



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Academic Section

एफ/ सं./No.F.15-16/2025-Acad.

दिनांक/Date: 04-Apr-2025

कार्यालय आदेश सं. / Office Order No. : 233 / 2025

1. The undersigned is to convey that the Competent Authority has been pleased to approve a consolidated **Guidelines for the Post-Doctoral Fellows (PDF)** of the Institute as given at **Annexure-I**.
2. This will come into force with immediate effect.
3. This issues with the approval of the Competent Authority.

Jigysha
04/04/2025
सहायक कुलसचिव (स्ना. और अ.का. /
Assistant Registrar (PG & RP)
Ch...

संलग्न /Encl.: Annexure-I

सेवा में/ To:

1. All Post-Doctoral Fellows
2. All Heads of Schools/ Departments

प्रतिलिपि/ Copy to:

1. All Deans / HoS /HoD
2. Chief Warden / Wardens
3. Chairperson- CITSC
4. Chairperson – Central Library
5. Chief Medical Officer
6. Assistant Registrar (F&A)
7. Assistant Registrar (SA)/(HM)
8. Office of the Director /Registrar
9. Office Order file
10. Concerned file

Annexure-I

Office Order No. 233 /2025, dated-04-Apr-2025

Guidelines for Post-Doctoral Fellows (PDF)

Sl. No.	Particulars	Details
1.	TENURE	a) The tenure is for one (1) year from the date of joining. It may be extended by another one year upon satisfactory performance. b) This is purely a temporary time-bound position, and must not be considered in any way as a permanent cadre of the Institute.
2.	FELLOWSHIP	a) For first year Fellowship is of ₹58,000/-P.M. + House Rent Allowance (HRA) b) Based on the performance, service may be extended of for second year, with fellowship of ₹61,000/- P.M. + HRA <i>N.B. : House Rent allowance (HRA) as per GoI norms will be paid as admissible, only in case accommodation is not provided.</i>
3.	ACCOMMO-DATION	Accommodation may be provided in the Campus/Hall of Residence subject to availability and on payment of usual charges.
4.	WORK ASSIGNMENT	a) The fellow will be required to participate in the research and teaching activities of the Institute including mentoring young undergraduates and post-graduate students. The fellow shall also carry out any other assignments related to academics as given by the Institute. b) The fellow shall not accept or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, consultancy, etc., from any other source during the tenure of the fellowship, without the consent of the Competent Authority. c) The fellow shall be required to present and submit a comprehensive progress report, at the end of each Semester.
5.	MEDICAL	a) PDF are eligible for OPD Facility for consultation for self & Dependent family members at IIT Bhubaneswar Health Centre, Sanjeevan. b) Dependent Family members for this purpose shall be limited to his/her spouse & maximum 2 children. c) Reimbursement of cost of medicines / outside referral is not permissible.
6.	LEAVE	PDF are eligible for following Leaves: a) Personal leave including medical Leave for a maximum period of 30 days in a Calendar year in addition to notified holidays of the Institutes. The leave can be availed on a Pro-rata basis for the duration (on a 6-months basis) of the fellowship completed. This leaves shall lapse at the end of the calendar year and shall not carry forward. b) Maternity Leave for 180 days' subject to production of medical certificates. The Institute Post-Doctoral duration/service after rejoining from maternity leave should not be less than 6 months. Salary for Maternity Leave shall be released only after rejoining in the Institute. c) Paternity leave as prevailing per GoI norms. d) PDFs are not entitled to vacation leave, such as summer or winter vacations, etc.

7.	CONTINGENCY GRANT	a) Contingency grant of ₹50,000/- per annum (from the date of joining as PDF) will be admissible for research purpose. b) The unutilized amount of contingency grant of 1st year shall be carried over to the 2nd year. (This means that the total contingency grant for the two years is ₹1 Lakh. However, the second lot of ₹ 50,000/- can be claimed once the first year is over and an extension order is issued). c) It should be utilized with the approval of the Head of School / Department and the expenditure shall be met from the operational grant of respective schools, subject to availability of grant. d) Contingency grant can be used for: Research work / Attending conference /symposium/workshop /seminars/training / short-term course/ field work/ Purchase of computer peripherals (ceiling of ₹5,000/- per year)/ Data collection. e) Applicable Lodging & Boarding Charges for PDF for attending conferences are given below: <table><tr><td>Local Travel Charges</td><td>₹400/- Per day</td></tr><tr><td>Hotel accommodation</td><td>₹2,500/- per day</td></tr><tr><td>Food Charges</td><td>₹1,000/- per day</td></tr><tr><td>Travel Entitlement</td><td>Economic class by Air/ AC-II by train / As applicable to Faculty members of APL-10 for attending conferences</td></tr></table> f) Purchase of items for Research work should be as per GFR of GoI. g) The claim amount towards purchase of items for research work /attending conference shall be reimbursed on production of original bills subject to availability of contingency grant. h) The concerned Schools needs to maintain utilization records for contingency grant for the entire tenure of the PDF. Contingency claim form should include the remaining balance available in the specific PDF's contingency grant. i) All items must be entered in the relevant stock register of the respective Schools and all bills need to be countersigned by the PDF and his /her supervisor/mentor. j) The application for permission for attending conference should be processed by the respective school in the same procedure which is followed for Ph. D scholars. k) Bills should be directly submitted to Finance & Accounts Section with the recommendation of the supervisor and approved by HoS/HoD.	Local Travel Charges	₹400/- Per day	Hotel accommodation	₹2,500/- per day	Food Charges	₹1,000/- per day	Travel Entitlement	Economic class by Air/ AC-II by train / As applicable to Faculty members of APL-10 for attending conferences
Local Travel Charges	₹400/- Per day									
Hotel accommodation	₹2,500/- per day									
Food Charges	₹1,000/- per day									
Travel Entitlement	Economic class by Air/ AC-II by train / As applicable to Faculty members of APL-10 for attending conferences									
8.	OTHER SERVICE CONDITIONS	Apart from the above terms and conditions, Senate-approved rules and regulations pertaining to Post-Doctoral Fellowship and other rules and regulations of the Institute, as amended from time to time, shall be applicable.								