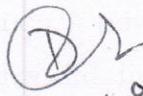


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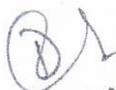
Revised Guidelines for engagement of Research Associates / Research Assistants/ Young Professionals in Arun Jaitley National Institute of Financial Management (01.09.2024)

Arun Jaitley National Institute of Financial Management (AJNIFM), on the basis of requirement, has to engage Research Associates / Research Assistants/ Young Professionals for carrying out various activities relating to Research & Development and Consultancy works etc. Therefore, a need has been felt to formulate a policy for engaging these personnel on contract basis. So, in order to streamline the procedure of engaging Research Associates / Research Assistants/ Young Professionals, the following guidelines shall be complied strictly w.e.f. 01.09.2024 :-

1. Before submitting the proposal for engaging Research Associates / Research Assistants/ Young Professionals, job specifications / work profile of the position may be specifically defined. The name of project(s), Consultancy Work, Research Work wherein services are proposed to be utilised may also be specified.
2. An open advertisement shall be given in Newspapers/Web-site of the Institute / Linked-in/ Instagram etc. An amicable/justified period for submitting the application shall also be given. The proforma of application may be devised & placed along-with advertisement.
3. Three members Board of Regular Faculty/Adjunct Faculty of AJNIFM may be constituted for screening/selection of suitable candidate by personal/on-line interaction. The Board must comprise at least one regular Faculty Member and Faculty Member(Adm.)/Chief Administrative Officer. The prior-approval of Director for constitution of Board shall be taken.


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4. After personal/on-line interaction with candidates, the recommendations of the Board shall be submitted to Director for approval. After approval of Director, the offer of engagement shall be issued by Administration Division.
5. The Research Associates shall ordinarily be hired for specific Research or Consultancy work on co-terminus basis. In general, the engagement of Research Associate shall not exceed 03 years subject to satisfactory performance. However, this period of 03 years can be extended further by 2 years in exceptional circumstances with the approval of Director, AJNIFM.
6. The initial remuneration of Research Associates non-Ph.D will be Rs. 50,000/- per month inclusive of GST, if applicable. The annual increase shall be given @ 10% subject to maximum ceiling of Rs. 72000/- per month.
7. Research Associates with Ph.D. will be paid @ Rs. 60,000/- per month inclusive of GST, if applicable with annual increase of 10% subject to maximum ceiling of Rs. 72000/- per month.
8. Leave guidelines, Aadhar Enabled Biometrics Attendance System (AEBAS) for these Research Associates / Research Assistants/ Young Professionals have already been issued vide this Institute's Order No. A-19016/12/2013/NIFM/Admn/18 dated 31.01.2023.
9. The Research Associates / Research Assistants/ Young Professionals may be given accommodation on sharing basis in the Institute subject to availability in accordance with as per extant policy.


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10. Research Associates / Research Assistants/ Young Professionals will be given Tea Coupons of Rs.400/- per month.
11. Research Associates / Research Assistants/ Young Professionals will be engaged for a specific period on fixed remuneration basis. This shall be mentioned in their offer of appointment. In case a need is felt to extend the term of Research Associates / Research Assistants/ Young Professionals than proper approval of Director shall be obtained.
12. No allowance or separate remuneration will be payable for involvement in the activities of the Institute other than specified at the time of engagement.
13. Research Associates / Research Assistants/ Young Professionals will abide by the provisions of Official Secrets Act, 1923, as amended from time to time.

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