

Date:

To,

Registrar

Veer Narmad South Gujarat University

Surat

**Sub:** Submission of research Project proposal

**Respected Sir,**

Please find along with the research project proposal with the following details for your approval and forwarding signature

1	Name of PI	
2	Name of Department	
3	Title of the Research proposal	
4	Name of the funding agency	

I will abide for all the rules and regulations of the university and the funding agency for implementing the project.

Attachment: Three Copies of research proposal

Submitted by	Forwarded by	Forwarded by	Permitted/ Not Permitted for submission
Sign & Date	Sign & Date	Sign & Date	Sign & Date
Project investigator	Head of the Department	Dy. Registrar General	Registrar



Re-Accredited by NAAC with 'A' Grade

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Tel : +91 - 261 - 2227141 to 2227146, Toll Free : 1800 2333 011, Fax : +91 - 261 - 2227312

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

**Date:**

**ADVERTISEMENT FOR THE \_\_\_\_\_**

Applications are invited for the post of \_\_\_\_\_  
with a Salary/Stipend/Fellowship/Fixed amount of Rs. \_\_\_\_\_ in a  
\_\_\_\_\_ (Name of the Funding Agency) Sponsored Project entitled (Title of the  
Project) " \_\_\_\_\_ "  
sanctioned up to (Duration/Tenure) \_\_\_\_\_. The post is temporary and  
co-terminus with the project. The candidates should be (Essential qualifications)

\_\_\_\_\_. The upper Age  
Limit is \_\_Years (relaxable for 5 years for SC/ST/Physically Handicapped/Female candidates; (in case  
of non-research positions, upper age limit may also be relaxed for a duration of earlier work in a  
project/scheme subject to the University rules prevalent at that time).

Desirable qualifications, if any \_\_\_\_\_.

Application on Plain paper giving Name, permanent and correspondence address, names of father and  
mother, telephone no. and e-mail address (if available), details of educational career (starting from  
High School or equivalent) along with attested copies of all mark-sheets & certificates and details of  
any research or other experience etc., if any, should reach within 21 days of the advertisement,  
\_\_\_\_\_, to the P.I., Department of \_\_\_\_\_, Veer Narmad South Gujarat  
University, Udhna- Magdalla Road Surat-395 007

**OR**

Candidates are requested to fill Online application form is available on the website of the VNGU and  
submit the hard copy of filled application form to the P.I., Department of \_\_\_\_\_, Veer  
Narmad South Gujarat University, Udhna- Magdalla Road Surat-395 007

No TA/DA will be paid if called for interview.

Signature of PI

Stamp

Contact Details (Phone/fax/e-mail)

**ANNEXURE – 3**

**CONSTITUTION OF SELECTION COMMITTEE RESEARCH PERSONAL  
APPOINTMENT**

1. Principal Investigator	Chairman
2. Head of the Department	Member
3. Co-Principal investigator/s, if any	Member
4. Expert Member nominated by Vice chancellor	Member
5. Expert Member nominated by the Funding Agency, if any	Member

**Note : If the Funding Agency has laid down specific guidelines with regard to the composition of Selection Committee the same should be invariably followed.**



**ANNEXURE 5**

**PROFORMA FOR PREPARATION OF MERIT INDEX OF CANDIDATES BY MEMBERS OF THE SELECTION COMMITTEE**

<b>S. NO.</b>	<b>Name of the candidate</b>	<b>Assessment of experts in respect of candidate</b>	<b>Marks obtained</b>	<b>Remarks</b>

**SIGNATURE OF MEMBERS:**

(1)

(2)

(3)

(4)

(5)

**PROCEEDINGS OF THE SELECTION COMMITTEE**

Minutes of the meeting of the Selection Committee held at \_\_\_\_\_ am/pm on \_\_\_\_\_ in the chamber of \_\_\_\_\_, Institute / Faculty \_\_\_\_\_, VNSGU to select \_\_\_\_\_ (Post) \_\_\_\_\_ for the Research Project entitled “ \_\_\_\_\_ ” (Project Code No.)

P-

The following Members were Present (list as required):-

Prof. /Dr.	PI	:	Chairman
Prof. /Dr.	HOD	:	Member
Prof. /Dr.	Co-PI	:	Member
Prof. /Dr.	Expert Nominated by VC	:	Member
Prof. /Dr.	Expert Nominated by funding agency if any	:	Member

For the post of \_\_\_\_\_, \_\_\_\_\_ candidates were called for the interview, out of which \_\_\_\_\_ turned up. The members of the Selection Committee thoroughly examined the candidates and after due consideration resolve to recommended that:

Dr./Shri/Ms./Km./ \_\_\_\_\_ is recommended for appointment as \_\_\_\_\_. The appointment is co-terminus with the Project.

