

**KSCSTE POST-DOCTORAL FELLOWSHIP PROGRAMME
GUIDELINES**

1. Overview of the Scheme

Sl No	Particulars	Details
1.	Name of the Scheme	KSCSTE Post-Doctoral Fellowship Programme
2.	Beneficiary group	Candidates qualified with Ph.D. in Science/Engineering subjects
3.	Objectives of the scheme	<ul style="list-style-type: none"> • To support the research aptitude of Doctorate holders in Science & Technology. • To motivate Ph. D holders to pursue research and to develop career as scientists. • To motivate fellows and impart the skills needed for them to become lifelong learners and to develop technical and leadership skills.
4.	Who can apply and Time slot to apply	<ol style="list-style-type: none"> i. Applicant should have scored minimum 60% marks for post-graduation. ii. Applicant should have qualified Ph.D. in Science / Engineering subjects. iii. Applicant <u>should not be a permanent employee</u> at the time of application for the scheme. iv. Those who have availed Post-Doctoral Fellowship earlier from KSCSTE or elsewhere are not eligible to apply for KSCSTE Post-Doctoral Fellowship.
5.	Age limit & relaxation	40 years - as on 1 st January 2024 (relaxed for 3 years for OBC and 5 years for SC/ST)
6.	Kerala affiliation	Applicant should be a Permanent Resident of Kerala.
7.	Research Centre for Post-Doctoral Research	<ul style="list-style-type: none"> • Research Centre should not be the same as the Ph.D Research Centre • Research centre should preferably be in Kerala and should belong to the category of “Government Institutions” [however, premier National Institutions viz., IISER, IIT, IISc etc outside the State shall also be considered] - Tenable only in R&D institutions (National/State level) or University Departments.
8.	Publication requirements	<ul style="list-style-type: none"> • Applicant should have published at least one research paper in a SCI Journal/secured patent.
9.	Scientist Mentor	<ul style="list-style-type: none"> • Regular/Permanent employee of the Institute having minimum 5 years of service left for Superannuation • Should have secured Ph.D. in Science or Engineering subjects.
10.	Nature of support	Financial (<i>Post-Doctoral Fellowship</i>) and Technical (<i>In terms of evaluation and technical advice through Group Monitoring Workshops</i>)
11.	Quantum of support	Post-Doctoral Research Fellowship @ Rs. 45,000 + 10% HRA (as per host institute norms)* per month along with an Annual Contingent grant of Rs. 75,000/- * HRA is admissible only for those who occupy rented accommodation during the project period, subject to a maximum limit of 10%
12.	Number of yearly Fellowships	Maximum 20 nos. (Actual sanction is subject to availability of Government grant)
13.	Subject area	Seats to be allocated evenly to the following subject categories (i) Earth & Atmospheric Sciences (ii) Engineering Sciences (iii) Life Sciences (iv) Physical, Chemical & Mathematical sciences
14.	Duration of the project	Maximum duration – 2 Years
15.	Release of grant	Grant is released to Head of the Institution , through National Electronic Fund Transfer (NEFT)
16.	Selection process	<ul style="list-style-type: none"> • Preliminary scrutiny for eligibility verification • Technical review by five subject experts • Presentation of Project Proposal in the Programme Advisory Committee (PAC) meeting and recommendation by PAC • Execution of Agreement • Issue of Sanction Order and release of first installment
17.	Mode of Application	Online

2. **Social Relevance and tangible output**

KSCSTE Post-Doctoral Fellowship programme is aimed to support Ph. D holders to pursue research and to develop career as scientists. The programme intends to motivate fellows to inculcate the skills needed for them to become lifelong learners and to develop technical and leadership skills. Active participation of researchers in Science & Technology is socially relevant and significant especially in a developing economy. Further, the programme would benefit in qualitative interventions in Science research by effective utilization of human resource potential.

3. **Commercialization Efforts**

Projects which have commercialization potential will be identified by the Programme Advisory Committee and necessary instructions will be issued for the commercialization of research outcome.

4. **Maximum grant amount and duration**

Selected candidates are eligible for- (i) a monthly fellowship of Rs. 45,000/- with 10% HRA for a maximum period of 2 years of implementation of the project (ii) an annual Contingent grant of Rs. 75,000/- for the entire project duration. HRA is admissible for those availing rented accommodation. The rate of HRA admissible in the Host institution shall be applied subject to a limit of 10%, upon submission of HRA Certificate in specified format. Those who reside in own house or occupying Institute /any Government accommodation facility are not eligible for HRA.

