

Personnel appointment for various projects: stipend, emoluments and other conditions of service

1. The appointment of the personnel for given project will be made by the Principal Investigator (PI) after advertising the post locally (through posters & on intranet) at least 7 days before.
2. An advertisement should include following points:
 - a. **Designation**
 - b. **Stipend** (all inclusive) per month
 - c. **Tenure:** The staff employed for the project would have no claim to a permanent employment with respective society and MCGM and not to be treated as employees of the MCGM. All the posts are temporary stipendiary assignments and are tenable for six months from the date of joining duty. Continuation on the post will, however, depend on the satisfactory progress of work. It can be terminated at any time with a month notice if the progress is not satisfactory. It can also be terminated without any notice if the particulars given in the application form are found to be incorrect or false. The responsibility of re-employment of such staff at the completion and termination of the project will not be that of respective society and MCGM.
 - d. **Administrative control:** The appointed staff will be under the administrative control of the respective PI for day to day activity and will have to work as per the directives of PI. They have to follow service rules of the Seth GS Medical College & KEM Hospital, Diamond Jubilee Society Trust of the institute. The rules of Municipal Corporation of Greater Mumbai (MCGM) do not apply to this post.
 - e. **Joining Duty:** Month from which the selected person has to join if the terms and conditions are acceptable and a statement that if the duty is not joined in stipulated period, it will be presumed that the selected person not interested in this job and the offer of appointment will be withdrawn without further notice. The working hours needs to mentioned for weekdays and Saturday. A statement is to be added that “ based on the work, the timings may be extended without any provision of overtime payment”.
 - e. **Terms:** The candidates are to be informed that after every 6 months, 7 days break will be given as per the rules of DJST. Further continuance depends on satisfactory progress of work. The institution reserves the right to terminate the appointment without assigning any reason within 24 hrs.
 - f. **Recommendation letter:** Recommendation letter will not be given before completion of 6 months.
3. Rules of MCGM are to be followed regarding reservation. Interviews are to be conducted by a panel of 3 interviewers. This panel should have PI, Head of the Department (where PI is Head, the next senior of the department/Dean will be a member) and an external member who is an expert in the relevant field- not less than an Associate Professor/Professor. Interview report should be sent to the DJST. The appointment letter will be as per the format provided by DJST.
4. The existing stipend structure is displayed and will be revised from time to time.
5. The research staff may be fixed at a stipend at any level between minimum and maximum for the respective post depending upon the qualifications and experience. The concern Principal Investigator (PI) may decide the level in which the particular

staff should be placed. After appointment range of increment shall not exceed 10% as decided by the DJST. If the PI wishes to exceed the norms for this increase or exceed the maximum limit decided for the post, permission of the board of trustees must be obtained.

6. Remuneration given to the municipal employee for contract work should not exceed 10% of the basic salary of MCGM for the given post.
8. Identity card will be given to the personnel working on DJST account free of charge. **HOWEVER, RS.50/- WILL BE CHARGEED FOR RENEWAL IF THE CARD IS LOST.** The card is valid for 6 month and has to be renewed. The old card needs to be submitted to the DJST office at the time of renewal.

To get a card, a form is to be filled by an appointee, which is available in the DJST office. The form along with a request letter addressed to the Secretary, DJST should be forwarded by the investigator. A copy of stamp size photograph is a must.

Please note that each employee is expected to visibly display the I-card while working in the institutional premises.

9. The trust will issue stipend certificate if request for the same is forwarded by PI.
10. In lieu of absence of long term benefits ex-gracias payment can be made once a year to the office staff. The maximum to be given is Rs. 5000/- if stipend exceeds Rs. 5000/-. For those having stipend less than Rs. 5,000/-, it should be equal to stipend. The staff on various research posts cannot avail this privilege.
11. The staff on research projects is eligible for 15 CLs in a year. If additional leave is required, it is left to the discretion of PI. Participation by any of the categories on research projects in any scientific event in India and abroad will be treated as on duty. Maternity leave as per Govt. of India instructions would be available to all categories. The office staff is entitled to 15 ELs in addition to 15 CLs. However, they cannot be carried forward to the next year. If not utilized in a year, they can be encashed.
12. Students/Staff selected on research projects may be encouraged registering for higher degrees.