

DBT JUNIOR RESEARCH FELLOWSHIP (DBT- JRF) PROGRAMME

GENERAL GUIDELINES

Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India provides fellowship to meritorious candidates for pursuing research in Biotechnology through “DBT - JRF Programme”. The programme is advertised once every year tentatively in January. Only bonafide Indian citizens, residing in India are eligible to apply. The candidates are selected through “Biotechnology Eligibility Test” (BET) an online test conducted in multiple cities/centers. Based on performance in BET, two categories of merit list are prepared (Category I and Category II). Candidates selected under category I (Top 275) are eligible to avail fellowship under the programme. These are tenable in any University/Institute in India where the candidates register for Ph.D. programme. Candidates selected under Category II (next 100 in merit list) are eligible to be appointed in any DBT sponsored project and avail fellowship from the project equivalent to NET/GATE, subject to selection through institutional selection process. The programme is implemented by Biotech Consortium India Limited (BCIL), New Delhi, a company promoted by DBT.

Candidates may apply through the online application portal and appear in BET. The detailed application process is given at ‘DBT - JRF Programme Selection Process’ posted at www.bcil.nic.in.

1. ISSUANCE OF AWARD LETTER

The candidates qualifying BET are required to submit prescribed documents within a year of declaration of BET results for the issuance of award letter. Award letter will not be issued if documents are not found in order or are not submitted within one year. Selected candidates should submit self- attested photocopy of following documents (only after declaration of results of their qualifying exam) to DBT - JRF Management Cell at BCIL, New Delhi:

1.1. BET Hall Ticket

1.2. Certificate of Date of Birth (Class X certificate/PAN Card/ Aadhaar Card)

1.3. Mark sheet of qualifying exam

1.4. Certificate of qualifying exam/ provisional degree

1.5. For SC/ST/PH candidates, proof for the category, preferably in English

1.6. For OBC candidates, latest non-creamy layer certificate, preferably in English(Central Government list, format at *Annexure-I*)

2. ACTIVATION OF FELLOWSHIP

The fellowship can be activated after joining PhD programme in any Indian University/Institute. Candidate is given two years' time for securing admission in PhD from the date of issue of award letter, beyond which the fellowship will lapse. Candidates who are already enrolled for PhD programme can activate the fellowship from the date of issue of award letter. The candidate has to submit Data Sheet, Undertaking and NEFT/ RTGS Electronic fund transfer form as per *Annexure II, III and IV* respectively, in order to activate the fellowship.

3. FELLOWSHIP & TENURE

The total tenure of the fellowship shall not exceed five years from date of activation of fellowship. The fellowship will be discontinued from the date of PhD viva-voce or from the date of resignation by Fellow or termination by DBT whichever is earlier.

The amount of fellowship would be as per DST guidelines. The guidelines for utilization of the contingency grant are given at [Annexure-V](#).

The host University/Institution has to submit the consolidated Utilization Certificate (*Annexure-VI*), Claim form (*Annexure VII*) and Statement of Expenditure ([Annexure-VIII](#)) at the end of each Financial Year failing which grant for next financial year will be withheld.

On completion of two years as JRF, the progress will be evaluated for upgradation to SRF by a "Three Member Assessment Committee". The "Three Member Assessment Committee" must include Guide, Head of the Department and an external expert in relevant field, not below the rank of Associate Professor. If the Guide happens to be the Head of the Department, any senior faculty of the Department may be associated as the third member of the Committee. The Committee has to submit its report as per format at *Annexure-IX*. In the event of delay in assessment by the "Three Member Committee", the Fellow will continue to avail JRF till satisfactory assessment report is received.

In the event of Committee not recommending upgradation, the Fellow will continue as JRF for another one year. The progress of research work of JRF will be assessed again by "Three Member Committee" at the end of 3rd year for upgradation to SRF. Extension of tenure from 4th year to 5th year will be on the basis of the progress report and recommendation of the "Three Member Assessment Committee" held after 4th year completion ([Annexure-X](#)).

