

**ICAR-NATIONAL RICE RESEARCH INSTITUTE  
CUTTACK, ODISHA**

**GUIDELINES FOR  
HUMAN RESOURCE DEVELOPMENT PROGRAMME**

The ICAR-National Rice Research Institute (NRRI), Cuttack, Odisha offers opportunities for research and training to students at post-graduate (PG) level. The Human Resource Development (HRD) activities are coordinated by the Human Resource Development Cell (HRD Cell) of the Institute as per ICAR guidelines, which are applicable to the institutions where a Memorandum of Understanding (MOU) exists between ICAR Research Institutes and the University/Deemed to be University (DU) seeking collaboration. Such Universities/DU may be within National Agricultural Research System (NARS) which includes Agriculture Universities (AU) and DU of ICAR or outside NARS (Central/ State Govt./ Public Sector funded institutions/ State Universities/ PSU/ Autonomous bodies/ Statutory Corporations/ Private Universities or Institutions). ICAR research Institutes are expected to ensure that the MOU promotes the major function of the Institute/laboratories.

**Objectives of HRD program at NRRI:** The objectives of HRD programme are to develop a new generation of rice researchers for India and abroad. The programme provides an excellent opportunity for students to work in the emerging areas of rice research in their post graduate and doctoral programmes, guided by leading rice scientists. Researchers have the liberty to use the data generated during the work done by them for submission of Masters/Doctoral thesis to a recognized University as per terms and conditions laid down in this guidelines.

**Human Resource Development Cell:** The HRD Cell of the Institute is administered by a **Human Resource Development Committee** consisting of all Heads of Divisions as members, one of them being nominated as Chairman by the Director, and an HRD Coordinator (a scientist of the Institute nominated by the Director), who acts as Member Secretary of the Committee. The term of the Committee is for three years, which may be extended by the competent authority.

**Disciplines for HRD:** NRRI, Cuttack offers research and training opportunities in the disciplines of Agricultural Chemistry, Agricultural Chemicals, Agricultural Economics Agricultural Engineering, Agricultural Statistics, Agricultural Extension, Agronomy, Biochemistry, Biotechnology, Bioinformatics, Botany, Economic Botany, Entomology, Environmental Sciences, Fisheries, Food technology, Genetics, Genomics, Microbiology, Life Sciences, Molecular Breeding, Nematology, Plant Breeding, Plant Pathology, Plant Physiology, Seed Technology, Soil Microbiology, Soil Science, Zoology; and related disciplines covering various aspects of rice research. The Institute can include other disciplines, if deemed appropriate.

**Application for HRD training:** The candidates fulfilling the terms and conditions may apply to the **Director, NRRI, Cuttack 753 006, Odisha** as per the notification on the NRRI website with complete bio-data indicating discipline, subject preference and copies of the relevant documents i.e., certificates of date of birth, high school, 10+2, graduation and post-graduation degrees. The candidates applying for M.Sc./M.Tech./equivalent degree will pay an amount of Rs.500/- as application fee.

## **1. HRD Program for M. Sc./M.Tech./Equivalent Degree**

**Time of application:** The students registered for M.Sc. /M.Tech. equivalent degree in recognized educational organizations are allowed to undertake research in two sessions i.e., during **July-December (Session I) and January-June (Session II)** every year, for which the applications are accepted during **January to March** and **July to September**, respectively as per the notification at NRRI official website.

- a. Eligibility of students:** The students registered in M.Sc./M.Tech./equivalent degree programs of State Agricultural Universities (SAUs) and the UGC recognized Universities/Deemed Universities/ Organizations recognized by Technical Education Councils /equivalent recognized organizations offering PG courses are eligible for the research and training. Selection of students is based on academic merit.
- b. Number of seats:** The number of seats available in each session is decided as per the requirement and availability of research guides at NRRI.
- c. MoU with sponsoring institutes:** The NRRI shall enter into an MoU with the concerned universities for registration of the PG students.
- d. Duration of research work:** Each student enrolled in this program will work for a minimum period of three months in the Institute.
- e. Dissertation fee:** As per ICAR HRD guidelines, a fee of Rs 20,000/- for research/training up to three months and Rs. 30,000/- for a period up to six months shall be charged from the selected candidates.
- f. Allotment of Guide and Constitution of Advisory Committee**

