

# CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE

TUMKUR ROAD, BENGALURU– 560022

## Guidelines for engaging personnel on temporary project assignments

### 1. INTRODUCTION

Keeping in view to bridge the Institutional gap in timely execution, delivery of ongoing Projects / other departmental-related work as a result of loss of certain capabilities for realizing the deliverables/objectives.

This situation has arisen mainly because there are many sponsored projects, short-duration projects, and consultancy services, for all works cannot be carried out and completed with the short duration with existing regular manpower, and also in some cases, due to the nature of work, the staff strength is minimal for handling such specialized activity.

To meet the functional requirement, and adhere to committed schedules of the on-going Projects without compromising on quality, it is considered necessary to engage the persons on contract for short duration basis, wherein their services will be engaged on the **Principle of Co-terminus with the Project**, in such cases no additional financial burden on CMTI.

Accordingly, GC in its 133<sup>rd</sup> meeting approved engaging the project personnel in line with the practice being followed in CSIR/DRDO or other similar organizations. Accordingly, CMTI framed the guidelines for the engagement of persons on contract under the name of Project Personnel (Technical & Non-Technical Cadre) and being followed to engage the project personnel on a contract basis. Such Contract Engagement shall also be subject to the condition that, the expenditure is fully booked under the Project, with suitable provision having been made available in the project cost estimate, or special approval is taken from the Director, CMTI to meet the cost of non-project related contract engagement from the Institute accrual. In no case, this expenditure be booked under the grant received from MHI towards partial salary support.

For all practical purposes, this has been treated as a part of developing the Skill Development Programme, wherein educated youth are technically qualified and have been imparting practice-based learning opportunities while they work on real R&D projects and TIC services including R&D support services that enhance the employability of these fresh professionals is enhanced. Engagement in these project personnel has been done through walk-in interviews. The performance of these contract staff is reviewed once in six months. While their initial engagement is limited to project tenure or a maximum of two years, the duly constituted committee at the institute level conducts the performance interview to recommend their continuation with 10% financial upgradation. The Stipend fixed at that time was equivalent to the remuneration as approved by the Department of Science and Technology (DST), GoI, and other research establishments.

Recently, many other R&D establishments like CSIR, ADA, and many similar R&D organizations have adopted and revised their stipend for similar project personnel in line with the remunerations as revised by DST vide OM No. SR/S9/Z-05/2019, dt. 10.07.2020. As a result, CMTI is facing the challenges of attracting and retaining talent, resulting the project delays and a shortage of skilled project personnel. This necessitated CMTI to revise the guidelines being followed in CMTI for the engagement of project personnel. The updated guidelines are prepared looking at operational efficiency following DST guidelines as a base document.



## 2. TERMS & CONDITIONS (Basic requirements/ Term / Termination of Engagement)

- 2.1 These guidelines are applicable only for the short-term requirement for engaging personnel on a Contract basis for the execution of Projects and other departmental work assignments.
- 2.2 Wherever the funding agencies of R&D projects/Schemes have specified guidelines, CMTI will follow them and these guidelines will not be applicable.
- 2.3 The period of Engagement shall depend on the need & requirement of the Project. The initial engagement shall be generally for two years, which may be extended for a further period/periods based on the need and requirement of the Project with the internal review conducted by the committee duly constituted by Director, CMTI.
- 2.4 The project personnel shall continue to submit the work report in the prescribed format in every six months. The project leader/GH/CH may review and forward it to the administration. In case of non-performing project personnel, whose performance is not satisfactory shall be reviewed by an Institutional committee to decide upon discontinuation of engagement/change of projects as deemed fit.
- 2.5 After the completion of two years and/or the end of the current tenure, the committee may assess the performance and recommend the continuation of an engagement or otherwise. This is subject to the project requirements.
- 2.6 The project personnel recommended by the institute-level committee, shall be allowed to take a break of at least one week before reengagement.
- 2.7 The maximum period of such contract engagement of project personnel normally **be limited to five** years.
- 2.8 In case of essential/critical project requirements, where the need to retain skilled and trained project personnel in the interest projects delivery is essential on account of the continuation of the same or similar projects, the project leader/GH/CH needs to propose for re-engagement beyond five years with appropriate justifications. The Special committee chaired by the Director involving one external domain expert may critically review the need Vis-a-vis performance of project staff considered for re-engagement of project personnel beyond 5 years may be considered. However, under any circumstances, the total period of engagement of project personnel shall not exceed 7 years.
- 2.9 The Contract Engagement may be terminated at any time without any notice on completion of the assigned work/Project.
- 2.10 These project personnel will not be entitled to any other allowances like Bonus, Gratuity, and leave travel allowances.
- 2.11 The contract Engagement may also be terminated with one month's notice on either side.
- 2.12 The contract Engagement may also be terminated without any notice in case of violation of any Service Rules or the performance of the Contract person is not satisfactory. In such cases, the contract person shall have no claim whatsoever, and the decision of the Director in this regard shall be final and binding.