Fellowship can be terminated by DBT based on recommendation of host Institution/University, any time during the tenure of fellowship.

If the Fellow is enrolled as PhD scholar in any Institute/University and has availed fellowship from any other government agency; the total tenure of fellowship will be five years only, calculated from the date of availing any fellowship. In such scenario, the SRF upgradation will be considered on completion of two years from date of joining as DBT - JRF.

4. RELEASE OF FELLOWSHIP

The fellowship and contingency will be released annually to the host Institute on receipt of prescribed documents duly signed by the Finance Officer/Head of the Institution. Fellowship for first year will be released after receipt of joining report and undertaking by Fellow along with other necessary documents as mentioned in the award letter, through the Guide duly forwarded by Head of the Institute. Subsequent annual releases will be made only after receipt of (a) the Progress Report of the Research Fellow in the prescribed format (*Annexure-XI*), (b) Utilization Certificate (*Annexure-VI*), and Statement of Expenditure (*Annexure-VIII*) incurred during the financial year ending on 31st March, along with Request for release for next financial year from Financial Authority as per Claim Form (*Annexure VII*). The unspent amount of earlier payments and Interest earned by host Institution/University will be adjusted from subsequent release. The University/Institution shall be responsible for proper utilization of grant and for rendering the account details to BCIL.

5. PROGRESS REPORT

Progress report is to be submitted annually in the prescribed format (*Annexure XI*) within one month after completion of each financial year through Guide/Head of the Department (Maximum 5 pages). Attendance record must be properly filled in the Annual Progress Report Proforma. Annual progress reports may be sent via email to jrf.dbt@gov.in.

Non-compliance of DBT norms for timely submission of annual progress report may result in termination of fellowship.

6. PUBLICATION/INTELLECTUAL PROPERTY (IP)

DBT support should be acknowledged in all publications/ IP such as copyrights, patents, trademarks, etc. All matters concerning ownership of IP and its licensing / exploitation would be governed by the policies of the host Institute.

7. OBLIGATIONS OF THE FELLOW

7.1. Fellow has to be a full time researcher and follow the disciplinary rules of the host Institute.

7.2. In case Fellow wishes to discontinue the fellowship prior to completion of the tenure, Fellow should submit resignation to DBT - JRF Management Cell through the Guide along with the relevant documents (*Annexure XII*). The fellowship shall cease from the date of resignation by Fellow.

7.3. If the Fellow does not submit PhD thesis within stipulated tenure of the fellowship, he/she must send a detailed consolidated report of the research work done during the entire period of fellowship within one month of completion of the tenure of the fellowship through the Guide to DBT, in the prescribed proforma (*Annexure-XIII*).

7.4. During the tenure of the fellowship, the Fellow shall correspond with DBT - JRF Management Cell through the Guide only with the approval of the Head of the Institution. Direct queries will not be entertained.

7.5. The Research Fellow shall keep DBT - JRF Management Cell informed about submission of thesis for Ph.D.

8. LEAVE

Host Institute/University norms will be applicable.

9. TRANSFER OF FELLOWSHIP

The Fellow should carefully choose the host Institution, Guide/Supervisor, and availability of necessary infrastructural and other research facilities etc. to carry out research before joining. **Request for transfer of fellowship will not be entertained except on compelling circumstances for which the Fellow & Guide should submit proper justification and follow the transfer procedure. ([Annexure XIV](#))**

10. DISCONTINUATION OF FELLOWSHIP

Senior Research Fellowship will be discontinued from the date of viva-voce of PhD or on completion of fellowship tenure, whichever is earlier.

10.1. If a Fellow leaves without permission, stipend due to Fellow shall not be paid by the Institution, till all dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

10.2. The unspent balance with the Institution due to termination /resignation/transfer of fellowship/Leave sanctioned without stipend of a Fellow /interest earned on grants released by DBT must be refunded to DBT - JRF Management Cell by demand draft or by NEFT transfer.

