

## KSCSTE POST-DOCTORAL FELLOWSHIP PROGRAMME-2025

### GUIDELINES

#### I. Overview of the Scheme

Sl No	Particulars	Details
1.	<b>Name of the Scheme</b>	<b>KSCSTE Post-Doctoral Fellowship Programme</b>
2.	<b>Beneficiary group</b>	Candidates qualified with Ph.D. in Science/Engineering subjects
3.	<b>Objectives of the scheme</b>	<ul style="list-style-type: none"> <li>To support the research aptitude of Doctorate holders in Science &amp; Technology.</li> <li>To motivate Ph. D holders to pursue research and to develop career as scientists.</li> <li>To motivate fellows and impart the skills needed for them to become lifelong learners and to develop technical and leadership skills.</li> </ul>
4.	<b>Who can apply and Time slot to apply</b>	i. Applicant should have scored minimum 60% marks for post-graduation. ii. Applicant should have qualified Ph.D. in Science / Engineering subjects. iii. Applicant should <b>NOT</b> be a permanent employee at the time of application for the scheme. iv. Those who have availed Post-Doctoral Fellowship earlier from KSCSTE or elsewhere are <b>NOT</b> eligible to apply for KSCSTE Post-Doctoral Fellowship.
5.	<b>Age limit &amp; relaxation</b>	40 years - as on 1 <sup>st</sup> January 2025 ( relaxed for 3 years for OBC and 5 years for SC/ST)
6.	<b>Kerala affiliation</b>	Applicant should be a Permanent Resident of Kerala.
7.	<b>Research Centre for Post-Doctoral Research</b>	<ul style="list-style-type: none"> <li>Research Centre should not be the same as the Ph.D Research Centre</li> <li>Research centre should preferably be in Kerala</li> <li>Premier national institutions/State-level government institutions/ University departments are eligible to host postdoctoral research.</li> <li>Private Organizations are also eligible as prospective R&amp;D Centres, provided they meet the eligibility requirements outlined on <b>Section No.VIII</b>. Applicants choosing a Private Organization as their postdoctoral research center must <b>CAREFULLY</b> review these criteria and submit all specified proofs during online submission of the application form.</li> </ul>
8.	<b>Publication requirements</b>	<ul style="list-style-type: none"> <li>Applicant should have published at least one research paper in a SCI Journal/secured patent</li> </ul>
9.	<b>Scientist Mentor</b>	<ul style="list-style-type: none"> <li>Regular/Permanent employee of the Institute having Ph.D. in Science or Engineering subjects and minimum 5 years of service left for Superannuation</li> </ul>
10.	<b>Nature of support</b>	Financial ( <i>Post-Doctoral Fellowship</i> ) and Technical ( <i>In terms of evaluation and technical advice through Group Monitoring Workshops</i> )
11.	<b>Quantum of support</b>	Post-Doctoral Research Fellowship Rs. 60,000/-(consolidated) and Rs. 75,000/- per year contingency grant- for 02 years
12.	<b>Number of yearly Fellowships</b>	Sanction is subject to availability of Government grant
13.	<b>Subject area</b>	Seats to be allocated to the following subject categories (i) <i>Earth &amp; Atmospheric Sciences</i> (ii) <i>Engineering Sciences</i> (iii) <i>Life Sciences</i> (iv) <i>Physical, Chemical &amp; Mathematical sciences</i>
14.	<b>Duration of the project</b>	Maximum duration – 2 Years
15.	<b>Release of grant</b>	Grant is released to Head of the Institution , through National Electronic Fund Transfer (NEFT)

16.	<b>Selection process</b>	<ul style="list-style-type: none"> <li>• Preliminary scrutiny for eligibility verification</li> <li>• Technical review by subject experts</li> <li>• Presentation of Project Proposal in the Programme Advisory Committee (PAC) meeting and recommendation by PAC</li> <li>• Execution of Agreement</li> <li>• Issue of Sanction Order and release of first installment</li> </ul>
17.	<b>Mode of Application</b>	Online

## **II. 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.

## **III. 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.

## **IV. Maximum grant amount and duration**

Selected candidates are eligible for- (i) a monthly fellowship of Rs. 60,000/- (consolidated) 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.

**Project duration:** Maximum 2 years.

## **V. Procedure of operation of the scheme. a. Scrutiny of the Application**

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

**b. Peer review** – All eligible applications undergo a rigorous peer review process conducted by subject experts from within and outside the State, who evaluate the technical merit of the proposed research. To ensure objectivity, all proposals within each category are independently scored on a 10-point scale. The final ranking is determined by calculating the average of the best three scores received by a proposal. Only those proposals that meet or exceed the predetermined category-specific cut-off score (based on these average values) are advanced for further evaluation by the programme advisory committee.

