



# CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY

(Formerly Centre for Technology Development and Transfer)

ANNA UNIVERSITY, CHENNAI - 600 025



**DR T SIVAKUMAR**  
PROFESSOR AND DIRECTOR

**Lr.No. 24256458/CSRC**

**Dated: 11-03-2025**

## CIRCULAR

To

All the Deans of Campuses,  
All the Dean of Regional Campuses and Constituent Colleges,  
All the Directors of Centres / Institutes,  
All the Head of Departments

Dear Sir / Madam,

**Sub:** CSRC – Engagement of Project Staff under Sponsored Research, Consultancy and Testing Projects, Scheme Based Projects– Policy Implementation – Reg.

**Ref:** Approval of the Convener Committee, dated: 05-03-2025.



As per the approval of the Convener Committee in the reference cited, the Centre for Sponsored Research and Consultancy (CSRC) will follow a streamlined process for the engagement of project staff under various categories for sponsored research projects, consultancy, and testing activities, as detailed below.

1. Submission of Requirements:
  - Principal Investigators (PIs) / Principal Consultants intending to engage project staff such as Junior Research Fellows (JRF), Senior Research Fellows (SRF), Project Associates, etc., shall submit their requirements to the Director, CSRC.
2. Consolidation & Approval Process:
  - The CSRC will consolidate the project-wise staff requirements and seek a single approval from the Vice-Chancellor / Convener Committee once every 15 days.
3. Application Process:
  - The CSRC will request Ramanujan Computing Centre to host the application form on the University website.
  - The office of the concerned PI will receive applications, scrutinize them, and recommend a list of eligible candidates for a written test and/or interview to the Director, CSRC.

4. Selection Process:

- The existing selection committee in place for the engagement of Project Staff shall be followed.
- The respective PI, will conduct the written test and/or interview.
- The list of selected/waitlisted candidates will be submitted to the Director, CSRC. The Director, CSRC, will consolidate the lists from all PIs and obtain approval from the Vice-Chancellor / Convener Committee for engagement in various projects once every 15 days.

To avoid delays in the engagement of project staff for various positions, if the Principal Investigator (PI) wishes to engage project staff on an ad hoc basis as per the approved clauses, the PI should submit a request to the Director, CSRC. The office of the CSRC will consolidate such requests and seek approval from the Vice-Chancellor / Convener Committee for timely engagement.

Further, it is informed that the above policy will come into effect from 1<sup>st</sup> April 2025.

  
DIRECTOR  
11/3/25

**Copy to:**

1. To all the Faculty members (through e-mail)
2. The Director RCC (with a request to communicate to all the staff members of CEG/ACT/MIT/SAP/Regional Centres / Constituent Colleges through mail)
3. PS to Vice Chancellor
4. PA to Registrar
5. Stock File

