

Date: 1 April, 2024

**Subject: Award of INSPIRE Fellowship to Research Student [IF220582]**

Dear BHUMIKA CHOUDHARY,

Department of Science and Technology (DST), Government of India launched a scheme "Innovation in Science Pursuit for Inspired Research (INSPIRE)" with several components. It aims to attract meritorious youth to study basic and natural sciences at the college and university level and to pursue research careers in both basic and applied science areas including engineering, medicine, agriculture and veterinary sciences. **INSPIRE Fellowship component** provides fellowship in Basic and Applied Sciences.

You may please recall that you had applied for INSPIRE Fellowship. In this regard, we are glad to inform that you have been Selected for the award of INSPIRE Fellowship to host the same at the University/Institute/College/National Laboratory as indicated in the application form of your subsequent admission.

The value of the Fellowship will be at par with the Junior Research Fellowship (JRF)/ Senior Research Fellowship (SRF) of the Government of India along with a Contingency grant. The Fellowship shall be available to you from INSPIRE Fellowship Effective Date (which will be communicated through 1st Sanction Order) for a period of five years or completion of your doctoral (PhD) program, whichever is earlier.

If you are willing to join or switching over from earlier fellowship to INSPIRE Fellowship, you need to take following actions:

- **Upload the scan copy of Joining-cum-Acceptance Letter (JCA Letter) (available at <http://online-inspire.gov.in>, and at template in your online dashboard)**

-**Submit ZBS Account details of your Host Institute** along with the scanned copy of Mandate Form of given account details

It is important to note that the above documents need to be submitted **within one month from the date of this letter, through your online dashboard on INSPIRE portal only. Documents submitted in any other modes like email attachment or by post or in-person shall not be accepted.**

After the receipt of above documents, INSPIRE Program Secretariat shall start process for release of your fellowship grant. Please also note that in the JCA Letter, the Host Institution, Research Supervisor and Research Topic should not be changed or modified from initially submitted documents/ information for Final Offer.

The Terms & Conditions for implementation of INSPIRE Fellowship are enclosed herewith.

In case, at any time in future, if you are found ineligible for the award/eligibility for INSPIRE Fellowship due to any reason(including unintentional computer error or printer's devil etc.) this offer shall be deemed withdrawn.

**Dr. Remya. N  
Scientist 'C'**

BHUMIKA CHOUDHARY  
C/O : NARESH CHOUDHARY  
Address : Ward no. 10 , Darichi bhitar , Khetri  
City : Juhnjunun  
State/UT: RAJASTHAN - 333503

This is a Computer Generated Offer Letter, No Signature is required

Date: 1 April, 2024

**GENERAL INSTRUCTIONS**

Dear BHUMIKA CHOUDHARY,

**Please note that the following documents are necessary to be uploaded on INSPIRE Online Web-portal within one month from the date given on this letter for financial release after final selection:**

1. Joining-cum-Acceptance (JCA) Letter for INSPIRE Fellowship (Template is available in your online portal dashboard))
2. Relieving Order from previous Fellowship/Job (if availing).
3. Copy of Mandate Form of the Host University/ College/ Institute Account for transferring the fund (ZBS Account should be registered in Public Financial Management System: <https://pfms.nic.in>).
4. Since the fund would be transferred under Science & Technology Institutional and Human Capacity Building (1817), ZBS account number of Host University/College/Institute should be registered under this scheme in PFMS.
5. PFMS registration certificate, or Unique Agency Code in case of University/College/Institute is newly registered in Public Financial Management System.
6. **Please note that these documents are necessary to upload within one month from the date of this letter at INSPIRE Online Webportal only, otherwise it will be treated as the candidate is not interested in accepting the INSPIRE Fellowship.**

Thanking you,

**Dr. Remya. N  
Scientist 'C'**

## INSPIRE Fellowship Guidelines

**Mode of application:** Online

### **Selection Process:**

Two-tier selection process i.e. screening of eligible applications by an Internal Committee, followed by final selection through an Expert Committee shall be used. However, the selection process will be expected to complete within 6 months from the last date of submission of application at the DST and the result of the selection process will be communicated to individual selected candidate through online web portal ([www.online-inspire.gov.in](http://www.online-inspire.gov.in)) only. No hardcopy of the Offer Letter (Provisional & Final) shall be sent to the candidate by any other modes.

### **Eligibility:**

• **INSPIRE Scholar** having secured minimum 70% marks in aggregate or equivalent CGPA at M.Sc. or Integrated MS/ M.Sc. course.

