



IoE-Directorate
प्रतिष्ठित संस्थान-निदेशालय
University of Hyderabad
हैदराबाद विश्वविद्यालय
Gachibowli, Hyderabad – 500046
गचीबोवली, हैदराबाद - ५०००४६



General guidelines and procedure to be followed for selection of IoE-post doctoral Fellows.

APPLICATION AND SELECTION PROCESS

1. Each School will advertise the vacancies in their units along with the name of the faculty member and area of research. A faculty member cannot host more than one PDF. The faculty members who intend to take a PDF must give an undertaking that he/she is committed to mentor the PDF towards producing impactful research publications as per IoE mandate. Therefore, it is imperative that PDF selections are done with high rigour.
2. Potential candidates can contact any of the faculty members listed and preferably obtain their consent to mentor them.
3. The application form along with the consent letter is to be submitted to the contact address given in the advertisement.
4. Applications must be submitted in the prescribed format by email.

General Guidelines

1. In the case of multi-departmental Schools, the internal distribution of vacancies is to be decided formally by Dean and Heads of Departments/Centres
2. The fellowship will be for a maximum period of one year, initially, from the date of appointment.
3. Extension of tenure can be considered based on funds availability and extension of the IoE project (not only on performance)
4. The procedure for selection to be followed will be:
 - A. Each School will advertise on the University website.
 - B. Candidates may contact the mentors/host prior to submitting the application.
 - C. Applications are to be received by the School within a given deadline (preferably 2 weeks from the date of advertisement)
 - D. Applications are to be scrutinized by the School within a certain period (preferably one week from the deadline for applications)
 - E. If there are more applications than positions allocated, the School must shortlist based on criteria that are clearly laid out at the time of the advertisement itself (not after receiving applications). i.e. the School must make it clear that it is not necessary that every applicant will be selected.

- F. An internal committee is to be constituted (with different categories being represented as per GoI rules) to scrutinize and shortlist applications. External member is optional but preferable. In the case of multi-departmental Schools, a committee for each department/centre is required to be constituted. The constitution of the committee is to be sent to the IoE Directorate for approval by the Vice Chancellor.
- G. Shortlisted candidates may be called for an interview/ presentation (online or offline).
- H. Minutes of selection committee meeting along with copy of advertisement, constitution of selection/ shortlisting committee, details of applications received and details of selected candidates specifying category is to be sent to IoE Directorate for forwarding to the VC for approval. Based on approval, the Schools can issue appointment orders.