



UTKAL UNIVERSITY
Vani Vihar, Bhubaneswar - 751004

Guidelines for Post-Doctoral Fellowship (PDF)

1. Introduction

Established in 1943, Utkal University, a NAAC A⁺ and Category I University with graded autonomy, is a premier Higher Education Institution in India. The University provides ample opportunities for research, innovation, and modern knowledge delivery system. It has 29 departments and recently opened the following Centers of Excellence (CoEs) with assistances from (a) *Rashtriya Ucchatar Shiksha Abhiyan* (RUSA), (b) World Bank, (c) University Grants Commission and (d) Government of India for enriching quality and excellence in higher education.

- i) High Energy and Condensed Matter Physics
- ii) Advanced Materials and Application
- iii) Environment, Climate Change and Public Health
- iv) Public Policy and Governance
- v) Global Centre of Rural Studies
- vi) Study on Unorganized Labour
- vii) North-East India Studies
- viii) Language, Culture and Heritage
- ix) Integrated Omics and Computational Biology
- x) Human Capital Development
- xi) Studies on Tribal and Marginalized Communities
- xii) Women Studies
- xiii) Social Exclusion and Inclusive Policy
- xiv) Population Research Centre
- xv) Baxi Jagabandhu Chair on *Paika Rebellion*

The University has an active Post-Doctoral Fellowship (PDF) program under RUSA to enable highly motivated young researchers for pursuing cutting-edge research leading to innovative teaching pedagogy and knowledge production. Highly self-motivated and committed potential young researchers to avail PDF are encouraged to visit the university website www.utkaluniversity.ac.in and familiarize with different departments and CoEs. Interested candidates are also encouraged to contact faculties of the respective departments and CoEs to identify and align their research projects to identified research thrust areas of Utkal University. The PDFs have to get associated with specific research groups aligned to respective departments within the university depending upon the research and facilities / mentorship required to carry out research.

2. Eligibility

- i) PDF is intended for person normally below 35 years of age. However, for persons from teaching institutions recognized by AICTE / UGC or persons sponsored by recognized industrial organizations / women candidates, the maximum age limit shall be 40 years. Transgender candidates are encouraged to apply under the scheme.

- ii) The candidate should have a PhD degree in the last three years and has at least two publications in either Scopus or Web of Science Indexed Journals / one patents to her / his credit.
- iii) Fellowship should be available to Indian as well as Foreign Nationals.

3. Reservation

- i) Government of Odisha notifications for reservation of seats for SC/ST and age relaxation for SC/ST will apply.
- ii) Candidates admitted under the reserved quota will necessarily have the minimum qualification stated in sub-section (ii) section 2 above.

4. Selection

The selection criteria are consisted of two stages: (a) Short-listing Criteria and (b) Seminar and interactions with RUSA Research Evaluation Committee (RUSA-REC).

- i) Short-listing Criteria: The applicants will be short-listed on the basis of academic records, R&D experience, research publications (both quality and quantity), number of patents and the quality of research proposal prepared as per the outlines of Annexure I. The quality of research proposal will be evaluated by three external domain experts selected by the Vice-Chancellor, Utkal University.
- ii) The short-listed applicants will be called for the Seminar and interaction with the RUSA-REC.

5. RUSA Research Evaluation Committee (RUSA-REC)

RUSA Research Evaluation Committee (RUSA-REC), the apex Committee of Research and Innovation under RUSA composed of the following members.

- i) Vice-Chancellor, Utkal University : Chairperson
- ii) Chairperson, PG Council, Utkal University : Member
- iii) Director R&D, Utkal University : Member
- iv) Director, IQAC, Utkal University : Member
- v) Three External Members nominated by the Vice-Chancellor, Utkal University (One each from Arts and Humanities, Commerce and Management, and Science)
- vi) Representative of RUSA Cell, MHRD (nominated by RUSA Cell, MHRD, Government of India)
- vii) Coordinator RUSA, Utkal University : Member-cum-Convener

The major functions of the RUSA Cell shall be to screen initial applications and undertake background work for annual assessment for evaluation by RUSA - REC. The major functions of the RUSA-REC are:

- i) Selection of Post-Doctoral Fellowship / Doctoral Fellowship;
- ii) Evaluating the annual progress of the PDF / Doctoral Fellowship holders
- iii) Final authority to take the all disciplinary action including granting / discontinuing / stopping the fellowship.
- iv) Selection / evaluation of Research Projects Under RUSA
- v) Selection / evaluation of granting funds for organizing seminar / conference / workshop
- vi) Selection of travel and other related grants for attending / participating / presenting research papers in seminar / Conferences / Workshops / Training Programs etc.