OR

• **1<sup>st</sup> Rank Holders** at University Level Examination (not at Autonomous College Level Examination) of overall full time post-graduate program in science, engineering/technology / agriculture / pharmacy / other applied science streams and undergraduate in Medicine i.e. MBBS. However, University shall consider providing 1<sup>st</sup> Rank to a student having a minimum batch size of 7 students in that University level examination with minimum aggregate of 70% marks of the entire course/ program. Toppers in any subject specialization in post-graduation 2<sup>nd</sup> year are not eligible. However, merely fulfilling the eligibility criteria for the INSPIRE Fellowship will not guarantee for the final offer of fellowship. Expert Committee will finally take decision on selections based on the academic merit, research proposal, host institution etc. submitted by the candidate.

### **Terms and Conditions:**

#### **1. General**

- This Fellowship shall be available only for pursuing full-time PhD program in any recognized University / Institution/ R&D Laboratory in the country.
- The Junior Research Fellow (JRF) or Senior Research Fellow (SRF) under this scheme shall be termed as INSPIRE Fellow .
- The Fellowship shall be governed through the Office Memorandum of this Ministry of Number A.20020/11/97-IFD dated 6<sup>th</sup> August 2007; 31<sup>st</sup> March 2010; 21<sup>st</sup> October 2014 [No. SR/S9/Z-09/2012], SR/S9/Z-08/2018 dated 30<sup>th</sup> January 2019 and DST/PCPM/Z-06/2022 dated 26<sup>th</sup> June 2023 shall be liable to be revised from time to time as per Government Order. However, the HRA to the Fellows shall also be applicable as per Gol norms, depending upon the location of the Host Institution.
- The Fellowship shall be tenable for a maximum period of five years or completion of the Ph.D. program (i.e. till the final defend of the Ph.D. Thesis), whichever is earlier.

#### **2. Issuing of Fellowship Offer:**

- Availing multiple (more than one) fellowships concurrently from different sources will not be allowed.
- In case of availing any fellowship prior to INSPIRE Fellowship, the Effective Date of availing INSPIRE Fellowship would be as under:
  - i. Fresh applicants who have already taken admission into Ph.D. course prior to submission of application, the date of acceptance or joining or switching over from any other fellowship to INSPIRE Fellowship will be the Effective Date. However, in any case the Effective Date would not earlier than the date of application received at the DST.
- Applicant who will be placed during selection process under “Provisional Selection” category from 9<sup>th</sup> advertisement onwards and subsequently issued “Final Offer” by gaining admission into Ph.D., the “Effective Date” would be the date of uploading documents related to confirmed Ph.D. Admission or date of Ph. D. Admission, whichever is later. However, in case the Candidate already availing some other fellowship and resigns to join in to INSPIRE Fellowship, the “Effective Date” would be after the date of resignation. In no case the candidate would be allowed to resign from other fellowship before date of Final Offer of INSPIRE Fellowship. For Final selection under INSPIRE Fellowship, the admission into Ph.D. program is necessary.
- Upon Final Selection under INSPIRE Fellowship, the Fellow or the Host-Institution / University shall require to inform DST (by uploading in online portal) about the date of joining of the INSPIRE Fellow in that Institution / University in the Format of Joining- cum-Acceptance Letter, provided by the DST-INSPIRE Program Division within one month of date of issuing the final offer, failing which, his/her Final Offer will be liable for cancellation and no further correspondence will be entertained in this matter.

#### **3. Change of Host Institute:**

1. Since the final selection to offer INSPIRE Fellowship has the weight-age on Research Proposal and type of Host Institute, Fellows are advised to firm up carefully both Research Proposal and Host Institute before uploading such documents to the Web portal. Once the Final Offer is made by DST-INSPIRE based on these, the INSPIRE Fellow shall not be allowed for transferring the Fellowship to any other University/ Institute / Laboratory in the country or change of Research Proposal during 5 years of Fellowship tenure in any situation, except in a very extra-ordinary circumstances like dislocation due to marriage (for a female candidate), death of present Research Supervisor, proven case of sexual harassment etc., Even in such cases, the new Research Proposal and new Host Institute need to be evaluated again for consideration of any change and the outcome of evaluation by the Expert Member shall be accepted to the Fellow. In no other reason, such request for change of Research Proposal or Host Institute would be accepted from any Fellow. In case change is acceptable due to any of the reasons above, the Fellow must seek prior permission from DST-INSPIRE Program Division for such change of Host Institution by submitting following documents:
  - No Objection Certificates (NOCs) from both Host Institutes and Research Supervisors,
  - Detailed Justifications for changing / shifting of Host Institute for implementation of Fellowship,
  - Area of Ph.D. works with an up to date technical Progress Report,
  - CV of the Research Supervisor at the new Host Institute,
  - Up to date Financial Statement from the old Host Institute (in case the fellowship amount has been released to Fellow).