### 3. REMUNERATION, DESIGNATION & OTHER BENEFITS:

3.1 Any Personnel considered for Contract Engagement shall be eligible for a consolidated fixed Stipend and are not eligible for any other benefits or allowances that are extended to regular Personnel of CMTI.

3.2 **Remuneration:** The Maximum monthly fixed Stipend payable to different categories are as follows:

3.2.1. CMTI is currently paying the following Stipend for the project personnel as below:

SI No.	Designation	Qualification	Age Limit	Stipend
1.	Project fellow	Doctorate in Engineering	35	56,000
		Graduation in Engineering / MSc / MCA	32	
		Fresher's		25,000
		With 2 years Experience		30,000
		Post Graduation in Engineering	32	
		Fresher's		28,000
		With 2 yrs Experience		32,000
2.	Project Assistant – II	Diploma in Engineering /BCA/Other Non-Engineering UG degree	30	
		Fresher's		20,000
		With 2 years' experience		22,000
3.	Project Assistant – I	ITI Holders	25	
		Fresher's		18,000
		With 2 yrs of experience		20,000
4.	Data Entry Operator cum Assistant	Graduation other than engineering	30	
		Fresher's		20,000
		With 2 yrs of experience		22,000
5.	Mechanic cum Driver	SSLC / ITI with 2 years' experience with a valid Driving License	25	18,000



3.2.2. Revised stipend and re-designations of project personnel.

To attract and retain the talents to meet the project requirements, CMTI is proposing to revise the stipend as below that are derived from the adoption of the DST guidelines as revised vide OM No. SR/S9/Z-05/2019, dt. 10.07.2020.

Sl No.	Designation	Qualification	Age Limit	Stipend
1	Project Associate-I	Master's Degree in Natural or Agricultural Sciences / MVSc or bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent	35	(i) 31,000/- + HRA to Scholars who are selected through (a) National Eligibility Tests – CSIR-UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process through National level examinations conducted by Central Government Departments and their Agencies and Institution. (ii) 25,000/- + HRA for others who do not fall under (i) above.
2	Project Associate-II	(i) Master's Degree in Natural or Agricultural Sciences / MVSc or bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent and (ii) 2 years' experience in Research and Development in industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services	35	(i) 35,000/- + HRA to Scholars who are selected through a process as mentioned 1(i) above. (ii) 28,000/- + HRA for other who do not fall under (i) above.
3	Senior Project Associate	(i) Master's Degree in Natural or Agricultural Sciences / MVSc or bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent and (ii) Four years' experience in Research and Development in industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services  OR Doctoral Degree in Science / Engineering / Technology/ Pharma / MD / MS from a recognized University or equivalent	40	42,000/- + HRA



4	Principal Project Associate	<p>(i) Master's Degree in Natural or Agricultural Sciences or Bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent and</p> <p>(ii) Eight years' experience in Research and Development in industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services</p> <p>OR</p> <p>(i) Doctoral Degree in Science / Engineering / Technology/ Pharma / MD / MS from a recognized University or equivalent and</p> <p>(ii) Four years' experience in Research and Development in industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services</p>	40	49,000/- + HRA
5	Project Scientist I	Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent	35	56,000/- + HRA increment of 5% for every 2 years of experience subject to performance review.
6	Project Scientist II	<p>(i) Doctoral Degree in Science or Master's Degree in Engineering or Technology from a recognized University or equivalent and</p> <p>(ii) Three years' experience in Research and Development in industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services</p>	40	67,000/- + HRA increment of 5% for every 2 years of experience subject to performance review.
7	Project Assistant - I	<b>ITI Holders</b>	<b>25</b>	
		Fresher's		18,000 + HRA
		With 2 yrs of experience		20,000 + HRA



8	Project Assistant – II	<b>Diploma in Engineering / BCA / Other Non-Engineering UG degree</b>	<b>30</b>	
		Fresher's		20,000 + HRA
		With 2 years' experience		22,000 + HRA
9	Data Entry Operator cum Assistant	<b>Graduation other than Engineering</b>	<b>30</b>	
		Fresher's		20,000 + HRA
		With 2 yrs of experience		22,000 + HRA
10	Mechanic cum Driver	SSLC / ITI with 2 years' experience with a valid Driving License	<b>25</b>	18,000 + HRA

