



# Sálim Ali Centre for Ornithology and Natural History

*(South India Centre of Wildlife Institute of India)*

## **GENERAL TERMS AND CONDITIONS GOVERNING RESEARCH PERSONNEL AND PROJECT STAFF AT WII-SACON**

(PROJECT MANAGERS/PROJECT SCIENTISTS/ PROJECT ASSOCIATES/PROJECT ASSISTANTS/TECHNICAL ASSISTANTS/ LABORATORY ASSISTANTS/FIELD ASSISTANTS)

1. The engagement is purely on temporary basis for the project duration as duly approved by SACON and funding agency. However, the same can be extended with the approval of the funding agency and Director, WII-SACON as per the recommendations of the Nodal Officer, Recruitment & Placement Cell, WII-SACON.
2. Offer of engagement is subject to his/her being found medically fit. For this purpose he/she is required to submit a medical fitness certificate issued by a Registered Medical Practitioner at the time of his/her joining.
3. The engagement in the project at WII-SACON does not give any assurance of guarantee for subsequent employment in the institute. It is purely temporary and does not entitle to any regular employment in the services of the Centre.
4. During the tenure of engagement at WII-SACON, he/she will be governed by the office orders, rules and regulations of the Centre made applicable from time to time.
5. During the term of engagement, he/she will be paid the fellowship and HRA as applicable and the emoluments may be revised subject to the notification from the funding agencies from time to time. He/She will not be entitled to any other allowances, bonus, LTC and/or retirement benefits as are admissible to regular employee of the Centre.
6. The offer of fellowship along with engagement can be discontinued by giving one week's notice by the Director, WII-SACON, by stating specific reasons.
7. On the expiry of the said period or at the end of the extended period, the term of engagement as Research Personnel will automatically come to an end.
8. Travel Rules: The Project personnel are eligible to claim TA/DA as admissible in accordance with the rules of the Centre for any tour undertaken by him/her during the tenure of engagement.
9. Leave: The Project Personnel will be entitled to avail 30 days of Casual Leave per year (January – December) and for which necessary approval of project supervisor is required. A prior approval of the Director, WII-SACON is mandatory for the Research Personnel to visit a foreign country for attending conference/seminar/symposium, etc., related to the research activities of the project.
10. HRA: The House Rent Allowance (HRA) shall be paid as per the rules of the Centre/Funding agency subject to the condition that HRA payable, in no case, shall be more than the rates payable to

Central Government/SACON Employee(s) in that area. The basis for calculating HRA will be the monthly consolidated emolument paid to the Research Personnel.

11. DA, CCA, HCA, etc.: Research personnel are not entitled to these allowances.
12. Medical Benefits and Insurance: Medical reimbursement for self through government approved medical practitioners will be provided subject to a maximum cost ceiling of Rs 5,000.00 (Rupees Five Thousand only) during the contractual period of one year based on submission of duly certified bills. A Medi-claim Policy for the self may be taken. The Centre would reimburse the premium paid for the policy of Rs. 5.0 lakhs (Rupees Five Lakhs only) annually upon production of receipt. The Medi-Claim Policy will not be allowed after end of contractual service in the Centre. An Accidental Insurance Policy for a maximum amount of Rs. 5.0 lakhs (*Rupees Five Lakhs only*) will be provided by the Centre and the annual premium will be paid by the Project.
13. Field Equipment: For research purpose the Centre may issue various field equipment/kits as per the requirement of the project and also subject to having budgetary provisions. These items will be SACON's property. The supervising faculty will ensure return of the permanent stores / non-consumable items at the time of conclusion of the Project, without which "No Dues Certificate" will not be issued.
14. Field Dress Allowance: All Research Personnel will be allowed to avail Field Dress Allowance for the purchase of field shoes and uniform from the Project fund and as per provision in the project budget. An amount not exceeding Rs. 2,500/- per year / per person may be sanctioned for the purpose by the Director based on the recommendations of project supervisor.
15. Contingency Grant: The contingency grant as approved in the Research Personnel will be fully controlled by the PI of the project but will be subject to usual scrutiny in finance. The concerned Supervisor/Nodal Scientist will be fully responsible for its utilization and he/she will be free to recommend disallowing of any unjustified expenditure.
16. Publication/Patent: The results of research work will be encouraged to publish in standard refereed journals as well as other popular forms of scientific documentation at the discretion of the Nodal Scientist/PI of the project. Due authorship will be given to the Research Personnel and other team members, who have contributed to research papers and patents. The Nodal Scientist/PI of the project will be responsible for a fair and just authorship order. In case of any dispute, the Director, WII-SACON will be the final appellate authority. Due acknowledgement will be given to all funding agencies in all publications arising out of research work conducted at WII-SACON. The right to commercial exploitation of the results and patent arising out of the investigation will, however, rest exclusively with WII-SACON. In case of projects funded by other agencies or collaborative research project(s), the commercial exploitation of the results and patent arising out of the research work will be worked out as per the Memorandum of Understanding (MoU) signed between the collaborating parties or as per the guidelines of the concerned funding agency.
17. Identity Card: WII-SACON will issue an identity card to the Research Personnel. For this purpose, the Research Personnel should furnish requisite information to the Administrative Officer, WII-SACON.
18. Transport Facility: Both for the POL and its maintenance and also in the event of having jeep/motor cycle as per the requirement in the field research and having provisions in the project budget, the Research Personnel will be required to maintain logbook, which will be, scrutinized by the concerned supervising faculty/Nodal Scientist and Finance Section as and when required.

19. The Research Personnel shall strictly abide by the rules and regulations, as implemented by the management of WII-SACON to be observed on SACON Campus, while working or staying or moving inside the campus.
20. The following are the responsibilities that a Research Personnel is expected to meet:
- a. He/she must be a full-time research/technical worker and submit him/herself to the discipline and regulation of the Centre in which he/she is working. The supervisor/Nodal Scientist may ensure regular attendance of the Research Personnel by keeping an attendance register, including for field tours of research personnel.
  - b. In case a Research Personnel plans to appear for any competitive examination, he/she must inform the Director, WII-SACON in writing and obtain written approval before applying. In this regard, he/she should submit his/her application through the Nodal Scientist/PI of the project and Research Coordinator, WII-SACON.
  - c. The Research Personnel shall be required to submit a detailed (quarterly) report on the progress of his/her work to the Nodal Scientist/PI of the project who in turn shall submit a copy of the progress report to the Office of the Research Coordinator. Once a Research Personnel accepts the fellowship and joins the Centre, it is expected of him/her to work through the full term of the offer.
  - d. The Research Personnel shall not be allowed to discontinue his/her fellowship without the prior approval of the Nodal Scientist/PI of the Project and the Director, WII-SACON. In case, he/she wants to discontinue prior to the completion of the tenure or the attainment of original objective of the research, he/she must submit resignation to the Director, WII-SACON through the Nodal Scientist/PI of the project at least one month in advance indicating specific reasons for not continuing for the full term. In case he/she leaves the Fellowship without prior approval of the Competent Authority, he/she will be liable to make such refund as may be decided by the Director, WII-SACON. The monthly emoluments shall be ceased from the date stipulated by the Director, WII-SACON while accepting the resignation.
  - e. Before the termination or resignation of the offer, a Research Personnel must furnish a detailed report of the work done during the entire tenure including field data to Nodal Scientist/PI of the project with a copy to the Research Coordinator.
  - f. Any kind of, paid or honorary, part or full-time, employment or private consultancy even in honorary capacity by the Research Personnel is not permissible during their tenure of engagement at the Centre.

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