However, shifting/ change of Host Institute or Research Proposal without prior written permission from DST-INSPIRE may be called for termination of the INSPIRE Fellowship. In case a fellow does this on his/ her own without prior permission/ approval, DST-INSPIRE shall not be liable for continuation of his/her INSPIRE Fellowship. Moreover, such shifting/ change of Host Institute may be allowed only one time in 5 years of Fellowship tenure and that too within one year from “Effective Date” of Fellowship at that Host Institute.

#### **4. Short Term Research Internship:**

- INSPIRE Fellow shall be allowed for availing short-term Research Internship activities at any national or international Laboratory/ University/ Institute up to a maximum period of 18 months either in one or multiple slots during 5 years of Fellowship tenure. This research internship would either be arranged by DST or by the individual Fellow and, the Fellow shall be required to obtain prior permission from DST-INSPIRE along with recommendation of Ph.D. Research Supervisor as well as confirmation from Research Internship provider for obtaining prior permission. In the event that the Fellow receives full financial support of the overseas institution, the INSPIRE Fellowship for the period of Overseas stay will not be remitted.
- Upon availing the Research Internship the Fellow must submit his/her Internship Report as well as Joining Report to Host Institution, with intimation to DST. Positioning under JSPS-HOPE Program shall be dealt in separately.

#### **5. Release of Fellowship amount:**

- Fellowship grant for the INSPIRE Fellow(s) shall be released to their respective Host institutions by the Department of Science & Technology, New Delhi. Payment of the Fellowship along with Contingency Grant, will be as per Government of India and Institute/University norms. To receive Fellowship grant, Host institute(s) need to have a Zero-balance A/c [Preferable Name of A/c: Organization Name-STIHCB (1817) Scheme] to operate as a Sub Agency A/c at an institutional level (i.e. respective institute/organization) in Bank of Maharashtra and get mapped the ZBSA in PFMS (Public Finance Management System: <https://www.pfms.nic.in>). Institute will operationalize the new process for flow of fund through ZBSA at Bank of Maharashtra for utilization of the Fellowship grant.
- For Fellowship release in the subsequent years, the Host-Institute or the concerned fellow shall submit the financial year-wise Statement of Expenditure & Utilization Certificate (through online portal: [www.online-inspire.gov.in](http://www.online-inspire.gov.in) for each of the INSPIRE Fellow. Each INSPIRE Fellow shall submit Annual Progress Report duly authenticated by their concerned Ph.D. supervisor.
- Second installment onwards release to an ongoing Fellow will be considered if the unspent balance from the previously released Fellowship grant including HRA shall be less

than Rs.40,000/-.