Project duration: Maximum 2 years.

5. **Procedure of operation of the scheme.**

Scrutiny of the Application

Preliminary scrutiny of the application is carried out for verification of basic eligibility conditions and supporting documents.

Peer review – All eligible applications are subjected to peer review by five subject experts (*3 within & 2 outside State*) in the relevant area of research. Proposals with at least three reviews graded greater than 5 (*on 10 point scale*) are only considered for further processing.

Presentation before Expert Committee

Proposals which have passed the peer review requirements will be invited for presentation before the Programme Advisory Committee. One or two reviewers will serve as additional Subject Expert during the PAC meeting. On favorable recommendation by the PAC, the proposal will be considered for funding by KSCSTE. The applicants will be informed of the decision and will be asked to execute an Agreement as per the guidelines of the scheme.

6. **Issuing Sanction Order and release of 1st installment**

• **Date of start of the Project:**

On execution of Agreement and submission of HRA certificate by the candidate, KSCSTE will issue the Sanction Order which will also specify the yearly maximum allocation of grant under each item of expenditure. KSCSTE will release the 1st year grant immediately on issue of Sanction Order subject to the availability of fund. The grant will be transferred to the bank account of the Head of Institution through electronic clearing facility from Government treasury. The Date of start of the Project will be the joining date of the concerned Research Centre.

- On joining the Research Centre, the Post-Doctoral Fellow should communicate the actual “**Date of Start**” of the project to KSCSTE, in prescribed format within one month of joining. This date is significant since all further processing of the grant is based on **Project Year**.

7. **Submission of Progress Report:**

The Post-Doctoral Fellow should submit Annual Progress Report to KSCSTE on *Project Year basis*, in prescribed format. On completion of the tenure of fellowship, the Post-Doctoral fellow should submit detailed Final Technical report (FTR) of the research work done during the entire period of fellowship.

8. Progress Monitoring/Review procedure

- i The project implemented by the researcher should have qualitative outcome. Good numbers of publications in high impact journals, patents, social relevance/impact, scope of commercialization etc. are considered as indicators for monitoring the progress of research programmes.
- ii It is mandatory that all Post-Doctoral Fellows should present the progress of their work in the Group Monitoring Workshop which will be held periodically. Subsequent release of grant will be subject to the recommendation of the Committee. The Workshop will provide opportunity to review the progress of the work based on which any specific requests on technical/financial/duration of the project are discussed for appropriate decision by the Council.

9. Periodic submission of SE & UC

On completion of first project year, in addition to the Annual Progress Report and the list of publications, the Post-Doctoral Fellow should submit Statement of Expenditure & Utilization Certificate for the previous project year from the Head of Institution, within one month. On completion of the tenure of fellowship, the Post-Doctoral Fellow should submit Consolidated Statements of Expenditure and Utilization Certificate to KSCSTE, within 3 months of the date of completion of the project.

10. Other necessary conditions as per the scheme

- i There should be a Scientist Mentor who is a regular faculty/staff of the institution under whose guidance the researcher should carry out the work. The Scientist Mentor should have at least 5 or more years of service left in the Institution before retirement. **The Scientist Mentor should constantly monitor the progress of the project, facilitate smooth implementation of the programme and ensure timely submission of financial utilization certificates by the institute to KSCSTE.**
- ii Post-Doctoral Fellow availing financial assistance/stipend from other State/Central funding agencies or other sources will not be simultaneously eligible for KSCSTE Post-Doctoral Fellowship. The Post-Doctoral Fellow should furnish an undertaking to the effect that He/She is not availing financial assistance / stipend from any other source simultaneously.
- iii The implementing Institute should provide full infrastructural facilities such as laboratory, computer, library, communication, accommodation, water, electricity, etc. for smooth implementation of the project.
- iv The unutilized portion of the grant (along with the interest accrued) at the end of the project period should be refunded to Council by DD in favor of **Member Secretary, KSCSTE**
- v Scientists who publish technical/scientific papers based on the research work done under the project should acknowledge the assistance received from KSCSTE.
- vi The Post-Doctoral Fellow should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.

