



सी एस आई आर - राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)

उप्पल रोड, हैदराबाद - 500 007. तेलंगाणा, भारत

CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE

(Council of Scientific & Industrial Research)

Uppal Road, Hyderabad - 500 007. Telangana. INDIA



Allocation and Fee System for accommodation on CSIR-NGRI Campus

Guidelines for allotment of accommodation to Students

1. All applications and allocations of accommodation by temporary research and project staff may be routed and processed through the SWC. No allocation shall be moved through Administration.
2. Allocation will be made depending on vacancy on merit basis, as per CSIR rules.
3. The following order of priority (from most to least preferred) shall be followed for allocation of accommodation to temporary research and project staff:
 - i) Fellowship holders (JRFs, SRFs, others) in New Hostel; among these categories no allocation can be made to married ladies or gentlemen
 - ii) Project Assistants (Levels II and III), ladies in Old Hostel; among these categories no allocation can be made to married ladies
 - iii) Project Assistants (Levels II and III), gentlemen in Quarters; among these categories no allocation can be made to married gentlemen
 - iv) Post doc Fellows and Project Scientists in Quarters; single ladies for sharing accommodation will be given some preference for accommodation; gentlemen with families may be allotted full quarter as per availability
4. The priority of accommodation of temporary research and project staff on campus will be linked to their performance and may be withdrawn in case of non-performance.
5. PA-I are not eligible for accommodation on campus. However, those who wish to eat regularly at Canteen may be included in the regular Canteen scheme.
6. As a matter of policy, a temporary research and project staff can avail NGRI accommodation for a maximum period of 5 years, co-terminus with the project/tenure/resignation, whichever is earlier.
See policy on page 3 to get permission beyond tenure completion
7. Canteen facilities to temporary research and project staff who live on campus will continue as per existing norms till future review. Except for residents who are availing full quarters and foreign students, all temporary research and project staff who live on campus are required to avail the lunch-dinner facility at the NGRI Departmental Canteen as per rates fixed and with advance payment. NO COOKING IS ALLOWED IN ROOMS/ KITCHENS.
8. For outstation temporary research and project staff who come to CSIR-NGRI for joining, transit accommodation for 15 days will be allotted free of charge. Beyond that they will be allotted rooms on campus or have to find accommodation outside.
9. Summer/winter trainees through CSIR-NGRI or Academy will not be allotted accommodation on campus.
10. Students who come for short term work in NGRI (Masters dissertation or publication related matters) may be allotted sharing accommodation on campus (subject to availability). Ladies will not be allotted single accommodation to minimize security issues.
11. Relatives, friends of students may be allotted dormitories for a maximum of 3 days.



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Structure of Charges for on-campus Accommodation

1. For Fellowship Holders, PA-II, PA-III, license fees of Rs 250/- per month as well as water and electricity charges will be deducted.
2. Single post doctoral students and project scientists availing sharing accommodation will be charged 15% of their stipend as well as applicable license fees. Water and electricity charges are charged separately.
3. For post doctoral candidates and project scientists, who are married and allocated independent Quarter, 30% of stipend will be charged as well as applicable license fees. Water and electricity charges are charged separately.
4. For foreign students who wish to stay on campus, allocation will be made in some specified Quarters as per availability by the Administrative Officer @ 15,000 INR per month.
5. For students from outside who come to CSIR-NGRI for short term work, Rs 50/- per day will be charged.
6. For friends and relatives of students, dormitory facilities may be allotted with a charge of Rs100/- per day per person.

Policy for permission to Project Assistants (PAs) to continue in the institute beyond their tenure

Category I:

- (i) PAs not registered for Ph.D. or registered within less than one year, and
- (ii) Either the project tenure or PA's 5 years tenure at CSIR (CSIR-NGRI & all other CSIR labs) completed

Permission may be granted on payment basis to stay in Hostel and/or visit CSIR-NGRI for a maximum period of **ONE MONTH** to wind up the work and obtain NDC and experience certificate.

Category II:

- (i) PAs registered for Ph.D. at least 1 year ago, and
- (ii) Completed 5 years tenure at CSIR (CSIR-NGRI & all other CSIR labs)

Permission may be granted for a maximum period of **THREE MONTHS** (to stay in hostel on payment basis and visit institute) to complete Ph.D. draft, provided the PA submits evidence of completion of more than 80% of the thesis write-up through PI with at least one SCI publication (published/In-press/accepted).

Category III:

- (i) PAs registered for Ph.D. at least 1 year ago, and
- (ii) Project tenure completed but not completed 5 years tenure at CSIR (CSIR-NGRI & all other CSIR labs)

Permission may be granted for a maximum period of **THREE MONTHS** (to stay in hostel on payment basis and visit institute) to work on Ph.D., provided the PA submits evidence of substantial work through PI.

A further extension may be considered for a maximum period of **TWO MONTHS** (to stay in hostel on payment basis and visit institute) if the PI submits evidence (Sanction Order of Sponsoring Agency) that he/she has a newly approved project with a provision for hiring PAs.

Some Terms & Conditions:

1. Request for over-stay at CSIR-NGRI must be submitted through HRD/SAC at least one month before the completion of PA's and/or project tenure along with supporting documents.
2. For category II & III, a committee duly constituted by the Director shall assess the progress of the Ph.D. work and submit recommendation to the Director.
3. In case, permission is granted for continuing at the institute and staying in the Hostel, an undertaking must be taken from the PA and endorsement from the PI that all dues related to accommodation/hostel charges/ canteen shall be paid by the PA in advance at the beginning of every month (latest by 7th of the month). Failure to do so will lead to cancellation of permission to enter the institute and stay in the hostel with immediate effect.
4. No further request for extension, beyond what is stated above, shall be entertained.