



Indian Institute of Science

Bangalore 560 012, (India)

Telefax : 080-23600757, Ph: 22932440/444

email: registrar@iisc.ac.in

R(IA)/IISc/Revision/ Res. Staff/2019- 161

16 January, 2020.

MEMORANDUM

Sub: Revision of emoluments to Temporary Staff working in Projects/Administration.

The Competent Authority has approved revision of emoluments and service conditions for Scientific/Technical human resources other than JRF/SRF/RA engaged in R&D programmes at the Institute, subject to the following.

1. Wherever possible(see Item No. 6 below), the guidelines and emoluments of project staff will be governed as per circular issued by DST circular SR/S9/Z-5/2019 dated August 21, 2019 (Copy enclosed).
2. For Projects funded by Government agencies, the Project Investigator, at the time of submission of the project, can choose the positions and prepare the budget appropriately.
3. For Project funded by non- Government agencies, the Project Investigator will follow the guidelines as mentioned in the above circular. However, a maximum of 50% increase in emoluments, beyond the amount prescribed in the above circular is permitted provided funding agency norms allow and concurrence of the funding agency is obtained *a-priori*.
4. As far as possible, appointment should be made as per position titles mentioned in this notification.
5. The existing staff appointed as per previous circular issued in October 2014 will be mapped appropriately, provided they satisfy the following conditions.
 - The contract personnel should satisfy the eligibility conditions specified in the DST circular.
 - Funds should be available, or there should be commitment from the sponsor for releasing additional funds (if required) .
 - Specific recommendation is made by the PI.
6. The following positions at the Institute will be mapped to the positions in the DST circular as follows:

| Position at the Institute | Position mapped to as per DST Circular No. SR/S9/Z-05/2018 dated: 21 August 2019 | |
|---|--|---------------------------------|
| Project Trainee | Laboratory Assistant/Technician/Project Assistant/Field Assistant | SI No. A-2 of the DST circular |
| Project Assistant | Project Associate-I | SI No. A-3A of the DST circular |
| Project Associate with ME/M.Tech/Msc Engg | Project Associate-II | SI No. A-3B of the DST circular |
| Project Associate with PhD | Senior Project Associate | SI No. A-4 of the DST circular |

7. IISc has several positions which do not find mention in the DST circular. The revised emoluments for these positions will be as follows:

| SI No | Position | Minimum Requirement | Emoluments |
|-------|---|--|--|
| 1 | Secretarial Assistant/ Secretarial Trainee | Bachelor's Degree/3 year Diploma in commercial Practice | 18000 + HRA Increment of 1000 for every additional year of experience with maximum ceiling of 4 such revisions. |
| 2 | Program Assistant | MCOM/MCA/MBA or equivalent | 31000 + HRA Increment of 2000 for every additional year of experience with maximum ceiling of 4 such revisions. |
| 3 | Researcher/ Instructor | Ph.D + 2 years Post Ph.D Experience | 54000 + HRA Increment of 5000 for every additional year of experience with maximum ceiling of 4 such revisions. |
| 4 | Senior Researcher/ Senior Instructor | Ph.D + 8 years Post Ph.D Experience | 85000 + HRA Increment of 6000 for every additional year of experience with maximum ceiling of 4 such revisions. |
| 5 | Specialist Scientist/ Technologist (Full time appointment) | Master's degree in science or Engineering with extensive domain experience | 87000 – 186000 (Consolidated) |

Guidelines & procedure for Item No. 7 :

- These would be applicable to the projects that provide flexibility in engaging personnel.
- The actual emoluments can be recommended by the PI after considering the experience and educational record of the candidate.
- For appointment of Specialist Scientist/Technologist (SI. No. 5 under Item 7 above), a committee consisting of the Chair of the Department/Centre, the Principle Investigator (PI) and another faculty member shall examine such cases and send a recommendation for the approval of the Divisional Chair/Director.

Overall Guidelines

- The revision of emoluments as above are effective from 01.04.2019.
- Personnel at these levels will be engaged only with the designations as mentioned in DST OM dated: 21.08.2019 except the designations provided above. Wherever possible the existing personnel with different designations may be changed to one of these designations.
- Wherever the staff is drawing the remuneration more than the limit prescribed in this circular (including HRA), their new basic emoluments will be re-fixed so that their new basic emoluments plus HRA equals the present emoluments.
- HRA is allowed to all categories, mentioned in DST OM dated: 21.08.2019 & in table at Item No. 7 above, as per Government of India norms applicable in the city/location where they are working, provided, they submit a certificate saying they are not staying on the Government quarters.
- These temporary staff members are not entitled for any other allowances except HRA and TA wherever provided for. However, they are eligible for medical benefits. A separate circular in this regard will be issued with implementation guidelines.
- The Institute guidelines on code of conduct, safety, IP policy will apply to all the staff appointed under these guidelines. A declaration in this regard has to be submitted to the HR/CSSP unit at the time of appointment/renewal.
- The Leave entitlement will be 2 days per month. The balance leave as on the date of expiry of their engagement will lapse. No encashment of leave is available.
- Women staff appointed on temporary basis are eligible for maternity leave as per Maternity Benefit Act, subject to ceiling of the remaining period of their present engagement at the Institute.

Enclosures: DST circular SR/S9/Z-5/2019
dated August 21, 2019


REGISTRAR

CC: Office of Director/Deputy Director/Divisional Chair/FC/The Chairs of Departments/
Centres/Units etc./Officers in Administration