10.3. Fellows must settle their claims within one year of leaving the fellowship. No claim will be entertained after one year of leaving the fellowship.

11. ACCOMMODATION / HRA

All Fellows may be allowed reasonable hostel accommodation wherever available within the premises of the Institute/University and those residing in accommodation provided by Institute will not be eligible for drawing HRA. In case of non availability of hostel, house rent allowance will be allowed as per DST guidelines.

12. MEDICAL BENEFITS

The norms of the host Institute will apply. DBT will not entertain any medical claims.

13. GENERAL

- 13.1. **The fellowship is exempt from payment of income tax under section 10(16) of IT Act**
- 13.2. These terms and conditions supersede all previous instructions issued in regard to JRF/SRF and will become effective w.e.f. date of issue of guidelines.

DBT-JRF Programme

OBC Reservation: Information and Certificate Template

Academic Year 2016-2017

Based on the Office Memorandum No. 1-1/2005-U.1.A/847 dated 20.04.08 issued by MHRD, Government of India. In case you have applied to be considered for seats reserved for non-creamy layer OBC, you should produce the OBC non-creamy layer certificate at the time of issue of award letter.

The conditions for the same are as follows:-

- (i) The reservation of seats for socially and educationally backward class/OBCs is only for those listed as OBC in central list. Updated central list of OBCs who are eligible for availing benefit of admission is available on the website <http://ncbc.nic.in/Centrallistifobc.html>
- (ii) The creamy layer among the OBCs have been excluded from the benefit of reservation. The definition of creamy layer is available at the website <http://ncbc.nic.in/Creamylayer.html>
- (iii) OBC Non-creamy layer certificate template is at Annexure I(a)
- (iv) The OBC candidates should also provide undertaking in as per format given at Annexure I(b)

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt. _____
 _____ of Village/Town _____ District/Division _____
 _____ in the _____ State belongs to the _____
 Community which is recognized as a backward class under:

- I. Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- II. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- III. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- IV. Resolution No. 12011/96/94-BCC dated 9/03/96.
- V. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- VI. Resolution No. 12011/13/97-BCC dated 03/12/97.
- VII. Resolution No. 12011/99/94-BCC dated 11/12/97.
- VIII. Resolution No. 12011/68/98-BCC dated 27/10/99.
- IX. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- X. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- XI. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- XII. Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- XIII. Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- XIV. Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- XV. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____
 District/Division of _____ State. This is also to certify that he/she does not belong to the
 persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of
 Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004
 Estt.(Res.) dated 09/03/2004.

Dated:

District Magistrate/
Deputy Commissioner, etc.

Seal

NOTE:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
 - i. District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii. Revenue Officer not below the rank of Tehsildar' and
 - iv. Sub-Divisional Officer of the area where the candidate and / or his family resides.

DECLARATION/UNDERTAKING - FOR OBC CANDIDATES ONLY

I, _____ son/daughter of Shri _____ resident of village/town/city district _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Signature of the Candidate

Place:

Date:

Note:

- **Declaration/undertaking not signed by Candidate will be rejected**
- **False declaration will render the applicant liable for termination of candidature at any time**

DBT-JRF PROGRAMME
DATA SHEET

Please affix a recent passport size photo here

S.NO	ENTITY	DETAILS
1	Name of Candidate	
2	Date of Birth	
3	Date of Joining	
4	Mother's/Father's/ Husband's Name	
5	Permanent Address	
6	Correspondence Address	
7	Contact details of Candidate (Mobile No. and Email Id)	
8	Name of Guide/PhD Supervisor & Contact details (Mobile No., Phone No. and Email Id)	
9	Full mailing address of the Institute/lab	
10	Office Telephone No.	
11	Name, designation with full address of the finance official empowered to receive fellowship, HRA & contingency	
12	Contact No. and Email Id of the Finance official	
13	Whether Institute/University's hostel is allotted? If yes, please mention the date of allotment (Attach relevant documents)	
14	Any other relevant information (Attach relevant documents)	