Generally, the RUSA-REC will meet at least twice in a year. All the administrative expenses, TA / DA of the Committee Members, and meeting arrangements will be borne from the PDF / Doctoral Fellowship Funds available with RUSA.

6. Tenure

- i) The PDF awarded to a researcher will be for a total period of three years, renewable on yearly basis. The fellow will submit an affidavit to work in the University at least for a period of two years otherwise returned back the entire amount of fellowship received till the date of discontinuance.
- ii) The renewal of fellowship can be made on consideration of the research work carried out in the preceding year by RUSA-REC.
- iii) The University may terminate the fellowship of a person at any time on the basis of a report from the Head of the Department/Centre/School and recommendation of the RUSA-REC.
- iv) A fellow may discontinue the fellowship and leave the University before the end of the tenure with prior approval of the Competent Authority.

7. Fellowship

- i) The PDF shall carry a fixed monthly fellowship of ₹1,00,000 (Rupees one lakh) only
- ii) The fellow shall entitle to receive a yearly lapsable contingency amount of ₹60,000 (Rupees sixty thousand) only on production of valid bills.
- iii) The fellow shall be eligible, on the recommendation of RUSA-REC, to reimburse the expenses [limited to ₹1,00,000 (Rupees one lakh) only] of one round-trip international travel (economy class airfare) and other expenses for presenting a research paper in an international seminar / conference organized by a reputed University / research institute / professional body in the entire tenure of the fellowship.
- iv) Utkal University Leave policy for teaching staff shall be applicable for the PDF fellow.

8. Assignment

- i) The Fellow will be attached to the Department / Centre / School and devote herself / himself to full time research and teaching in an area approved by the respective Department / Centre / School concerned.
- ii) S/he will be encouraged to write and apply funding research projects for the Department / Centre / School.
- iii) S/he shall not accept or hold any appointment, paid or otherwise or receive any emoluments, salary, stipend, consultancy etc., from any other sources during the tenure of the fellowship without the consent of the Competent Authority.
- iv) The fellow shall be required to present and submit a comprehensive progress report at the end of each month.
- v) The Head of the Department / Centre / School will assign to a fellow academic responsibility (lectures, tutorial classes, laboratory demonstration work, conduct of seminar, symposia, running and maintenance of equipment, computer etc.) not exceeding 12 hours per week.
- vi) The PDF holders will be posted either in the Vani Vihar Campus or Chandikhole Campus. The Posting shall be decided by the Vice-Chancellor, Utkal University.
- vii) The fellow will also be eligible to serve as co-guide for M.Sc. / MA and M.Phil. projects.

9. Application Processes

- i) The interested candidates are required to apply in the prescribed application form for the PDF available in this guideline. Other details pertaining to the critical dates relating to the engagement of PDF shall be communicated through a public advertisement.
- ii) Interested candidates are eligible to apply in the research interests / thrust areas of across 29 departments and all CoEs at Utkal University.
- iii) Applications received after due date will not be considered.
- iv) The application shall comprise of:
 - a) Duly filled in prescribed Application Form
 - b) A covering letter that mentions the specific research area they would like to be considered
 - c) A detailed academic CV, list of publications and Names of three academic referees
 - d) A statement of Research Interests / Statement of purpose (around 1500 words)
 - e) A detailed proposal as per Annexure I within 5000 words including an abstract of 500 words.
 - f) Soft copy of reprints of three best research publications.
- v) The University reserves the right to reject any or all applications without assigning any reason thereof.
- vi) The selection process for PDF fellows will be undertaken throughout the year. List of candidates found suitable by the RUSA-REC shall be displayed on the university website within seven days of the seminar presentation.
- vii) During the engagement processes, appropriate communication at all times would be made through the university website / e-mail to keep applicants informed of their application status.

APPLICATION FORM FOR
Post-Doctoral Fellowship at Utkal University

PHOTOGRAPH

**Affix Recent
Passport Size
Photo**

Department / Centre of Excellence applied for: _____

Name	(First)	(Middle)	(Last)
Date of Birth	(Day)	(Month)	(Year)

Communication Address			
Telephone No. with STD Code (Residence)	Telephone No. with STD Code (Office)	Mobile	E- mail

Permanent Address			
Telephone No. with STD Code (Residence)	Telephone No. with STD Code (Office)	Mobile	E- mail

1) Details of University/ Institution Studied (Matriculation's level and above)

S.No.	Degree	Discipline	University/College	Year	Average Marks / CGPA

2) Whether any degree was obtained through Correspondence course/distance education mode?

