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राष्ट्रीय खाद्य प्रौद्योगिकी उद्यमशीलता एवं प्रबंधन संस्थान  
(खाद्य प्रसंस्करण उद्योग मंत्रालय के अंतर्गत एक राष्ट्रीय महत्व का संस्थान)  
**National Institute of Food Technology Entrepreneurship and Management**  
(An Institute of National Importance under the Ministry of Food Processing Industries, Government of India)

## Notification

N/De/R/12/2025/02

Dated: 16-12-2025

### Subject: Policy Document for Recruitment of Project Staff under externally Funded Projects

#### 1. Purpose

This policy outlines the standardized procedure for recruitment of personnel under externally funded or institute-sponsored projects at NIFTEM-Kundli. The objective is to ensure a transparent, timely, and accountable recruitment process in compliance with institutional norms and funding agency requirements.

#### 2. Scope

This policy shall be applicable to all project-based recruitments, including but not limited to research staff, technical staff, and contractual project employees engaged under projects administered through the Office of the Dean (Research & Outreach), hereinafter referred to as Dean R&O.

#### 3. Project Categorization

- Government funded projects shall be administered through NIFTEM.
- Industry/Private agency funded projects shall be administered through NIFTEM Technology Innovation and Business Incubation Foundation (NTIBIF).

#### 4. Preconditions for Initiation of Recruitment

1. The recruitment process for Government funded projects may be initiated only after receipt of sanction order from funding agency and funds.
2. The recruitment process for industrial projects may be initiated only after signing of the Non-Disclosure Agreement (NDA) or any other mandatory agreement with the concerned funding agency, wherever applicable.
3. No recruitment-related activity shall commence prior to fulfilment of this requirement.
4. For Industry funded projects, the offer letter to selected candidates shall be issued only after receipt of funds from the client/partnering institution.

#### 5. Initiation of Recruitment Proposal

1. The Principal Investigator (PI), or Co-Principal Investigator (Co-PI) in the absence of the PI, shall initiate the recruitment proposal.

*Rajal Chandra*

2. The PI/Co-PI shall:
  - Enter complete project details on the Dean R&O (DRO) Portal.
  - Generate the Project Number through the DRO Portal.
3. A file for advertisement approval shall be initiated by the PI/Co-PI and forwarded to the Dean R&O Office, clearly indicating the Project Number and project details.

## **6. Approval Workflow**

The recruitment file shall be processed strictly through the following approval channel:

**PI → Head of the Department (HOD) → Dean (Research & Outreach) → HOD → PI**

1. The Dean R&O Office shall verify project details, funding approval, and compliance with institutional norms.
2. Upon approval by the Dean R&O, the file shall be returned to the PI through the same channel.

## **7. Advertisement of the Post**

1. Upon receipt of approval, the PI shall ensure advertisement of the post on NIFTEM's website.
2. Minimum advertisement period:
  - The advertisement must remain open for at least 7 (seven) days.
3. The advertisement must clearly mention:
  - Name of the post
  - Duration of engagement (maximum one year, extendable based on the performance of the candidate)
  - Monthly remuneration/consolidated pay
  - Essential and desirable qualifications
4. All applications shall be invited only through the "Careers" section of the DRO Portal. No offline or email-based applications shall be accepted.

## **8. Timeline for Interview**

1. Shortlisting and interview for the advertised position shall be completed within 30 days from the last date of advertisement.
2. The PI shall be responsible for coordinating and scheduling the interview in consultation with Dean R&O Office.

## **9. Interview Panel Constitution**

The Interview Panel shall consist of the following members:

1. **Dean (Research & Outreach) / Nominee**
2. **Principal Investigator (PI) and/or Co-PI**
3. **Head of the Department (HOD) / Nominee**
4. **External Expert** (to be suggested by the PI)

**Representative of the Funding Agency** (Optional, if the funding agency wishes to participate)

## **10. Selection and Waiting List**



1. The Interview Committee shall normally recommend:
  - **One selected candidate**, and
  - **Two candidates on the waiting list**.
2. The purpose of the waiting list is to avoid re-advertisement in case the selected candidate declines to join.
3. If the Interview Panel unanimously agrees that no candidate is suitable for the waiting list, the same may be duly recorded, and the waiting list may be waived.

#### **11. Validity of the Interview Panel**

1. The panel will be valid for 06 months

#### **12. Post-Interview Process**

1. The post-interview administrative process shall be initiated **within 7 days** from the date of interview.
2. The offer letter shall be issued exclusively by the Assistant Registrar (Personnel), NIFTEM, for Govt. funded projects, after completion of all formalities.
3. The offer letter shall be issued exclusively by the NTIBIF for private/ industry funded projects, after completion of all formalities.
4. In case the selected candidate does not accept or join the position, the offer may be extended to the waiting list candidate without conducting a fresh interview.

#### **13. Resignation and Salary Release**

1. In case a project employee resigns from the position:
  - The final salary shall be released only after submission and verification of No Dues Clearance from the AR (Personnel) Department.
2. All institutional assets, data, and responsibilities must be duly handed over prior to final settlement by the employee to the PI. The PI shall be accountable for ensuring proper completion of the handover process.

#### **14. Extension of the Tenure of Project Staff**


1. At least **15 days prior** to the expiry date mentioned in the offer letter, the PI shall initiate the file for extension of the project staff's tenure.
2. The performance report of the concerned project staff must be duly submitted along with the extension request.
3. The minutes of the project review meeting, duly signed by PI, HoD and countersigned by Dean (R&O), shall also be submitted as part of the extension process.

#### **15. Fresh Recruitment After Resignation**

1. The waiting list shall remain valid for a period of six (06) months from the date of interview. If a candidate who has joined resigns within this period, the waiting list candidates shall be approached in order of merit. If the waiting list candidates decline the offer, a new interview process shall be initiated.
2. If a position becomes vacant due to resignation or any other reason and no waiting list candidate is available:
  - A fresh advertisement shall be issued.

*Dr. Arun Chandra*

- Applications shall again be invited through the DRO Career Portal.
3. The recruitment process shall follow the same procedure and approval mechanism as defined in this policy.



**Dr Komal Chauhan**

**Dean (Research & Outreach)**