11. Release of grant

- a. The grant is transferred to the Head of the Institution through online account transfer. 1st year grant will be released along with the initial sanction order. The 2nd year grant will be released by KSCSTE on review of Annual progress of the work by the PAC, receipt of Statement of Expenditure and Utilization Certificate subject to the condition ***of publication of at least one research paper in a refereed (SCI/Scopus) Journal/intimation on acceptance of research paper (or secured at least one patent)*** based on the first year research work.
- b. It is also mandatory that the Post-Doctoral Fellow participates (Poster/Paper presentation/Participation) in the Kerala Science Congress hosted by KSCSTE, at least once during the fellowship tenure. Proof in support of participation in the event should be submitted along with the project completion documents.
- c. If the fellow has not published ***at least one research paper in a refereed (SCI/Scopus) Journal/intimation on acceptance of research paper (or secured at least one patent)*** based on the first year research work, the fellowship amount for only the first 9 months of 2nd project-year will be released by KSCSTE. Fellowship for the remaining 3 months and the Contingency grant for the 2nd year will be released only upon completion of the project and settlement of grant; subject to submission of copy of publication/intimation on acceptance of research paper in any of the refereed journals **AND** submission of proof in support of participation in KSCSTE Kerala Science Congress.

- d. KSCSTE deserves right to terminate the programme at any time if it is found that satisfactory progress is not made in the implementation of the project.

12. Project Completion documents

- Final Technical Report (FTR) - 2 hard copies
- Statement of Expenditure and Utilization Certificate (*2nd year & Consolidated*)- in original
- Project Completion Report
- List of publications (in format)
- Proof of participation in KSCSTE-Kerala Science Congress.

(Additionally, soft copies of all the above documents are to be forwarded to the e-mail ID:

[jaya.kscste@kerala.gov.in/](mailto:jaya.kscste@kerala.gov.in) sasthrabodhini2011@gmail.com)

13. Final review of the Project Report

The Final Technical Report (FTR) will be reviewed by PAC/Subject experts

14. Re-appropriation of Funds and Extension details

The Fellowship and Contingent grant sanctioned on yearly basis cannot be re-appropriated. Extension of project is normally not allowed. However, in genuine cases, a maximum period of six months of extension will be allowed with no additional financial commitments during the extended period. Such requests if any, should reach the Director, KSCSTE at least 2 months in advance before the initially scheduled date of completion.

15. Guidelines for publication of Research output

- The Post-Doctoral Fellow should publish the outcome of the project work in at least one peer reviewed *SCI/Scopus indexed* journal before completion of the project tenure of 2 years. The Fellowship for last 3 months (in the 2nd year) and the allocation for Contingencies for 2nd year will be released by KSCSTE at the time of settlement of grant **subject to submission of copy of publication/intimation on acceptance of paper.**
- It is mandatory that the Post-Doctoral Fellow participates (Poster/Paper presentation/Participation) in the Kerala Science Congress hosted by KSCSTE, at least once during the fellowship tenure. Proof in support of participation in the event should be submitted along with the project completion documents.
- The Post-Doctoral Fellow should inform KSCSTE about any achievement, patent submission/publication of any research outcome arising out of the project during or after the project tenure. Due acknowledgement should be given to KSCSTE in all the publications/patents/ news emanating from the research work.

16. Guidelines for IP Output generated

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

17. General Conditions if any - like Disqualification in any form of canvassing etc.

Selection is done purely on merit basis. Canvassing in any form will lead to disqualification.

18. Uploads for online submission of applications

1. Photo of applicant
2. Proof of Date of Birth (*Those who claim age relaxation should submit proof on reservation category- both documents can be merged*)
3. Proof on permanent Residency in Kerala
4. Marklist and Certificate of PG (*documents can be merged as single file*)
5. Certificate of Ph.D
6. Work & Research Experience certificate
7. Reprints of latest Research Publications in SCI indexed journals (*Only First Page*)
8. Biodata of applicants – (*Not to exceed 2 pages*)
9. Biodata of Scientist Mentor – (*Not to exceed 2 pages*)
10. Research Proposal- Technical Information- *IN FORMAT*
11. List of Publications- *IN FORMAT*
12. Declaration by the Applicant – *IN FORMAT*
13. Consent from Scientist Mentor – *IN FORMAT*
14. Endorsement from the Head of Host Institution- *IN FORMAT*