#### **6. Up gradation from JRF to SRF:**

- The entry level position of the Fellow in the Scheme shall be only as 'Junior Research Fellow (JRF)'.
- The up-gradation of Fellowship i.e. Junior Research Fellowship (JRF) to Senior Research Fellowship (SRF) would normally be considered after two (2) years as JRF counted from "Effective Date" as JRF. This will be done through performance assessment on the progress made in the Ph.D. program. However, this performance assessment can also be conducted at any time after completion of one year at JRF level upon publication of at least one paper (1st Authorship) in any peer-reviewed SCI indexed journal within one year by the INSPIRE Fellow out of the PhD work done at that Host Institute. However student needs to provide valid document on publication while making such claim for fellowship status upgradation process upon assessment.
- For up-gradation of Fellowship, a three (3)- member Assessment Committee shall be constituted by the Vice-Chancellor/Director/Head of the Host Institute to assess the progress of the concerned INSPIRE Fellow.
- The Assessment Committee shall include the Research Supervisor of the concerned INSPIRE Fellow and one Faculty from the Host Institution as a Members and a DST-nominated expert who will act as the Chairperson. The host institute need not approach DST for the name of the DST-nominated expert who will be the chairperson of the Assessment Committee.
- The Host institute may choose one Fellow of any of the following four National Academies as the DST-nominated Expert and the Chairperson of the Assessment Committee subject to i) his/her being in the concerned area of research, ii) his/her being from an institution other than the Host Institution; iii) his/her being not related to the INSPIRE Fellow and/or his/her Research Supervisor; and iv) Research Supervisor of the INSPIRE Fellow not having been his/her research student:
  - Indian National Science Academy (INSA), New Delhi
  - Indian Academy of Sciences (IAS), Bengaluru
  - National Academy of Sciences, India (NASI), Prayagraj, and
  - Indian National Academy of Engineering (INAE), Gurugran.
- Choice of external Expert member within the same Host Institute should be totally avoided in this Assessment Committee. The assessment shall be carried out by the Host Institute/ University as per above process and upon assessment, the Fellow shall be required to upload the 'Assessment Report' of the Committee in the format of DST of the concerned Fellow, in online portal of DST-INSPIRE for further actions.
- In case performance of any JRF is assessed within one year of the "Effective Date" by virtue 1<sup>st</sup> Authorship publication, the Fellow must upload the copy of at least one claimed publication along with Assessment Report. Otherwise such assessment shall be treated as invalid.
- The expenditure related to such assessment shall not be borne by DST INSPIRE.
- In case any other guidance needed for appointing Expert Member for the process, DST can be contacted for the same.
- Generally, up-gradation of JRF to SRF would be effected as per above norms, however, in case assessment is delayed beyond the 2 years for any reasons, the assessment date/ Date of communication of Assessment Report would be considered as 'SRF Effective date'.

#### **7. Completion of Fellowship Tenure and Award of PhD degree:**

- On completion of the tenure of Fellowship, the INSPIRE Fellow shall be required to provide the copy of the awarding of Ph.D. degree certificate along with soft copy of thesis and the complete financial documents (SE, UC) to final settlement of the fellow. All interests, unspent balance and other earnings against released Grant shall be remitted to Consolidated Fund of India (through Non-Tax Receipt Portal (NTRP), i.e. [www.bharatkosh.gov.in](http://www.bharatkosh.gov.in)), immediately after finalization of account. The IF No. and Name of the Fellow should be mentioned on the receipt.
- INSPIRE Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by DST after one year of leaving the Fellowship.

#### **8. TERMINATION OR DISCONTINUATION of INSPIRE Fellowship shall occur at the following events:**

- Non-acceptance of Final Offer within 30 days from the date of issue of Final Offer.
- Upon successful completion of Ph.D. viva-voce or 5years of INSPIRE Fellowship tenure, whichever is earlier.
- Resignation from the Fellowship before awarding Ph.D. degree based on the Research Supervisor's recommendation and upon acceptance of resignation by DST as per the terms and conditions detailed in point 7 above.
- Change of host institution without prior approval of DST.
- In case, INSPIRE Fellow is found ineligible at any stage including submission of incorrect information/document(s)/application, any unintentional computer error or printer's devil etc.
- In case of termination of fellowship on unethical ground(s) INSPIRE Fellow is liable to refund the complete released INSPIRE Fellowship grant along with interest.

#### **9. Duties of INSPIRE Fellow:**

- Keep DST updated always about your progress in Research or any other disciplinary action taken at University.
- The INSPIRE Fellow shall not to take any assignment other than related to his/her approved research program, paid or unpaid. However, if required, the fellow may assist the host institute in its academic work/other activities, as per guidelines of its PhD program, provided such assignments should not hamper the progress of research work of the fellow. This has to be governed by Host Institution.
- Once INSPIRE Fellow accepts the Fellowship and joined, fellow should complete the research for the normal tenure of the fellowship or for such lesser duration in which the original objectives of the research problem have been achieved.
- INSPIRE Fellow should inform about the discontinuation within one week of date of discontinuation through online portal and upload all required documents in portal. Failing to do so will reflect into settlement of the case.
- The INSPIRE Fellow shall keep DST informed about his/her getting the Ph.D. degree, submission of thesis for Ph.D., etc. and submission/ acceptance/ publication of any research paper arising out of the research work done during the tenure of the fellowship. He/ She must acknowledge the support of DST in the publication(s). One copy each of all the research papers published must be sent to DST at each stage of publication/ manuscript/reprint.
- INSPIRE Fellow shall refer INSPIRE Fellowship Guidelines given on INSPIRE web portal ([www.online-inspire.gov.in](http://www.online-inspire.gov.in)) regularly for updates.

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