

PROCESS FOR RECRUITMENT OF RESEARCH FELLOWS

01.

Recruitment Committee

It must consist of the following people:

- Chair, ACT Center
- Center Coordinators
- One External Member
- PI/Co-PI



02.

Call for Applications

Job Posting

The position will be widely advertised on the institution's website, academic portals, and relevant professional networks by PI.

Eligibility Criteria

The job description must clearly state the required qualifications (e.g., minimum degree, research experience) and any preferred areas of expertise.



Application Materials

Applicants will be required to submit

- CV
- Copies of academic transcripts
- All applications will be submitted through emails to PIs and copy to act@thapar.edu.

03. Interview Process

Panel Interview

The shortlisted candidates will be interviewed by the full committee.

Assessment Criteria

Each candidate will be evaluated on the basis of rubrics consisting of:

- Research competency.
- Communication and presentation skills.
- Ethical conduct in research.

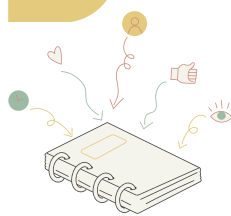
Recruitment of Next of Kin

The recruitment of **next of kin** (defined as immediate family members including spouse, siblings, children, and in-laws) of PIs, Co-PIs and/or committee members is **strictly prohibited**.

06.

Final Offer and Appointment

04.



Decision & Recommendations

The committee will make a final recommendation for the selected candidate(s) and forward these to the HR for approval.

Conflict of Interest Policy

05.

Declaration of Conflict

Any member of the committee who has a personal or professional relationship with any of the applicants must declare a Conflict of Interest before the selection process begins.

This includes, but is not limited to, situations where an applicant is a family member, close friend, former colleague, or any individual with whom the committee member has a vested interest.

Recusal from Process

In cases where a conflict of interest is declared, the committee member must recuse themselves from the review, interview, and selection process for that particular applicant. They will not participate in discussions and evaluations related to the conflicted applicant.

Documentation

All conflicts of interest, declarations, and recusals will be documented and submitted to the HR department for institutional records.