### **c. 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.

### **d. Issuing Sanction Order and release of 1st installment**

#### **• Date of start of the Project:**

On execution of Agreement 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 1<sup>st</sup> 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**.

**e. 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.

**f. Progress Monitoring/Review procedure**

- 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.
- 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.

**g. 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.

**VI. Other necessary conditions as per the scheme**

- 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.
- 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.
- The implementing Institute should provide full infrastructural facilities such as laboratory, computer, library, communication, accommodation, water, electricity, etc. for smooth implementation of the project.
- 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.

- Scientists who publish technical/scientific papers based on the research work done under the project should acknowledge the assistance received from KSCSTE.
- The Post-Doctoral Fellow should not enter into collaboration with a foreign party (individual/ industry) without prior approval of the Council.

## VII. Release of grant

- 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.
- 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.
- 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.
- 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.

## VIII. Eligibility Criteria for Private Organizations as KSCSTE PDF Host R&D Centre:

Private organizations wishing to host KSCSTE Post-Doctoral Fellows should meet the following basic requirements:

Requirements:

Sl.No	Particulars	Criteria						
A. Mandatory Requirement ( Any 02 /04 requirements are mandatory- <b>Declaration</b> (in format provided) duly signed by Head of the Institution- to be submitted by applicant during online submission of application)								
1.	Registered Status	Registration as a society/trust, either at the individual institutional level or at the umbrella organization-Proof of Same: Mandatory Document						
2.	Accreditation by Agencies (all applicable fields should be met)	DSIR	NABH	NABL	UGC	AICTE	NBA*	NAAC**
	a. Medical Institutions (inc Pharmacy Colleges)	✓	✓	✓				
	b. Aided Colleges	✓			✓			✓
	c. Engineering Institutions (Pvt)	✓			✓	✓	✓	✓
	* At least 03 Programs should be NBA Accredited for the preceeding 03 Years ** At least NAAC A Grade and above- valid at the time of application							
3.	NIRF Ranking	NIRF Ranking during the year of application should be <300						
4.	Ongoing research projects	The organization should have a minimum of two						

		ongoing research projects with a minimum net worth of Rs. 20,00,000/- , funded by State/Central Agencies ( DST, SERB, ANRF, DBT, CSIR, ICMR, DRDO etc.)
<b><i>B. Additional Information to be submitted by a prospective applicant from the Institution</i></b>		
5.	Facilities for Research	Proof of Equipment available for the proposed research, with details on the Make, Year of Purchase, Uses and Cost; Legal Software and Library Facilities- to be submitted as Annexure I
6.	Information on Faculty available for Research in the Institution	Details of Faculty, qualification, Extramural Projects, h Index, Details of Patents- to be submitted as Annexure-II
7.	List of students / faculty doing Ph.D.	To be submitted as Annexure III

#### **IX. Project Completion documents**

- Final Technical Report (FTR) - 2 hard copies
- Statement of Expenditure and Utilization Certificate (2<sup>nd</sup> 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](mailto:sasthrabodhini2011@gmail.com))*

#### **X. Final review of the Project Report**

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

#### **XI. 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.

#### **XII. 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 2<sup>nd</sup> year) and the allocation for Contingencies for 2<sup>nd</sup> 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.
- 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.

#### **XIII. 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.

#### **XIV. 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. Mark list and Certificate of PG ( *documents can be merged as single file*)
5. Certificate of Ph.D
6. Work & Research Experience certificate
7. Biodata of applicant – (*Not to exceed 2 pages*)
8. Biodata of Scientist Mentor – (*Not to exceed 2 pages*)
9. Research Proposal- Technical Information- *IN FORMAT*
10. List of Publications- *IN FORMAT*
11. Declaration by the Applicant – *IN FORMAT*
12. Consent from Scientist Mentor – *IN FORMAT*
13. Endorsement from the Head of Host Institution- *IN FORMAT*
14. For Private Institutions-
  - a) *Declaration of Compliance with Mandatory Requirements - IN FORMAT*
  - b) *Proof of Facilities available for Research- Annexure I- IN FORMAT*
  - c) *Information on Faculty available for Research- Annexure II- IN FORMAT*
  - d) *List of students / faculty doing Ph.D- Annexure III- IN FORMAT*