

DBT JUNIOR RESEARCH FELLOWSHIP (DBT- JRF) PROGRAMME

GENERAL GUIDELINES

Department of Biotechnology (DBT), Ministry of Science and Technology, Government of India provides fellowship to meritorious candidates for pursuing research in Biotechnology through “DBT - JRF Programme”. The programme is advertised once every year tentatively in January. Only bonafide Indian citizens, residing in India are eligible to apply. The candidates are selected through “Biotechnology Eligibility Test” (BET) an online test conducted in multiple cities/centers. Based on performance in BET, two categories of merit list are prepared (Category I and Category II). Candidates selected under category I (Top 275) are eligible to avail fellowship under the programme. These are tenable in any University/Institute in India where the candidates register for Ph.D. programme. Candidates selected under Category II (next 100 in merit list) are eligible to be appointed in any DBT sponsored project and avail fellowship from the project equivalent to NET/GATE, subject to selection through institutional selection process. The programme is implemented by Biotech Consortium India Limited (BCIL), New Delhi, a company promoted by DBT.

Candidates may apply through the online application portal and appear in BET. The detailed application process is given at ‘DBT - JRF Programme Selection Process’ posted at www.bcil.nic.in.

1. ISSUANCE OF AWARD LETTER

The candidates qualifying BET are required to submit prescribed documents within a year of declaration of BET results for the issuance of award letter. Award letter will not be issued if documents are not found in order or are not submitted within one year. Selected candidates should submit self- attested photocopy of following documents (only after declaration of results of their qualifying exam) to DBT - JRF Management Cell at BCIL, New Delhi:

- 1.1. BET Hall Ticket
- 1.2. Certificate of Date of Birth (Class X certificate/PAN Card/ Aadhaar Card)
- 1.3. Mark sheet of qualifying exam
- 1.4. Certificate of qualifying exam/ provisional degree
- 1.5. For SC/ST/PH candidates, proof for the category, preferably in English
- 1.6. For OBC candidates, latest non-creamy layer certificate, preferably in English(Central Government list, format at *Annexure-I*)

2. ACTIVATION OF FELLOWSHIP

The fellowship can be activated after joining PhD programme in any Indian University/Institute. Candidate is given two years' time for securing admission in PhD from the date of issue of award letter, beyond which the fellowship will lapse. Candidates who are already enrolled for PhD programme can activate the fellowship from the date of issue of award letter. The candidate has to submit Data Sheet, Undertaking and NEFT/ RTGS Electronic fund transfer form as per *Annexure II, III and IV* respectively, in order to activate the fellowship.

3. FELLOWSHIP & TENURE

The total tenure of the fellowship shall not exceed five years from date of activation of fellowship. The fellowship will be discontinued from the date of PhD viva-voce or from the date of resignation by Fellow or termination by DBT whichever is earlier.

The amount of fellowship would be as per DST guidelines. The guidelines for utilization of the contingency grant are given at [Annexure-V](#).

The host University/Institution has to submit the consolidated Utilization Certificate (*Annexure-VI*), Claim form (*Annexure VII*) and Statement of Expenditure ([Annexure-VIII](#)) at the end of each Financial Year failing which grant for next financial year will be withheld.

On completion of two years as JRF, the progress will be evaluated for upgradation to SRF by a "Three Member Assessment Committee". The "Three Member Assessment Committee" must include Guide, Head of the Department and an external expert in relevant field, not below the rank of Associate Professor. If the Guide happens to be the Head of the Department, any senior faculty of the Department may be associated as the third member of the Committee. The Committee has to submit its report as per format at *Annexure-IX*. In the event of delay in assessment by the "Three Member Committee", the Fellow will continue to avail JRF till satisfactory assessment report is received.

In the event of Committee not recommending upgradation, the Fellow will continue as JRF for another one year. The progress of research work of JRF will be assessed again by "Three Member Committee" at the end of 3rd year for upgradation to SRF. Extension of tenure from 4th year to 5th year will be on the basis of the progress report and recommendation of the "Three Member Assessment Committee" held after 4th year completion ([Annexure-X](#)).

Fellowship can be terminated by DBT based on recommendation of host Institution/University, any time during the tenure of fellowship.

If the Fellow is enrolled as PhD scholar in any Institute/University and has availed fellowship from any other government agency; the total tenure of fellowship will be five years only, calculated from the date of availing any fellowship. In such scenario, the SRF upgradation will be considered on completion of two years from date of joining as DBT - JRF.