- 1) At the commencement of each session, the HRD Coordinator shall issue a circular informing all the scientists of NRRI seeking their willingness to guide students in the session. The scientists willing to guide students shall convey their willingness to the HRD cell through respective Heads of Divisions within the specified period.
- 2) For M.Sc./equivalent degree, guides will be decided by the HRD Cell with the approval of the Director, NRRI.
- 3) Each eligible guide shall be allotted one student in each session. In case of more number of students than the willing guides, allotment of additional students will be decided by the HRD Committee. Priority will be given to subject specialization and seniority of the scientist. In one year, a maximum of two students will be allotted to a scientist as a Guide.
- 4) There shall be an Advisory Committee for the student consisting of the Guide (Chairman of the Committee), one scientist from the same discipline and another from a related disciplines (as deemed fit for the research work). One scientist from the sponsoring institute may be a member of the Committee, if required. The Advisory Committee approved by the Head of the Division shall be communicated to the HRD cell by the concerned scientist.
- 5) After discussion with the student, the Guide will decide a topic for the dissertation work, which will be communicated to the HRD Cell within a specified period.

### **h. Eligibility of Guide for M.Sc./M.Tech. Students:**

Scientists with Ph.D degree with two years of service shall be eligible to guide students. The scientists who are yet to obtain Ph.D. degree shall be eligible to guide students only after completion of five years of service.

**i. Thesis Submission:** After completion of research work, the student shall present the findings before the Advisory Committee; the thesis shall be submitted only after incorporating the suggestions of the Committee. Each thesis shall have a certificate signed by all members of the Advisory Committee in a prescribed *proforma*. Students shall obtain a '*No Dues Certificate*' in the prescribed *proforma* available from the HRD Cell and submit to the HRD Coordinator. A certificate of thesis submission should be submitted by the guide to the HRD Cell.

## **2. HRD Program for Ph.D.**

### **(A) Eligibility of students**

The programme will be available to the candidates with a post-graduate degree from the SAUs/UGC recognized Universities/Deemed Universities/Organizations recognized by Technical Education Councils /equivalent recognized organizations with PG programmes in the subjects mentioned in the '**Disciplines for HRD**' section. Such candidates can be of the following category:

- a) **Senior Research Fellow (SRF):** Candidates working as Senior Research Fellow(SRFs) in the on-going externally aided research projects at NRRI.
- b) **Award Fellow:** The students who have been awarded fellowship from DBT/DST/CSIR or any other equivalent organization can pursue his/her Ph.D. programme from NRRI after registration with the university with which NRRI has memorandum of understanding.
- c) **In-service candidates:** NRRI scientists pursuing Ph.D. degree after completing course work from the university where he/she is registered may be permitted to do research work in NRRI as per provisions of ICAR-HRD Guidelines.
- d) **Honorary candidates:** The students, who do not have a fellowship but have already qualified the entrance test (conducted by the universities) and completed six months course work, may be permitted for PhD research based on academic merit. A maximum of ten such students can be taken per year. Such students will not have any claim to get a fellowship from the institute.

As per UGC guidelines, the aspiring doctoral students shall have to qualify a common examination conducted by the concerned University and a six months' coursework on research methodologies. The RAs/SRFs who have completed their course work and are working under different research projects in an Institute may be permitted to join a degree programme only with a University recognized by UGC/ICAR-AU system with bilateral MOU on IPR issues. However, PI of the project with the approval of Director will issue a certificate that the regular research work of the project will not be hampered on account of joining of RA/SRF for the degree programme. The RA/SRF will not avail leave for completing the research work for the degree.

### **(B) Allotment of Guide and Constitution of Advisory committee**

The criterion for allocation of Major Guide/Advisor will primarily be governed by the area of research of the student, area of expertise of the Guide and choice of the students for Guide. Students can go through the profiles of the NRRI scientists available on website of the Institute to opt for Guide of his/her choice. There will be an Advisory Committee comprising the Guide (Chairman of the Advisory Committee), at least two scientists from the same discipline and another scientist from a discipline deemed fit for the research work. In case of Co-guide system (as prevalent in some Universities), the Co-guide will be included in the

advisory committee. For the SRFs working in a research project in the institute, the PI/Co-PI of the project shall be eligible to guide the student.