DETAILS OF EDUCATIONAL QUALIFICATION

Qualification	Year of Passing	Name of College/University	Subjects/ Title of Degree	Percentage /CGPA
10 th				
12 th				
Graduation				
Post-Graduation				

(Signature of the Fellow)

(Signature of the Supervisor/Guide)

(Stamp & Signature of the Head/Director)

Important Instructions:-

1. It is mandatory to fill up all columns in **BLOCK LETTERS** only.
2. Please take a printout of the filled form.
3. The original form signed and stamped by the concerned officials should be sent to the below address:

Coordinator,
DBT-JRF Programme
Biotech Consortium India Limited
5th Floor, Anuvrat Bhawan
210, Deen Dayal Upadhyaya Marg
New Delhi - 110 002

4. In case of any query, mail may be sent to jrf.dbt@gov.in.

DBT-JRF PROGRAMME

UNDERTAKING BY A JUNIOR RESEARCH FELLOW ON ACCEPTANCE OF THE AWARD OF DEPARTMENT OF BIOTECHNOLOGY –JUNIOR RESEARCH FELLOWSHIP

I Son/Daughter of Shri/Smt.
residing at have been awarded the Junior Research Fellowship of the Department of Biotechnology (hereinafter called DBT). I accept the award and undertake that:

- I. During the entire tenure of the Fellowship I shall abide by the terms of the award letter. Any change in rules and regulations by the DBT in future will be applicable to me.
- II. I shall also abide by the disciplinary rules of the institution where I have been given the facility to work.
- III. I shall devote full time to research during the tenure of fellowship except as provided in the rules.
- IV. I shall obtain the approval of DBT before accepting any award or allowance, if offered to me during the tenure of Fellowship.
- V. I shall prepare a brief progress report of my work at the end of each year and send it to DBT through the Guide / Supervisor.
- VI. I shall send one copy of a detailed consolidated report of research work through the Supervisor on completion of the tenure.
- VII. I have gone through terms & conditions of award letter and have clearly understood that the fellowship is for a fixed period / tenure of 2/3 Years for JRF/SRF i.e. a total of 5 Years for JRF+SRF.
- VIII. I further understand clearly that I shall have no claim whatsoever for regular/permanent absorption on expiry of Fellowship.

<p>PHOTOGRAPH DULY ATTESTED BY SUPERVISOR TO BE AFFIXED.</p>
--

(Signature of the Research Fellow)

(Countersigned by the Supervisor/
Guide with Seal & Date)

I reported on duty as Junior Research Fellow on the Forenoon / Afternoon of (Date) at (Name of Department) and joined the PhD programme of (Name of University/ Institute /College).

(Signature of the Research Fellow)

(Signature of the Head of the Department/
Director of institute with Seal & Date)

DBT-JRF PROGRAMME**NEFT/RTGS/ ELECTRONIC FUND TRANSFER MANDATE FORM FOR DBT-JRF FELLOWSHIPS**

(For faster receipt of your payments through NEFT/RTGS, kindly forward this Form duly filled in and signed by authorized signatory of your Institute and send the hard copy of same to Mr. Manoj Gupta, Manager, Biotech Consortium India Limited, 5th Floor, Anuvrat Bhawan, 210, Deen Dayal Upadhyaya Marg, New Delhi - 110 002. Scanned copy can be sent by email in advance.)