(Tick the relevant) **Yes** ___ **No** ___

If yes give details: _____

3) Professional Experience (Teaching/Research/Industrial) if any:

Name of the organization	Designation	Period		Nature of Work
		From	To	

4) Publication Details

Name of the Publication	Total Citations	Impact Factor
1.	Scopus - Web of Science -	Scopus - Web of Science -

2.	Scopus - Web of Science -	Scopus - Web of Science -
3.	Scopus - Web of Science -	Scopus - Web of Science -
4.	Scopus - Web of Science -	Scopus - Web of Science -
5.	Scopus - Web of Science -	Scopus - Web of Science -
6.	Scopus - Web of Science -	Scopus - Web of Science -
7.	Scopus - Web of Science -	Scopus - Web of Science -
8.	Scopus - Web of Science -	Scopus - Web of Science -

5) Personal Information:

a) Father / Spouse's Name: _____

b) Whether the applicant is employed: Yes _____ No _____

(If yes, the applicant has to submit NOC from the employer at the time of interview)

c) Gender: Male _____ Female _____

d) Category: General _____ SC _____ ST _____ OBC _____

e) Annual Income: _____

6) References [Please give name, address and contact numbers (office and residence) of at least two persons under whom you have worked or have had professional interaction]

S.No	Name	Address	Contact Number

DECLARATION

I hereby declare that I have carefully read the instructions and particulars the guidelines of PDF hosted in Utkal University Website and that the entries made in this application form are correct to the best of my knowledge and belief. I understand that association (active or passive) with any unlawful organization is forbidden. If selected, I promise to abide by the rules and discipline of the university.

I note that the decision of the University is final in regard to selection for admission and assignment to a particular field of study. The University shall have the right to expel me from the University at any time after my admission, provided it is satisfied that I was admitted on false particulars furnished by me or my antecedents prove that my continuation in the University is not desirable. I agree that I shall abide by the decision of the University, which shall be final.

I hereby further declare that; I have not completed five years since completion of my Ph.D.

Place: _____

Date: _____

Signature of Applicant

POST DOCTORAL FELLOWSHIP AT UTKAL UNIVERSITY

NO OBJECTION CERTIFICATE FROM THE EMPLOYER

(To be submitted along with application)

The application of _____ working as _____ in _____ since _____, is herewith recommended and forwarded for Post-Doctoral Fellowship at Utkal University.

1. This organization does not have any objection to _____ accepting Post-Doctoral Fellowship at Utkal University if selected and the applicant will be deputed/granted leave.
2. Till the completion of his/her research program, the applicant will not ordinarily be transferred to another unit or place which may impede his/her work under the fellowship. If such a transfer is necessary, Utkal University will be informed within a month of such transfer. We understand that continuing of PDF will depend on University's decision in this regard, taking into account all relevant factors.

Date:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Signature:

Seal of the organization:

Address of the organization:

An indicative outline for the detailed research proposal is given below:

1. Title

The research proposal should have a clear, meaningful and concise title reflecting the scope of the investigation.

2. Abstract within 500 words**3. Introduction**

The research proposal should begin by clearly stating the research problem to be investigated in the light of its theoretical and/or empirical context in the relevant area.

4. Review of Literature

The proposal should summarize the current status of research in the area and major findings, including the researcher's own work in the area. Existing empirical findings may also be discussed. The overview should clearly demonstrate the relevance as well as inadequacy of existing findings or approaches and provide a rationale for the proposed study.

5. Objectives

The general aim of the study as well as its specific objectives should be clearly stated in the proposal.

6. Research Questions or Hypotheses

Given the conceptual framework and the specification of dimension, the specific questions to be answered through the proposed research should be sharply formulated. In the case of an explanatory research design, specification of variables and positing of relationship among them through specific hypotheses must form a part of the research proposal.

7. Research Methodology

The researcher must describe in detail (a) the scope and coverage of her/his study; and (b) approach and methodology with adequate justification. Emphasis should be given to bringing out innovativeness in approaches proposed to be followed. The detailing of the methodology may include research design, data to be collected and empirical and analytical methods to be used.

8. Relevant and Anticipated Outcomes

The proposal should include a statement on the relevance of the study and the anticipated outcomes. It should bring out the significance of the research problem, the contribution which the proposed study is expected to make to theory and to methodology as well as its practical importance to society and policy making. It should also describe the proposed outputs from the study (Books, research papers, occasional papers with themes etc.)

9. Layout

Chaptalization should be clearly spelt out in the research proposal

10. Time line (monthly plan of action)**11. Reference**

Reference should be prepared in APA Style