

**Evaluation Guidelines for Recruitment of POSTDOCTORAL FELLOWS**  
**Department of Mechanical Engineering, IIT Bombay**

**Step 1:** Conduct a seminar for the IPDF applicant after the IPDF committee has given the go-ahead, post verification of all department and institute criteria. Note that the seminar notice must be widely circulated. The seminar duration should be 30 to 45 minutes, including Q/A, where the candidate will present their Ph.D. work and the proposed research plan.

**Step 2:** Request the faculty members who attended the seminar to fill out the evaluation form (see next pages for evaluation form). A minimum of four faculty members (including a prospective mentor) must evaluate the candidate.

**Step 3:** Fill out the summary sheet (see next pages for summary sheet). **The summary sheet need not be signed by the faculty mentor.** After combining the summary sheets of all candidates, it will be signed by the HoD and DPC.

- ☐ Age should be filled as XX years and YY months.
- ☐ Clearly mention what is attached to the application and what the date is on the document (date should be in the format of DD/MM/YYYY)–
  - PhD degree certificate,
  - a provisional PhD degree certificate, or
  - thesis submission certificate
- ☐ In the publications related matrix, please mention the number of **first-author papers** and how many of these are in Q1/Q2 journals (Scimago resource can be used). For example, the column can be filled as ‘4 first-author papers, 2 in Q1 and 2 in Q2.’ Please do not list second-author papers.

**Step 4:** Write a separate recommendation letter for the IPDF applicant, which should clearly state ‘how the candidate compares with their graduated Ph.D. students.’

**Step 5:** Prepare a single PDF file of all documents prepared in Steps 2-4 (in that order) and send the single PDF file to Prof. Dipanshu Bansal at [dipanshu@iitb.ac.in](mailto:dipanshu@iitb.ac.in)

The institute guidelines are below. A Word file of the same is also attached separately.

## **Annexure-A**

### **Uniform Selection Procedure for PDFs**

#### **Web Portal for Common Call for Applications**

- Departments/Academic Units follow a uniform procedure for a rolling call for applications across the Institute. A common web portal will be created for receiving applications.

#### **Standardized Application Format**

- The candidate should obtain consent from a mentor from the academic unit prior to application.
- Applicants submit their PDF application form in the portal with the email consent from the mentor as an attachment.

#### **Preliminary Screening by Academic Unit Committee**

- The PDF Screening Committee/ FSC/DPC reviews applications and decides whether to reject or recommend for a seminar.

#### **Academic Unit Seminar**

- The applicant delivers an online/offline seminar in the Academic Unit. The notice should be widely circulated.

#### **Faculty Feedback**

- Faculty members provide feedback on the applicant's seminar using a standardized form. The feedback should include comments from a minimum of three to four faculty members from the area of specialisation.

#### **Recommendation Letters**

- The applicant submits recommendation letters from two or three referees.
- The academic unit mentor will write their own detailed recommendation letter stating how the candidate compares with their graduated Ph.D. students.

#### **DPC Minutes**

- The Academic Unit reviews feedback and recommendation letters in an in person meeting (not by circulation/email) and decides on a recommendation through the DPC.

#### **Standing Committee Approval**

- The Head of the Academic Unit presents the case to the Standing Committee.
- A Summary sheet in a standardized format of applicants in the department is presented.
- The Standing Committee approves or rejects the recommendation.

## Post-doctoral Candidate Evaluation Form

Name of the Academic Unit: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

### 1. General comments (Tick in appropriate box)

	Excellent	Very Good	Good	Satisfactory	Poor
Motivation					
Personality					

### 2. Comments on Presentation (Tick in appropriate box)

	Excellent	Very Good	Good	Satisfactory	Poor	Remarks
Organisation						
Communication Skill						
Technical quality						
Understanding						
Depth						
Breadth						
Handling Q/A						

### 3. Comments on research work (Tick in appropriate box)

	Excellent	Very Good	Good	Satisfactory	Poor	Remarks
Technical content						
Quantitative content						
Experimental content						
Theoretical content						
Quality of publications						

### 4. Other observations (Tick in appropriate box)

	Excellent	Very Good	Good	Satisfactory	Poor	Remarks
Teaching potential						
Research potential						

5. Other comments, if any:

7. Overall recommendation (Circle one)

(Strongly recommended / Recommended / Not recommended / No comment)

Name:

Signature:

Date:

**Summary Sheet by Department**

<b>Sr. No .</b>	<b>Name of the applicant</b>	<b>Date of Birth</b>	<b>Age (cut-off: 32 years)</b>	<b>Birth Category</b>	<b>Name of Mentor Faculty</b>	<b>Publications related Matrix</b>	<b>Duration of Ph.D.</b>	<b>Number of External IPDF at present under the Supervisor (limit &lt; = 2)</b>	<b>Remarks</b>

**Signature of IPDF Evaluation Committee members**