1.	Name of Institute where the candidate is undertaking Research Study	
2. Details of Institutes Financial Authority		
a.	Name & Designation	
b.	Contact Number	
c.	Email ID	
3. Particulars of Bank Account of Institute		
a.	Name of Beneficiary	
b.	Account Number (as appearing on the cheque book please ensure to mention the complete account no. as allotted by the bank)	
c.	Name of Bank	
d.	Branch Address	
e.	IFSC Code	
f.	List of DBT-JRFs in your institute for whom above details are applicable	

(Please attach a cancelled cheque or photocopy of a cheque of the above said account for verification of the above particulars)

Finance/Accounts Officer

(Signature and Seal)

Date:

Head of the Institute

(Signature and Seal)

Date:

DBT-JRF PROGRAMME

CONTINGENCY GRANT UTILIZATION GUIDELINES

Contingency grant of Rs. 30000/- is given for each JRF/SRF in a financial year. The balance grant at the end of financial year can be carried forward to the next financial year. However, the unspent contingency grant at the end of fifth/final year shall be adjusted.

Contingency grant can be utilized for the following:

Purchase

1. Books & Research articles ¹
(Provided they are not available in the library of the University/Institute and it should not be coasting more than 25% of annual contingency grant)
2. Chemicals or consumables items required for research work
3. Equipments required exclusively for research work

Travel

1. Towards meeting actual train fare and DA during tours. The research Fellows will be entitled to TA/DA as admissible in case of Government servants drawing basic pay equivalent to the fellowship. However, DA will be limited to 50 days in a year. (Calculation of the DA will be made from date of commencement of journey to the date fellow returns to the institute/university.)
2. Towards meeting TA/DA limited to first class/ entitled class rail fare of outside expert members of assessment committee.

Conference Registration

1. Contingency grant can be utilized for registration of Ph. D and submission of thesis
2. Can be used for to fulfill only the registration requirement of conference abroad

Misc

1. Computation charges - Reprints/ off- print of research papers.
2. Typing of research papers if computer facility is not available in the host institution.
3. Registration fee for attending conference in India and abroad.
4. Any other purpose, specially authorized by DBT.

Contingent grant cannot be utilized for:

1. Foreign travel or other expenses for visit abroad.
2. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc.
3. Furniture items and office equipments; and
4. Paying annual PhD fees

¹ The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the Supervisor/ Fellow after use by the indenting Fellow till his/ her research Fellowship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.

DBT-JRF PROGRAMME**UTILISATION CERTIFICATE
(For the financial year 201_ - 201_)**

Name of JRF/SRF: _____
 Fellow Number: _____
 Name of the Research Supervisor: _____

S.No.	Particulars	Amount (Rupees)
1	Amount brought forward from the previous financial year quoting letter No. & Date in which the authority to carry forward the said amount was given	
2	Amount received during the financial year (please give No. & dates of sanction letter showing the amounts received)	
3	Other receipts/interest earned, if any, on the grants:	
4	Total amount that was available for expenditure during the financial year 201_ - 201_ (Serial Nos. 1,2 &3)	
5	Actual expenditure (excluding commitments) incurred during the financial year (statement of expenditure is enclosed)	
6	Unspent balance refunded, if any (please give details of cheque No. etc.)	
7	Balance amount available at the end of the Financial year	
8	Amount to be carried forward to the next Financial year i.e. 201_ - 201_	

1. Certified that the amount of Rs. _____ mentioned against col. 5 has been utilized on the project/ scheme for the purpose for which it was sanctioned.
2. The balance amount of Rs. _____ may be adjusted in the grant to be released for next financial year.
3. The balance amount of Rs. _____ is refunded along with the UC/SOE vide Demand Draft No. _____ dated _____ in favour of _____.
4. Certified that I have satisfied myself that the conditions for which the grants was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised (Please mention):

- 1.
- 2.