Signature of the members:



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**PROFORMA FOR APPOINTMENT LETTER FOR RESEARCH PERSONAL**

Ref. No./

To: .....

.....

.....

Subject: **Appointment** as \_\_\_\_\_ under the **sponsored Project**  
" \_\_\_\_\_ "

Reference:

1. Advertisement dated ....
2. Your application dated ...
3. Selection committee minutes dated...
4. Office note dated...

Dear Sir/Madam,

With reference to the above mentioned subject, you are appointed as \_\_\_\_\_ in the \_\_\_\_\_ Sponsored project entitled " \_\_\_\_\_ " for duration of \_\_\_\_\_ years in the \_\_\_\_\_ department of Veer Narmad South Gujarat University on the following terms and condition

1. The appointment is for the above externally funded Project only, and is not transferable to any other Project/Post
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding \_\_\_\_\_ months/years, whichever is earlier.
3. It is not an appointment in VNSGU, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in VNSGU against any post/position.
4. The appointment may be terminated at any time without assigning any reason therefore.
5. Your appointment will be subject to the production of the original Documentary evidence in support of your date of birth, qualification and caste at your expense at the time of your reporting for duty:
6. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your appointment shall be immediately dispensed with, without any notice.

7. Your appointment shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
8. You shall keep and maintained strict confidentiality and privacy of research work undertaken in project
9. You will abide by the condition of service and disciplinary rules as have been laid down by university time to time.
10. You are expected to perform academic, administrative and any other related work assigned by the PI and Head of the Department
11. In the event of any dispute arising out this contract, the decision of the Vice-Chancellor, VNSGU shall be final and binding on you.
12. You are required to give an undertaking to the affect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of appointment without any notice.

If you are willing to accept the above appointment, terms and condition you are required to join your duties at earliest. However if you require any joining time, you have to make request to undersigned indicating the date by which you will be able to join your duties with proper justification

Yours faithfully,

**(Principal Investigator/Coordinator)**

Copy to the following for information and necessary action

1. The Head of the Department (\_\_\_\_\_)
2. The Registrar, VNSGU
3. The Finance Officer, VNSGU
4. The Deputy Registrar (General), VNSGU

**JOINING LETTER**

Dated:

From:

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To

The Principal Investigator/Coordinator  
Title of the Project /Scheme \_\_\_\_\_  
Department of \_\_\_\_\_  
VNSGU, Surat

**Subject: Joining report for the post of \_\_\_\_\_ under the \_\_\_\_\_ sponsored project  
entitled \_\_\_\_\_**

Respected Sir,

Thank you very much for your letter No. \_\_\_\_\_ dated \_\_\_\_\_ regarding appointment  
as \_\_\_\_\_ under the \_\_\_\_\_ sponsored Project entitled  
“ \_\_\_\_\_ ”(PI - \_\_\_\_\_ ).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty  
w.e.f. \_\_\_\_\_ and request you to do the needful as per University rules.

Thanking you,

Yours faithfully,

\_\_\_\_\_

**ATTENDANCE REPORT**

Statement showing the attendance of \_\_\_\_\_ Project Fellow for the month of \_\_\_\_\_

Salary Details \_\_\_\_\_

Office Note for approval of appointment:

Date of appointment:

Date of Joining:

Dates of the month											Total Absent	Amount Rs.	HRA (%)	Total Net Amt. Payable	Signature of the - Project Fellow
1	2	3	4	5	6	7	8	9	10						
11	12	13	14	15	16	17	18	19	20						
21	22	23	24	25	26	27	28	29	30	31					

Date : \_\_/\_\_/\_\_

Place: VNSGU-Surat

Project Investigator

Head

**SALARY BILL**

Date: \_\_/\_\_/\_\_

Total amount payable to Project Fellow for the month of \_\_\_\_\_

Amount Sanctioned for Project Fellow		
Name of the Project Fellow	Per Month Project Fellow Rs.	HRA (20%)

Month	Amount payable to Project Fellow (joining dt. _____)	Total
	Pay :	
	HRA :	
Total Rs.		

Project Fellow

Principle Investigator

Head of the Department

Sanction / Not Sanction

Registrar