**(C) Eligibility of Guide for Ph.D. Students:**

- a) A scientist having Ph.D. Degree with experience of serving a university/research organization as a scientist for at least five years shall be eligible to guide Ph.D. students. A scientist can guide a maximum of 4 Ph.D. students as Guide/Co-Guide at any given time.
- b) The HRD Committee shall allot students to each guide with the approval of the Director. Each eligible guide shall be allotted one student in each year. In case of more number of students than the willing guides, allotment of additional students will be decided by the HRD Committee. Priority will be given to subject specialization and seniority of the scientist. In one year, however, a maximum of two students will be allotted to the scientist as a Guide.
- c) In case the guide is to retire shortly or transferred, he/she should inform the Head of the Division about the status of research of the students working under him/her. The Head of the Division shall bring the matter to the notice of the HRD Committee for necessary action.
- d) In case, the research work is expected to be completed within 6 months of his/her retirement or transfer, the guide shall take the responsibility for submission of the thesis. But if the quantum of research work is likely to take more than 6 months, the student shall be allotted to the next suitable person in the Advisory Committee who will be the guide of the student and ensure completion and submission of thesis. However, this needs to be ratified by the concerned University.
- e) A scientist who is to retire within three years shall not be eligible to guide a Ph.D. student, but can be a member of the Advisory Committee. The HRD cell shall nominate a new member in such cases after his/her retirement.

**(D) Time of application:** The interested candidates should apply when the organization conferring Ph.D. degree announces for registration of the candidates.

**(E) Duration:** Each candidate will be permitted to undertake research in the approved area for up to 3 years only from the date of permission by the Director, NRRI. Further extension for 6 months may be granted by the Competent Authority on the request of the student endorsed by the Guide. The students will be required to vacate the hostel at NRRI after the permitted time. Each student/trainee will be issued an ID card, which shall be valid for the period of stay at NRRI.

**(F) Research Area:** The proposed area of work, thesis title and the synopsis/outline of work recommended by the Advisory Committee shall be presented before the HRD Cell. The outline of research work recommended by the HRD Cell and approved by the Director will be submitted to the University for registration/approval. The Co-guide from the University shall also be invited to attend the seminar. Synopsis presentation is compulsory before forwarding it to the University for registration.

**(G) Thesis submission:** Submission of the thesis will be preceded by pre-submission seminar presentation at the institute and followed by approval by the advisory committee and the Director. The Ph.D. thesis should have certificate duly signed by the members of the Advisory Committee (format enclosed). One copy of the final thesis should be submitted to the Institute Library through HRD Co-coordinator. The students shall take no-dues from the HRD cell prior to thesis submission.

#### **(H) Fee Structure:**

- a) Students/ICAR Institute staff registered with AU/DU who intend to carry out research work at NRRI are not required to pay any fee except hostel accommodation charges, etc. However, if a student registers with AU/DU after qualifying through competitive mode of ICAR's All India Entrance Examination for Admission to Master's/Ph.D. and is awarded fellowship for pursuing Master's or Doctoral degree programme by any sponsoring institution [e.g. ICAR-JRF(PGS)/ICAR-SRF(PGS)/CSIR-UGCJRF/CSIRSRF], the contingency grant awarded to the student may be transferred to the institution where major part of the research work shall be carried out and regulated by the provisions contained in the guidelines of sponsoring institution.
- b) The students coming from outside the National Agricultural Research System shall be uniformly charged a fee of Rs. 20,000/- for training/research/dissertation up to duration of 3 months and @ Rs. 30,000/-per semester for the work exceeding three months; Rs. 10,000/- will be charged for any training/exposure visit less than 3 months duration. The fee structure will be reviewed periodically after two years by the AU/DU or the ICAR Institute, as the case may be.
- c) The Honorary Ph.D. students shall be charged a fee @ Rs. 30,000/-per semester for the work not exceeding 6 months.
- d) A refundable caution money of Rs. 10,000 shall be uniformly charged from all students undertaking Ph.D. work at NRRI, without which their synopsis shall not be forwarded for registration. A refundable caution money of Rs.5,000/- will be charged from M.Sc. students at the time of joining in the Institute.
- e) **Fees payment:** Students are required to submit a non-refundable training fee of Rs. 10,000/- for any training/exposure visit less than 3 months duration, course fee of Rs. 20,000/- for a period not exceeding three months and Rs. 30,000/- for 3-6 months to the HRD Coordinator, CRRI through an A/C payee DD in favour of "Director, CRRI, Cuttack, payable at SBI, Nayabazar Branch, Cuttack, Odisha" or **online payment** as follows:  
Name of the Account Holder: ICAR Unit CRRI  
AccountNo:10329386033  
IFSC Code: SBIN0002094  
Name of Bank: State Bank of India  
Name of Branch: Nayabazar, Cuttack