Research Supervisor
(Stamp & Signature)

Finance & Accounts Officer
(Stamp & Signature)

Head of Department
(Stamp & Signature)

DBT-JRF PROGRAMME**CLAIM FORM**

Date: _____

Fellow Number _____

Name of the Fellow _____

University/Institute Name: _____

S. No.	Particulars	Amount of Grant (in Rs.)			Total (in Rs.)	Remarks (if any)
		Fellowship	Contingency	HRA+MA		
1.	Amount sanctioned/ permissible for the year					
2.	Grant claimed for the period from _____to _____					
3.	Deduct unspent balance brought forward					
4.	Net amount claimed (2-3)					

1. Certified that the amount claimed in the bill will be utilize for the purpose it is sanctioned and in accordance with the terms and conditions for DBT-JRF fellowship and grants.
2. Certified that the attendance records have been maintained & checked.
3. Certified that the work of the research Fellow for the past six months have been satisfactory.
4. Certified that the person for whom HRA is claimed has not been provided any institutional hostel accommodation.

Supervisor
(Signature & Stamp)

Head/Director
(Signature & Stamp)

Finance Officer
(Signature & Stamp)

DBT-JRF PROGRAMME**Statement of expenditure referred to in para 5 of the Utilization Certificate**

Showing grant received towards Fellowship and the Expenditure incurred during the period from 1/04/20__ to 31/03/20__ or date of joining (DOJ) to 31/03/20__

Items	Unspent balance carried forward from previous year	Grant received during the year	Total of column (2+3)	Expenditure (excluding commitments) incurred during the period	Balance (4 – 5)	Remarks (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Recurring:-						
1. Fellowship						
2. HRA						
3. Contingency						
Total						

Research Supervisor
(Stamp & Signature)

Finance & Accounts Officer
(Stamp & Signature)

Head of the Department
(Stamp & Signature)

DBT-JRF PROGRAMME**THREE MEMBERS ASSESSMENT COMMITTEE REPORT
FOR JRF TO SRF UP-GRADATION**

ASSESSMENT OF MR./MS. _____ JRF WORKING AT
_____ ON COMPLETION OF TWO YEARS

THE CONSTITUTION OF THE COMMITTEE

- | | |
|--|-----------------|
| 1. DR. _____
(Professor/Associate Professor from another
Department or University or Institute, as an expert in the subject) | EXTERNAL MEMBER |
| 2. Head of the Department
(In case HOD is the guide, any other senior member of the Faculty) | MEMEBR |
| 3. Guide/Supervisor | MEMBER |

DATE, TIME AND VENURE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

(*Strike out whichever is not applicable)

In view of the outstanding /very good/ satisfactory* performance of the JRF, and also the fact that he/she has published work to his/her credit, the Committee makes the following recommendations:

1. Mr./Ms. _____ may be upgraded as SRF and his/her stipend may be raised to Rs. _____/- per month.
2. Mr./Ms. _____ may be allowed to continue for third year on existing rate of stipend.

MEMBER
(EXTERNAL)
(Signature & Stamp)

MEMBER
(GUIDE)
(Signature & Stamp)

MEMBER
(HOD)
(Signature & Stamp)

DBT-JRF PROGRAMME

**THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR
4TH TO 5TH YEAR CONTINUATION**

ASSESSMENT OF MR. / MS. _____ SRF WORKING
AT _____ ON COMPLETION OF
FOURTH YEAR

THE CONSTITUTION OF THE COMMITTEE

1. DR. _____ EXTERNAL MEMBER
(Professor/Associate Professor from another
Department or University or Institute, as an expert in the subject)
2. Head of the Department MEMBER
(In case HOD is the guide, any other senior member of the Faculty)
3. Guide/Supervisor MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW:

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

(*Strike out whichever is not applicable)

In view of the outstanding /very good/ satisfactory* performance of the JRF, and also the fact that he/she has published work to his/her credit, the Committee makes the following recommendation:

Mr./Ms. _____ may be allowed to continue for fifth year on existing rate of stipend.

