



புதுவைப் பல்கலைக்கழகம்  
पांडिच्चेरी विश्वविद्यालय  
PONDICHERRY UNIVERSITY  
(केंद्रीय विश्वविद्यालय / A Central University)

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**E Circular**

Sub: Points to be notes during the appointment of project staff Reg.

With reference to the above, attention of all PIs executing sponsored research projects that following may be noted while doing appointments for project staff for quick necessary action from our side:

1. Once project sanctions is received, PIs may take steps for appointments and no separate permission from Dean Research is necessary for announcement and conducting the interview. However, it is the responsibility of the PI to advertise as per the position sanctioned by the funding agency.
2. PI may get the selection committee constituted and get the approval from the dean of concerned school.
3. Selection committee should have following constitution unless otherwise a specific constitution is mentioned by the funding agency:
  - a. PI
  - b. A faculty from the Department as per the choice of PI.
  - c. HOD (If PI is HOD, a senior faculty from the Department/Sister Department may be co-opted).
  - d. An external (outside the University) approved by the Dean of the school out of a panel of at least 3 experts.
4. Meeting may be conducted online till the lockdown is totally lifted and University starts functioning normally.
5. Minutes of the meeting along with the following documents may be sent to the Dean Research for approval along with the following documents:
  - a. Minutes of the minutes endorsed by the committee members (E mail approval is sufficient if the meeting is conducted online).
  - b. Proof of online meeting (Screenshot etc.).
  - c. Copy of the advertisement.
  - d. Copy of the approval of the committee by the Dean of the School.
  - e. Credentials of the selected candidate including latest CV, copies of certificates and other relevant documents.
6. Copy of the sanction letter.

PIs may note the above points and cooperate.

Signature

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