



GUIDELINES FOR POST-DOCTORAL FELLOWSHIP

1. INTRODUCTION

Sharda University, NAAC A+ accredited, ranked 87 in NIRF is a leading multi-disciplinary University established in 2009 by an Act of U.P. State Legislature. Equipped with world-class facilities, strong industry connects and community engagement, the University offers 126 programs, including 67 masters, and 01 doctoral program in the disciplines of engineering & technology, basic sciences, medical, dental, pharmacy, nursing, humanities, mass communication, law and management. The University has been striving since its inception to create, update and upscale its research and development facilities, keeping pace with the recent advancements in the domain of science and technology. The approach has been to create and strengthen an ecosystem that inspires, motivates and promotes faculty and students to undertake research, generate knowledge, publish findings and protect intellectual rights.

To strengthen the research culture, the University has established various centers of advanced studies in the fields of: Artificial Intelligence in Medical Imaging for an early and accurate detection of diseases; Virology and Immunology for an early detection of respiratory diseases and Hepatitis C, Molecular Biology and Stress Tolerance: Cyber Security and Cryptology for development of cyber tools to thwart cyber-attacks; Solar Cells & Renewable Energy for waste plastic derived graphene carbon nanomaterial; Sharda Social Business Center. In addition, there is a the-state-of-art Central Instrumentation Facility to provide analytical support to faculty, students and industries. The University has tie-ups with 100+ Indian and International academic institutions, research organizations and industries. It has funded projects from various organizations such as DST-SERB, DST, DBT, DRDO, ICMR, AYUSH, ICSSR, CST UP,NCW, iHUB Divyasampark, IIT Roorkee etc.

These guidelines for Post-Doctoral Fellowship aim to encourage young national and international scholars to pursue a research oriented career in academia and research institutions. To achieve this, they should have a high potential and promise for undertaking full time research on specific theme to contribute towards theoretical and conceptual advancement in different discipline. It is expected that this high end training will provide them a platform to develop themselves as an independent researcher.

Members of Research and Development Cell (RDC) will assist the Dean, Research and Development for smooth conduct of Post-Doctoral Fellowship. However, the decision of Vice Chancellor, Sharda University shall be final in all respects.



2. **BROAD DISCIPLINES OF STUDY**

Sharda University has made a provision of admitting applicants for Post-Doctoral Fellowship (PDF) in the following schools.

- a. Shards School of Basic Sciences & Research (SSBS&R)
- b. Sharda School of Engineering & Technology (SSET)
- c. Sharda School of Allied Health Sciences (SSAHS)
- d. Sharda School of Humanities & Social Sciences (SSHSS)
- e. Sharda School of Law (SSOL)
- f. Sharda School of Business Studies (SSBS)
- g. School of Pharmacy (SOP)
- h. School of Medical Sciences & Research (SMS&R)
- i. School of Dental Sciences (SDS)

3. **ELIGIBILITY**

- a. Post-Doctoral Fellowship is a full time research work. No part time applicant for this Post-Doctoral work shall be permitted to join.
- b. The applicant must be a Ph.D. holder from any Indian/Foreign University in the relevant specializations as mentioned above
- c. The applicant must have received funds/Fellowship from any funding agency/organization to carry out research at Sharda University.
- d. The applicant should possess a good academic record and an excellent research profile as evident from quality publications in reputed journals of the relevant specialization.
- e. An applicant having research experience that demonstrates an independent research capability will receive preference.
- f. The applicant should preferably be not more than 50 years of age as on the last date of application. There shall be an age relaxation of 5 years for SC/ST/ differently abled / Divyangjan candidates (Persons with Determination).
- g. The selected fellow has to work under the guidance of a Professor having domain knowledge and research experience. The allocation of the supervisor/ mentor will be done by Dean Research & development subject to the approval of the Vice Chancellor/Research Advisory Board (RAB).
- h. In case of inter- disciplinary research, a Co- supervisor/ mentor may be allotted by Dean Research & Development on the approval of the Vice Chancellor.



- i. The candidates shall submit an online application which includes the Research Proposal in the given proforma (**Annexure-1**).
- j. Candidates are required to keep hard copy of their application and other documents ready for verification at the time of enrolment/ admission.
- k. The Research proposal should be in English. One applicant can submit only one application under Post-Doctoral Fellowship scheme. Documents required:
 - Bio-data
 - Age proof certificate
 - Qualification certificates
 - Category certificate
 - Undertaking certificate

4. ENROLMENT/ ADMISSION

- a. The candidates need to apply to Sharda University in the prescribed format, giving all details and outline of the project to be undertaken (**Annexure-2**)
- b. There is a registration fee of Rs. 100.00/US Dollar for International candidates and Rs 2000.00 for National candidates (Non-refundable).
- c. The candidate at the time of admission has to deposit security money Rs. 500.00 US Dollar for International and Rs 10000.00 for National candidates, which is refundable when the candidate leaves the university.
- d. Admissions will be made through a committee constituted by Dean Research & development and the approval will be accorded by the Vice Chancellor on the recommendation of the committee.
- e. The fellowship is a full-time position, and the selected fellow shall not be allowed to pursue any other assignment/studies outside the Sharda University.
- f. These are contractual positions, which may be terminated at any point of time on the ground of non-performance/ unsatisfactory performance without giving any prior notice.
- g. The outcome of research under this fellowship, which may result in a product/patent/policy/research publication(s)/ technology/ know-how or in any other form shall be the sole property of Sharda University.
- h. This position does not entitle the fellows to a claim for any permanent position in the University.



- i. The applicant may be asked to furnish preference for likely mentor(s) not exceeding two, who is/are Faculty employed at Sharda University and a co mentor from any other organization, who have proven publication research credentials in the area of applicant's current and future research interests.

