility of renewal for second year.
3. The Fellowship amount for PDF shall be decided by the Executive Council of the Institute from time to time, based on the orders issued by the Department of Atomic Energy, Government of India.
4. The award of PDF does not imply any assurance or guarantee for subsequent extension (or) employment in the Institute.
5. PDF must work as a full time research scientist at the Institute.
6. A Fellowship award shall ordinarily terminate on the date the normal tenure of the Fellowship expires. However, the tenure of the Fellowship may be terminated by the Director at any time prior to the completion of the tenure, without assigning any reasons therefor.

Rates of Fellowship:

- Rs. 43,000/- p.m will be paid to those who have submitted the thesis.
- Rs. 47,000/- p.m. w.e.f the date of defence (viva voce) for which a documentary proof from the competent authority of the University / Institution where the Ph.D was pursued would be required to be submitted.
- Rs. 49,000/- p.m after completion of one year from the date of defence (viva voce).
- Rs. 54,000/- p.m after completion of two years from the date of defence (viva voce) (only in case of extension).

Entitlement of allowances:

- PDFs are not entitled for any other allowances except House Rent Allowances (HRA) subject to the following conditions:
- PDFs are entitled to get monthly HRA @ 24% of their fellowship.
- However, when accommodation is provided by the Institute in Guest House within the premises or in one of Off Campus Guest House, the payment of HRA will be ceased from the date of occupation of accommodation until the vacation of the same.

Medical Facilities:

PDFs are eligible for medical assistance ***for self only*** as per rules of the Institute on becoming member of the Contributory Health Services Scheme (CHSS) by filling the prescribed form as admissible to regular staff members of the Institute. However, the benefits of the scheme will be extended only to the individual PDFs and family members will not be covered under this scheme.

Under this scheme a Medical Officer from the Department of Atomic Energy Hospital, Kalpakkam visits the Institute from Tuesday to Saturday of the week (except on second Saturdays & holidays) between 1000 hrs and 1600 hrs and renders medical consultation, prescribes medicines & issue referral letters to the listed hospitals in the Chennai city if so required. The expenses incurred towards purchase of medicines and lab tests prescribed by the Doctor will be reimbursed on submission of a medical claim in the prescribed format alongwith original bills and original prescription. The Hospital bills of listed Hospitals where medical facilities are availed through a referral letter issued by the Medical Officer of DAE Hospital will be settled by the Institute directly.

Leave:

PDFs are entitled for :

- 30 days paid leave per calendar year in addition to Casual Leave as per rules of the Institute. Saturdays, Sundays or any holidays falling during a period of paid leave of absence, will be considered as part of the period of paid leave.
- Participation in any academic activity in India (or) abroad with the approval from the competent authority on submission of invitation received will be treated as away on official duty.
- 180 days of Maternity Leave for female PDFs during pregnancy as per Govt. of India rules.
- Any balance of paid leave or casual leave at the end of calendar year cannot be carried over to the next year.
- PDFs who join in the middle of the year are entitled for proportionate credit of paid leave and Casual leave for each completed month.
- A joining report need to be submitted after availing each spell of paid leave either by filling form or by sending email. Blank leave application form and joining report form are available in the pigeon boxes near the entrance of the office.
- While PDFs are permitted to submit leave applications for the grant of paid leave (or) casual leave directly to the Registrar, IMSc, they are supposed to obtain prior approval from the respective Approval Co-ordinators for grant of leave to go on official duty along with a copy of invitation, details of financial support for all the outside academic visits.
- In respect of matters not covered by the above rules, the decision of the Director shall be final and binding.

Guidelines for reimbursement of Contingency Grant:

PDFs are entitled for reimbursement from contingency grant of **Rs. 40,000/-** per year *w.e.f. 1.1.2019 (on pro-rata basis @ Rs. 10,000/- for each completed quarter with a facility to carry forward to the next quarter but not beyond one year)* to cover the expenses towards the following [against submission of original bills along with duly filled in on prescribed application form].

- Purchase of books and journals relevant to their academic programme
- Purchase of Stationery
- Purchase of Computer software and hardware with the approval of the Chairman, Computer Committee.
- Mailing expenses
- Domestic travel limited to 2nd AC Train fare entitlement, registration fee and other expenses connected with participation in Seminars & Conferences subject to production of letter of invitation and approval for participation by the Approval Co-ordinators (or) Director, IMSc & on production of train / bus tickets.

Note :

- 1) Period of one year is counted from the date of joining.
- 2) **PDFs** are permitted for purchase of hardware/software items **in excess of Rs.40,000/- p.a** and **claim the reimbursement in successive quarters up to the next academic year (and not further)**. Therefore, the PDFs are advised to submit their original bills towards purchase of hardware /software. The office will reimburse the amount in successive quarters (Rs. 10,000/- per quarter) and keep the bills valid to allow for reimbursement of excess amount from the entitled contingency grant of succeeding year.
- 3) The Contingency grant as above is available for PDFs only **during the period of their tenure i.e. 2 years**

III] General Service Conditions of Research Scholars :

- i) PDFs are not entitled for Dearness Allowance.
- ii) PDFs are not entitled for bonus / LTC / retirement benefits.