### **3. PUBLICATION AND IPR ISSUES**

- a) **Publication:** The student would be the senior author for the publications arising out of the research work conducted at the AU/DU/Institutes. The names of additional co-authors, depending upon their contribution in the research work may be decided by mutual consent between the student and Major Guide/Advisor. The guide of the students shall be the corresponding author for the publications coming out of the work reported in the thesis/dissertation. A teacher of the sponsoring institute, who is a member of the Advisory Committee, may also be an author. The work carried out by the students can not be published without knowledge of the guide. Formalities for publication will be followed as per ICAR guidelines.
- b) **IPR:** The student is expected to protect the Intellectual Property Rights generated or likely to be generated during his/her research work. The IPRs shall rest with NRRI where the major

part of the research work was carried out by the student. In the event of equal amount of work being carried out at both the sponsoring institute and ICAR Institute, patents/protections/knowledge generated will be shared in proportion as per the 'ICAR Guidelines for Intellectual Property Management and Technology Transfer/Commercialization as amended from time to time.

#### **4. Terms and conditions for the HRD programmes**

- a) The selected candidates will be bound by the rules and regulations of the NRRI. The Institute reserves the right to cancel the offer of any candidate without prior intimation or showing any reason.
- b) In case of dispute, decision of the Director, NRRI shall be final.
- c) The hostel accommodation in NRRI shall be subject to availability and at discretion of the Director, NRRI. If accommodation is provided, the hostel charges for the six months shall have to be paid in advance at the time of availing the hostel facilities.
- d) The terms and conditions for the trainings are subject to revision and shall be applicable to existing trainees also.
- e) The candidates who have undergone training shall have no claim for employment in the institute just for having been trained at NRRI.
- f) Prior permission of the Director, NRRI is essential for a scientist for guiding a student or for undertaking any training at the Institute.
- g) Each student/trainee will be issued an ID card valid for the period of stay at NRRI.
- h) Minimum attendance of 70% in each quarter is essential to continue the programme.



भाकृअनुप - राष्ट्रीय चावल अनुसंधान संस्थान

कटक 753006, ओडिशा, भारत

**ICAR - NATIONAL RICE RESEARCH INSTITUTE**

CUTTACK 753 006, ODISHA, INDIA

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APPLICATION FOR M.Sc./Ph.D. PROGRAMME

**Application No. ....(to be filled by official only)**

1. Programme .....M.Sc./Ph.D. Duration: ..... (Months)

2. Subject .....

3. Proposed area of research.....

4. Personal details:

a) Surname/family name.....

b) First Name.....

c) Gender.....Male/Female

d) Nationality.....

e) Date of Birth...../...../.....DD/MM/Year

f) Permanent address

g) Corresponding address

h) E-mail.....Mobile.....

### 5. Educational Qualification:

Academic qualification	Name of school/college	Board/University	Year of passing	Subject	Mark (%)	Class/Rank
10 (Matric)						
10+2(Equivalent)						
B.Sc.(Ag.)/B.Sc. (Equivalent)						
M.Sc. (Ag.)/M.Sc. (Equivalent)						
M.Phil.						

### 6. Professional Experience/additional qualification (if any):

Sl. No.	Designation	Institution	Duration (MM/Year)	
			From	To

### 7. Awards, medals, prize, honour and recognitions

Sl. No.	Name of award, prize, honour, recognition,etc.	Year of receipt

### 8. Details of Application processing Fee (Rs. 500/- only; non-refundable)

a) Pay by Bank DD: Bank .....DD No.....Date.....

b) NRRI cashier (cash): Received No. ....Date.....

or

Online payment as follows:



Name of the Account Holder: ICAR Unit CRRI  
AccountNo:10329386033  
IFSC Code: SBIN0002094  
Name of Bank: State Bank of India  
Name of Branch: Nayabazar, Cuttack

**9. Preference for guide (Name and Division of the guide):**

- a. ....
- b. ....
- c. ....

**10. Declaration**

The information given in this application is accurate and complete to the best of my knowledge and belief.

**Date.....Place.....**

**(Signature of Applicant)**

\*Attach a recommendation letter from the Head of the Institute/ Dept.