5. GENERAL INFORMATION

- a. All relevant educational qualifications, experience certificates, research proposal, and detailed curriculum vitae should be submitted ONLINE/hard copy to the Admission Cell of Sharda University.
- b. The number and nature of positions may vary depending on the number of applications received, availability of candidates, screening criteria, and recommendation of the selection committee.
- c. If, at any stage during the recruitment and selection process, it is found that an applicant has furnished wrong or misleading information, the candidature will stand rejected without any further notice.
- d. Mere fulfilment of minimum educational qualifications and eligibility shall not entitle an applicant to be shortlisted.
- e. Sharda University reserves all the rights to reject the candidature of the applicant/s without assigning any reason.
- f. Sharda University reserves the right not to fill in or otherwise, any or all the available positions.
- g. Canvassing of any kind will result in disqualification of candidature.
- h. Incomplete application or application without payment of fees, will not be considered.

6. DURATION OF FELLOWSHIP

The duration of PDF will be initially for a period of one year, which may further be extended by one more year, subject to the satisfactory performance of the fellow, periodically evaluated by an Expert Review Committee.

7. EXPECTATIONS FROM POST-DOCTORAL FELLOW

- a. The Fellow may initiate a novel research project with a promising outcome or research work culminating in high-quality peer-reviewed research publications/patents /prototypes, etc., under the guidance of a mentor from the University Schools/Departments/Centers.
- b. The research proposal must establish an intellectual inquiry that can progress according to the plan she/he has outlined, and a product/patent/policy/research publication(s) obtained.



- c. In addition to research assignments, the fellow may have to undertake teaching/ design and execute courses and any other responsibility as assigned by the University.
- d. On completion of the fellowship, the fellow should submit the following:
- I. A report (3000-4000 words) in a publishable form (**Annexure-3**) in hard and soft copies duly signed by supervisor, HoD/ Dean of concerned school and Dean Research & Development.
 - II. Plagiarism report not exceeding to 10%
 - III. Utilization certificate duly signed by supervisor and the finance officer of the University **(Annexure-4)**
 - IV. No dues certificate before leaving the University **(Annexure-5)**
 - V. Project Expenditure Card **(Annexure-6)**
 - VI. A maximum of three-month period may be granted for submission of the final report after completion of the fellowship.



Annexure-1

FORMAT FOR SUBMISSION OF RESEARCH PROPOSAL POST DOCTORAL FELLOWSHIP

1. Name & Academic qualifications of Post-Doctoral Fellow
2. Title of the Research Proposal
3. Experience of Post-Doctoral Fellow (Not more than 100 words)
4. Introduction
5. Global Status of the theme area (Not more than 100 words)
6. National Status of the theme area (For National applicants, Not more than 100 words)
7. Objectives
8. Methodology
9. Timeline linked activity chart

| S No | Activity | 0-3 M | 4-6 M | 7-9 M | 9-12M | Beyond 1 Yr |
|------|----------|-------|-------|-------|-------|-------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| | | | | | | |

10. Expected Outcome

11. Selected References

(Signatures)



Annexure-2

ADMISSION FORM
POST DOCTORAL FELLOWSHIP



**POST DOCTORAL FELLOWSHIP
REPORT SUBMISSION (3000-4000 words)**

Proposal name:

Name of Post-Doctoral Fellow: _____ Department and School: _____

Name of Supervisor/ Mentor : _____ Department and School:

Name of Co-supervisor/ Mentor (if any) and address

Date of Admission (DOA):

Date of Completion (DoC):

Research Objective(s)

Achievements (Including Introduction, Methodology, Results, Discussion, Summary, References)

Patents/ Papers if any

Name & Signatures of Post-Doctoral Fellow

Name & Signatures of Supervisor

HoD/ Dean of the School

Dean, Research & Development



**UTILIZATION CERTIFICATE
(POST DOCTORAL FELLOWSHIP)**

Research Proposal: _____

Name & Signatures of Post-Doctoral Fellow

Name & Signatures of Supervisor

Date of Admission (DOA):

Date of Completion (DoC):

Cost (Rs):

Expenditure Incurred (Rs):

Name & Signatures
Supervisor

Finance Officer
Sharda University



Annexure-5

Research & Development Cell

NO DUES FORM

For POST- DOCTORAL FELLOWSHIP

Date: _____

To
The Dean, Research
Sharda University,
Greater Noida

Respected Sir/ Madam,

I hereby declare that there are no dues outstanding against me and I am submitting the no dues certificate obtained from various departments.

- (i) Name : _____
(ii) Father's Name : _____
(iii) Subject : _____
(iv) Admission No./ System Id : _____
(v) School & Department : _____
(vi) Permanent Address : _____
(vii) Email Id : _____
(viii) Phone Number : _____

Student Signature

| S. No. | Name of Department | Remark | Name and Signature of concerned staff |
|--------|-----------------------------------|--------|---------------------------------------|
| 1 | Head of Department | | |
| 2 | Dean of School | | |
| 3 | Library | | |
| 4 | Store | | |
| 5 | Hostel Warden | | |
| 6 | Admin office (For I-Card Only) | | |
| 7 | Accounts Office | | |

Accounts department may check their own records for any outstanding dues before refund of security deposit.

Dean, Research



Annexure-6

Project Expenditure Card Post – Doctoral Fellowship

Name of Project/ Proposal : _____
Total Cost : _____
Date of Start (DOS) : _____
Date of Completion (DOC) : _____
Total Expenditure Incurred : _____

| S. No. | Date | Name of Item/ Work | Cost (Rs) | Cumulative Expenditure | Balance amount (Rs) | Remarks |
|--------|------|-----------------------|-----------|---------------------------|------------------------|---------|
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