

## **Uniform Selection Procedure for PDFs**

### **Web Portal for Common Call for Applications**

- Departments/Academic Units follow a uniform procedure for a rolling call for applications across the Institute. A common web portal will be created for receiving applications.

### **Standardized Application Format**

- The candidate should obtain consent from a mentor from the academic unit prior to application.
- Applicants submit their PDF application form in the portal with the email consent from the mentor as an attachment.

### **Preliminary Screening by Academic Unit Committee**

- The PDF Screening Committee/ FSC/DPC reviews applications and decides whether to reject or recommend for a seminar.

### **Academic Unit Seminar**

- The applicant delivers an online/offline seminar in the Academic Unit. The notice should be widely circulated.

### **Faculty Feedback**

- Faculty members provide feedback on the applicant's seminar using a standardized form. The feedback should include comments from a minimum of three to four faculty members from the area of specialisation.

### **Recommendation Letters**

- The applicant submits recommendation letters from two or three referees.
- The academic unit mentor will write their own detailed recommendation letter stating how the candidate compares with their graduated Ph.D. students.

### **DPC Minutes**

- The Academic Unit reviews feedback and recommendation letters in an in person meeting (not by circulation/email) and decides on a recommendation through the DPC.

### **Standing Committee Approval**

- The Head of the Academic Unit presents the case to the Standing Committee.
- A Summary sheet in a standardized format of applicants in the department is presented.
- The Standing Committee approves or rejects the recommendation.

## Post-doctoral Candidate Evaluation Form

Name of the Academic Unit: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

### 1. General comments (Tick in appropriate box)

	Excellent	Very Good	Good	Satisfactory	Poor
Motivation					
Personality					

### 2. Comments on Presentation (Tick in appropriate box)

	Excellent	Very Good	Good	Satisfactory	Poor	Remarks
Organisation						
Communication Skill						
Technical quality						
Understanding						
Depth						
Breadth						
Handling Q/A						

### 3. Comments on research work (Tick in appropriate box)

	Excellent	Very Good	Good	Satisfactory	Poor	Remarks
Technical content						
Quantitative content						
Experimental content						
Theoretical content						
Quality of publications						

**4. Other observations (Tick in appropriate box)**

	Excellent	Very Good	Good	Satisfactory	Poor	Remarks
Teaching potential						
Research potential						

**5. Other comments, if any:**

**7. Overall recommendation (Circle one)**

**(Strongly recommended / Recommended / Not recommended / No comment)**

Name:

Signature:

Date:

**Summary Sheet by Department**

<b>Sr. No</b>	<b>Name of the applicant</b>	<b>Date of Birth</b>	<b>Age (cut-off: 32 years)</b>	<b>Birth Category</b>	<b>Name of Mentor Faculty</b>	<b>Publications related Matrix</b>	<b>Ph.D. thesis submission / Graduation date</b>	<b>Number of External IPDF at present under the Supervisor (limit &lt; = 2)</b>	<b>Remarks</b>

**Signature of IPDF Evaluation Committee members**