

## **Terms and Conditions**

Directorate of Environment & Climate Change will be read as 'DoECC'

- (1) The Postdoctoral Fellowship will normally be sanctioned for a maximum period of three years.
- (2) After receiving the Award Letter from the DoECC, the candidate shall submit a tri-party agreement in Stamp Paper worth Rs. 200/- between the candidate, Research Institution and DoECC duly countersigned by the Mentor and Head of the Institution. The candidate has to submit a joining report (in prescribed format) forwarded through the Mentor, Head of the Department and Registrar of the University/ Head of the Institution to the DoECC.
- (3) The selected post doctoral fellow will be eligible for a monthly post doctoral fellowship of Rs. 38,500/- plus 10% H.R.A for the first year, @Rs.41,500/- plus 10% H.R.A for the second year, and @ Rs.46,500/- plus 10% H.R.A for the third year; and an annual contingent grant @ Rs.50,000/- plus Rs. 20,000/- as travel grant. The fellowship also covers Escorts/Reader assistance @ Rs. 2,000/- per mensem (fixed) in cases of Person with disability.
- (4) The post doctoral fellow should join in a suitable national/ state R&D institution or University departments in Kerala and should work with a scientist/ mentor who is a permanent employee of the institution.
- (5) The postdoctoral work should be undertaken in a place different from where the candidate has carried out his/her Doctoral studies and the PhD guide of the candidate cannot be chosen as his/her mentor for this programme. The candidate has to submit a consent letter from mentor stating his/ her willingness in guiding the PDF fellow.
- (6) The post doctoral fellow should submit an undertaking from the institution that the institute will extend all infrastructure & laboratory facilities to the fellow for the successful completion of the project.
- (7) The fellow should publish at least one research paper in a peer reviewed journal before commencing the third year of the project.
- (8) Fellowship will be released in advance in lump sum each year through the Host Institution (their treasury account) in which the research is carried out. The Institution has to maintain a separate Plan Scheme Treasury Savings Bank Account (PSTSB) for this purpose mentioned. The fund should be utilized only for the purpose

for which it has been sanctioned. The date of start of the fellowship will be calculated from the date on which the fund is transferred from DoECC to the institution.

- (9) The amount should be drawn by the Institution/Authority responsible and released to the Fellow only by means of DD/Cheque on a monthly basis. A separate cashbook should be maintained for this purpose by the institution, which should be made available for scrutiny of DoECC or any agency deputed by the DoECC. Receipt and Expenditure relating to the fellowship should be entered in the Cash Book simultaneously with the transactions. The designation of the Drawing and Disbursing Officer of the institution shall be informed to DoECC. Balance amount with interest accrued if any in the account shall be mentioned in the Utilization Certificate (in KFC Form 44) and will be adjusted against future release. Un-utilized amount at the completion/termination of fellowship will be refunded with interest to the Government.
- (10) Annual progress reports with technical/scientific details of work accomplished shall be submitted/ presented at the end of each year. The subsequent installments will be disbursed by DoECC only after receiving satisfactory progress reports, Statement of Expenditure and Utilization Certificate (in KFC Form 44) from the Head of institution (for Govt./aided/University) and audited statement of expenditure in the case of private institution. On completion of the tenure of fellowship, the fellow must send the financial documents for the entire period of fellowship to the DoECC.
- (11) The fellowship will be purely on contract basis and will not be eligible for any service benefits. The scholars will be required to complete the post doctoral research programme within a period of three years. Extension for a maximum period of one year will be considered without financial assistance for exceptionally good candidates on case by case basis. For that the candidate shall submit the request at least 6 months prior to the completion of 3 years.
- (12) Those who violate the Terms and Conditions have to repay the total amount received during the tenure with 18% interest.
- (13) Leave for a maximum period of 30 days in a year in addition to public holidays may be availed of by the Postdoctoral Fellow with the approval of the mentor and Head of the Department. Women candidates are eligible for maternity leave with full pay up to 180 days as per the Government of India rules, once during the tenure of

their award. The Fellow, in exceptional cases may be allowed by the DoECC, leave without fellowship and contingency, for a period not exceeding six months during the tenure of award on request with the recommendation of the mentor and Head of Department and the Institution concerned. The period of leave without fellowship will be counted as a part of the tenure.