- 3.3 The remuneration shall remain fixed for the entire period of the contract unless specified.
- 3.4 The project personnel are not entitled to any other allowances like Bonus, Gratuity, or Leave Travel Allowances. If the contract Personnel remains absent on any working day in a month for reasons other than curfew, strike, or bandh, the period is treated as absent accordingly such absented days no stipend is paid.
- 3.5 Personnel who are engaged on a Contract basis shall be redesignated as Project Associate, Project Assistant, Data Entry Operator cum Assistant, etc. as stated in 3.2.2.
- 3.6 Personnel engaged on contract shall be eligible for one day of Casual leave for every completed month of service.
- 3.7 During Contract Engagement, for the employment injury treatment charges shall be borne by the Institute and special leave may also be granted on submitting Medical Certificate.
- 3.8 Personnel on contract may follow the normal working hours as prescribed. However, as per the exigency, one has to complete the time-bound work. Attendance will be supported through the Biometric Attendance System.
- 3.9 Personnel on contract may be deputed on-field duties and TA/DA shall be paid as per existing rules by the equivalent cadre pay level of the post.

#### **4. SELECTION PROCESS:**

- 4.1 The requirement forwarded by Centre Heads / Group Heads through Proper Channel to be approved by the Director, as per the **format Annexure-A** indicating the fund's availability, etc. **All the engagement from the Open market.** For engaging the personnel the Walk-in-Interview method also can be considered. To consider Engagement a Selection Committee shall be constituted by the Director. The selection committee is chaired by the Director or his nominee. Other members shall include one senior Scientist (Scientist-D and above), one external domain expert, and a representative of women and SC/ST/OBC.
- 4.2 The Selection Committee shall consider such requirements taking into consideration, the existing staff position and skill sets of the concerned Group / Centre, the present workload of the Group / Centre, the Projects being handled, etc., and submit its recommendations.

## 5. GENERAL

- 5.1 Generally, Personnel who are engaged on a contract basis shall attend work on all working days. The project personnel (except Project Associates and Project Scientists) engaged in overtime based on the project requirements to meet the deadlines. They are allowed to avail of compensatory leaves. Project Associates and Project Scientist can avail Compensatory leaves for the work carried on holidays only. Minimum hours worked for availing Compensatory leave is four(4) hours for half day and eight(8) hours for full day. However, in respect of all other project personnel engaged can claim cash compensation or compensatory leaves, worked beyond Normal working hours and holidays.
- 5.2 During exigencies of work, Contract Persons shall be required to work after Office Hours and on Holidays and any refusal for such work shall considered violation of service rules and Contract Engagement may be terminated forthwith.
- 5.3 The Intellectual Property rights (IPR) of the data collected as well as deliverables produced for the Department/ Institute shall remain with the Department/ Institute where the contract person is posted. The project personnel engaged under projects are not entitled to any benefits in IPR, royalty, etc. generated from the said project. However, these staff who are engaged in intellectual tasks shall be included as Investigators/authors as applicable in IPRs and publications come out with his/her contributions.
- 5.4 No one shall utilize or publish or disclose or part with, or a third party, any part of the data, statistics or proceedings or information collected for his assignment or during the course of assignment for Institute without the express written consent of the Institute.
- 5.5 Personnel on Contract engagement shall be bound to hand over the entire set of records of assignment to the Group/Centre/ Institute before the expiry of the contract and before the final payment is released by the Institute.
6. Notwithstanding anything contained herein above, any alterations/modifications/ relaxations in these guidelines, CMTI Governing Council shall have the powers to alter/modify/relax depending on the requirement for the Institute.



**Annexure - A**

**CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE**  
Tumkur Road, Bengaluru – 560 022

Date :

**REQUIREMENT OF PROJECT STAFF**  
(CYCLE: I / II / III / IV / V)

Centre Name:

Project No:

Group Name:

Budget Head:

S N	Post Code (will be filled by Administra tion)	Name of the Post	No. of Posts Required	Essential Qualifications & Experience	Desirable Qualification & Experience	Projec t No.	Job Description in brief	Stipend Per month	No. of Years

(Please refer approval project staff category as a basic guideline)

(Signature of PL / GH)

Signature of Centre Head:

Whether the necessary fund is available: Yes / NO  
(To be certified by Sr.CAO)

Director: for in principle approval