4. RELEASE OF FELLOWSHIP

The fellowship and contingency will be released annually to the host Institute on receipt of prescribed documents duly signed by the Finance Officer/Head of the Institution. Fellowship for first year will be released after receipt of joining report and undertaking by Fellow along with other necessary documents as mentioned in the award letter, through the Guide duly forwarded by Head of the Institute. Subsequent annual releases will be made only after receipt of (a) the Progress Report of the Research Fellow in the prescribed format (*Annexure-XI*), (b) Utilization Certificate (*Annexure-VI*), and Statement of Expenditure (*Annexure-VIII*) incurred during the financial year ending on 31st March, along with Request for release for next financial year from Financial Authority as per Claim Form (*Annexure VII*). The unspent amount of earlier payments and Interest earned by host Institution/University will be adjusted from subsequent release. The University/Institution shall be responsible for proper utilization of grant and for rendering the account details to BCIL.

5. PROGRESS REPORT

Progress report is to be submitted annually in the prescribed format (*Annexure XI*) within one month after completion of each financial year through Guide/Head of the Department (Maximum 5 pages). Attendance record must be properly filled in the Annual Progress Report Proforma. Annual progress reports may be sent via email to jrf.dbt@gov.in.

Non-compliance of DBT norms for timely submission of annual progress report may result in termination of fellowship.

6. PUBLICATION/INTELLECTUAL PROPERTY (IP)

DBT support should be acknowledged in all publications/ IP such as copyrights, patents, trademarks, etc. All matters concerning ownership of IP and its licensing / exploitation would be governed by the policies of the host Institute.

7. OBLIGATIONS OF THE FELLOW

7.1. Fellow has to be a full time researcher and follow the disciplinary rules of the host Institute.

7.2. In case Fellow wishes to discontinue the fellowship prior to completion of the tenure, Fellow should submit resignation to DBT - JRF Management Cell through the Guide along with the relevant documents (*Annexure XII*). The fellowship shall cease from the date of resignation by Fellow.

7.3. If the Fellow does not submit PhD thesis within stipulated tenure of the fellowship, he/she must send a detailed consolidated report of the research work done during the entire period of fellowship within one month of completion of the tenure of the fellowship through the Guide to DBT, in the prescribed proforma (*Annexure-XIII*).

7.4. During the tenure of the fellowship, the Fellow shall correspond with DBT - JRF Management Cell through the Guide only with the approval of the Head of the Institution. Direct queries will not be entertained.

7.5. The Research Fellow shall keep DBT - JRF Management Cell informed about submission of thesis for Ph.D.

8. LEAVE

Host Institute/University norms will be applicable.

9. TRANSFER OF FELLOWSHIP

The Fellow should carefully choose the host Institution, Guide/Supervisor, and availability of necessary infrastructural and other research facilities etc. to carry out research before joining. **Request for transfer of fellowship will not be entertained except on compelling circumstances for which the Fellow & Guide should submit proper justification and follow the transfer procedure. ([Annexure XIV](#))**

10. DISCONTINUATION OF FELLOWSHIP

Senior Research Fellowship will be discontinued from the date of viva-voce of PhD or on completion of fellowship tenure, whichever is earlier.

10.1. If a Fellow leaves without permission, stipend due to Fellow shall not be paid by the Institution, till all dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

10.2. The unspent balance with the Institution due to termination /resignation/transfer of fellowship/Leave sanctioned without stipend of a Fellow /interest earned on grants released by DBT must be refunded to DBT - JRF Management Cell by demand draft or by NEFT transfer.

10.3. Fellows must settle their claims within one year of leaving the fellowship. No claim will be entertained after one year of leaving the fellowship.

11. ACCOMMODATION / HRA

All Fellows may be allowed reasonable hostel accommodation wherever available within the premises of the Institute/University and those residing in accommodation provided by Institute will not be eligible for drawing HRA. In case of non availability of hostel, house rent allowance will be allowed as per DST guidelines.

12. MEDICAL BENEFITS

The norms of the host Institute will apply. DBT will not entertain any medical claims.

13. GENERAL

- 13.1. **The fellowship is exempt from payment of income tax under section 10(16) of IT Act**
- 13.2. These terms and conditions supersede all previous instructions issued in regard to JRF/SRF and will become effective w.e.f. date of issue of guidelines.