- (14) Research scholars availing any other source of Scholarship/ stipend from other State/ Central funding agencies or international agencies will not be simultaneously eligible for 'Ujjwal' Fellowship. The research scholar should furnish an undertaking to the effect that he/she is not availing stipend/ fellowship from any other source simultaneously.
- (15) On completion of the tenure of fellowship, the post doctoral fellow has to submit the detailed final technical report of the research work done during the entire period of fellowship and the audited consolidated statement of expenditure and UC to DoECC at the earliest. And in no case later than 6 months as on the completion of project. Any unutilized amount on completion/ termination of the programme should be refunded with interest to the government of Kerala.
- (16) The post doctoral Fellow shall not discontinue his/her fellowship without prior approval of DoECC. If the Fellow has an intention to resign the Fellowship programme, he/she has to submit a request in writing his/her intention to resign, with all details to the DoECC and wait for reply. Up on acceptance of his/ her resignation by DoECC, the candidate has to submit his/her final report with utilization certificate to the DoECC according to the terms and conditions and as per the tri-party agreement. The fellowship shall cease from the date stipulated in the letter approving the resignation. The research fellows who thus resigned must submit the detailed consolidated report of the research work already done during the period of fellowship with copy of papers published/ presented if any, and audited financial statements through the mentor to DoECC, within one month of accepting the resignation, failing which, shall be entitled to repay the releases/ grants with interest to Govt. of Kerala.
- (17) The post doctoral fellow should inform DoECC about the publication of any research paper arising out of the Postdoctoral research work done during the tenure of the fellowship.
- (18) Due acknowledgement of the Directorate of Environment and Climate Change (DoECC), Government of Kerala, **MUST BE** given in all the

publications and Research papers emanating from the research work besides the Final Technical Report submitted in fulfillment of Ujjwal Postdoctoral Fellowship.

- (19) In the case of projects commissioned by DoECC, copyright of the whole project document shall be the property of DoECC, Government of Kerala.
- (20) In respect of particular research/action oriented projects, at the time of sanction, DoECC may prescribe requirements of its prior approval before submitting the results for publication or conference presentation, papers or articles based on the Project.
- (21) In general, a change in mentor/workplace is discouraged. However, Ujjwal Postdoctoral Fellows who have completed at least 6 months of tenure at accepted work place is eligible to apply for a change of the workplace/Mentor. In such a case, the Fellow has to lodge a formal request with the DoECC and wait for the reply. The application must furnish the following set of documents:
  - (a) No Objection Certificate (NOC) from the current Mentor.
  - (b) Consent letter from the proposed Mentor showing willingness to work on the previously sanctioned proposal.
  - (c) Brief CV of the newly proposed Mentor as per format compiled by Ujjwal Programme.
  - (d) Summary of the work done during Ujjwal tenure with the previous Mentor.

The Director, DoECC will be the final Authority for making the decision.

- (22) If for unforeseen reasons, the scientist/ mentor have to discontinue from the project assignment during the duration of the project, association of an in-service scientist/ faculty should be ensured by the head of the institution. Any such cases of alternate arrangement should be informed to the DoECC well in advance & a copy of the bio-data of the faculty/ scientist should be forwarded to the DoECC.
- (23) The Fellows can join within 60 days from the date mentioned on the Award Letter received from DoECC. However, in exceptional situation, Fellows can join within six months. For this, the candidate has to lodge a request with the DoECC and wait for the final decision.

- (24) The candidate is, in general, strongly discouraged to work under the Ph.D. thesis Supervisor for PDF.
- (25) The Fellows, who have not joined the workplace after receiving the Award Letter of the Ujjwal Postdoctoral Fellowship, are eligible to reapply.
- (26) Regarding financial matters and utilization of contingency grants, the Fellow have to follow the rules of their workplace.
- (27) The Fellow can purchase minor equipment useful for research such as minor laboratory equipment or laptop costing less than 50,000/- from their contingency budget.
- (28) During the course of implementation of the project, DoECC may depute its nominee/s to visit the research institution(s) concerned to review progress.
- (29) In the event, after due enquiry, of any conclusion that the progress of a Postdoctoral research project is highly unsatisfactory and cannot be improved, DoECC will be at liberty to terminate the Fellowship. Upon such termination, full audited accounts and refund of all unspent balances will have to be made promptly to the Agency according the tri-party agreement.
- (30) All equipment and stores purchased out of the grant would remain with the institution concerned unless otherwise specified in the sanction. However, the grantee organization will submit the list of assets acquired under the programme. The terms "Assets" here means (a) immovable property and (b) movable property of a capital nature where the value exceeds Rs.10,000/-.
- (31) The projects will be sanctioned normally for a specified period (maximum three years). Extension may be granted in exceptional cases up to a maximum period of one year with no additional financial inputs. Any request for extension of the project shall be sent by the Fellow to DoECC through proper channel at least three months before the closing date. The Fellow shall not make any expenditure after the closing date without specific approval of the DoECC till the extension is conveyed to him/her.
- (32) Sharing of Intellectual Property Rights of the programme would be specified in the sanction order based on Guidelines of the CSIR.

- (33) The Principal Investigator shall submit three hard copies and one soft copy of the progress report of the project at the end of each year to DoECC for Annual Review of the project.
- (34) The grantee organization(s) will furnish 3 copies of the Final Technical Report, including Executive Summary, all other digital deliverables like field photographs, video clips, database along with a soft copy, to DoECC.
- (35) The Director, DoECC is vested with the powers to modify any of the conditions of the Fellowship, which can also be over ruled by Government.