MEMBER
(EXTERNAL)
(Signature & Stamp)

MEMBER
(GUIDE)
(Signature & Stamp)

MEMBER
(HOD)
(Signature & Stamp)

DBT-JRF PROGRAMME
ANNUAL PROGRESS REPORT

1. Name of the Fellow:
2. Email Address of the Fellow:
3. DBT JRF Award No.:
4. Name & Designation of Guide:
5. Place of Work:
6. Date of Joining:
7. Period up to which fellowship is tenable:
8. Date of registration for higher degree (Ph.D.):
9. Topic of Research:
Broad subject area:
10. Objective in undertaking work:
11. Period of Report:
12. Attendance:
 - i) Total no. of working days during the period under report:
 - ii) Out of these, total no. of days in which the Fellow/Associate was present and worked:
 - iii) Number of days for which leave was sanctioned:
13. Summary of research work done during this period (max 5 Pages)
14. Plan of work for the next year:
15. Research papers published/accepted for publication/communicated for publication
(Attach a copy)

16. It is affirmed that I have devoted my full time to research and that I did not take up any other paper, paid or unpaid, without written permission from DBT. It is also certified that due acknowledgement of DBT financial assistance has been made in publications.

Date:

Signature of Fellow

17. Overall assessment and comment of the Guide:

- i) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow is correct to the best of my knowledge and belief.
- ii) My specific comments about the performance of above Fellow are as under:-

Date:

Signature & Stamp of the Supervisor

DBT-JRF PROGRAMME
RESIGNATION PROCEDURE

- 1) Utilization Certificate and Statement of Expenditure (US & SOE) till date of resignation (If date of transfer falls after 31st March, two separate UCs & SOEs required –
 - a) For whole year ending on 31st March
 - b) For period from 1st April till date of resignation)
- 2) Refund of unspent balance by the way of DD in favour of Biotech consortium India Limited payable at New Delhi or by ECS transfer
- 3) A copy of Resignation letter with date of resignation stating reason for resignation, duly forwarded through guide and Head of Institute.
- 4) A copy of Relieving Order issued from the Institute / University.
- 5) A Consolidated progress Report till date of relieving duly forwarded by guide and Head of Institute.

DBT-JRF PROGRAMME

PROFORMA FOR LATE SUBMISSION OF Ph.D. SUBMISSION DOCUMENTS

This is to certify that Mr./Ms./Dr. _____(Name), completed his/her 5 years' tenure of the DBT fellowship on _____(date) under the supervision of Dr. / Prof. _____ (Guide's Name) in the _____ (Institute /university).

The Ph.D. submission documents as listed in the document submission schedule* will be sent to BCIL, New Delhi after the submission of Ph.D. thesis before _____(approx. date), as he/she is yet to submit thesis. Under the lieu of above undertaking, you may release fellowship.

Signature & Stamp
Guide/Supervisor

Signature & Stamp
Head of the Department

* Document submission schedule is available on BCIL, New Delhi website (www.bcil.nic.in).

DBT-JRF PROGRAMME

TRANSFER PROCEDURE

1. Utilization Certificate and Statement of Expenditure (UC and SOE) till date of resignation from old institute (If date of transfer falls after 31st March, two separate UCs &SOEs required –
 - i) For all whole year ending on 31st March
 - ii) For period from 1st April till date of resignation from old institute)
2. Refund of unspent balance by way of DD in favour of Biotech consortium India Limited payable at New Delhi or by ECS transfer.
3. Claim form from new institute for fellowship due.
4. No fellowship for gap period for transfer addressed to the coordinator, DBT JRF programme along with consent letter of previous & new guide for transfer through proper channel.
5. Application from the student requesting for transfer addressed to the coordinator, DBT-JRF programme along with consent letter of previous & new guide for transfer through proper channel.
6. Consolidated progress report of the work carried out in previous institute duly forwarded by previous guide & head of Institute.
7. Document supporting Ph.D Registration in previous/new Institute.
8. New Data sheet to be forwarded through proper channel of new institute.
9. Total tenure of fellowship will be maximum of 5 years from original date of joining in old institute.
10. After settlement of all the above, fellowship from the date of joining at new institute will be sent.