



**BYE-LAWS OF THE CENTRE FOR RESEARCH
IN INTERNATIONAL TRADE (CRIT), 2023.**

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Chapter I - General Provisions

Article 1

Short Title and Commencement

1. These Bye-laws (including annexes) shall be called the “Centre for Research in International Trade Bye-laws, 2023” (hereinafter referred to as “CRIT Bye-laws”) and include any subsequent amendments made thereto.
2. The CRIT Bye-laws shall come into force on the date they are published on the official website of CRIT or of one of the Centres established or subsumed under CRIT.

Article 2

Applications and Scope

1. The CRIT Bye-laws shall apply to the Centre for Research in International Trade and to the extent that they relate to the functioning of the research centres established or subsumed under the Centre for Research in International Trade.
2. The CRIT Bye-laws shall apply to administrative or academic personnel working as part of the Centre for Research in International Trade, including the research centres established or subsumed under the CRIT.

Article 3

Definitions

1. For CRIT Bye-laws, unless the context otherwise requires:
 - a) “**Academic Council**” means the Academic Council of the Indian Institute of Foreign Trade, New Delhi;
 - b) “**Administrative and Support Staff**” means a person appointed under Article 16;
 - c) “**Annex**” means the Annex attached as part of the CRIT Bye-laws;
 - d) “**Board of Governance**” means the Board of Governance of CRIT constituted under Article 7;
 - e) “**Board of Management**” means Board of Management of the Indian Institute of Foreign Trade (‘IIFT’), New Delhi;

- f) **“Centres”** means and includes the different Centres established or subsumed under CRIT, including CRT, CTIL, and CWTOS;
- g) **“Chairperson of CRIT”** means Chairperson of CRIT under Article 6;
- h) **“CCB”** means the Centre for Capacity Building;
- i) **“CRIT”** means the Centre for Research in International trade;
- j) **“CRT”** means the Centre for Regional Trade;
- k) **“CTIL”** means the Centre for Trade and Investment Law;
- l) **“CWTOS”** means the Centre for World Trade Organisation Studies;
- m) **“Faculty”** means a person appointed as Faculty of a Centre pursuant to Article 14;
- n) **“Head of a Centre”** means Head of CTIL, CWTOS, CRT, CCB or any other centre established or subsumed under CRIT;
- o) **“IIFT”** means the Indian Institute of Foreign Trade, New Delhi;
- p) **“International trade”** means the exchange of capital, goods and services across national borders and includes other associated areas of study;
- q) **“Research Staff”** means a person appointed under Article 15;
- r) **“Selection Committee”** means the Committee duly constituted by the Chairperson of CRIT, pursuant to Article 14;
- s) **“Staff”** means a person appointed in a Centre under Chapter IV and does not include persons engaged through vendors or service providers; and
- t) **“Steering Committee”** means the Steering Committee established pursuant to Article 8.

Article 4

Establishment of the Centre for Research in International trade

1. The CRIT Bye-laws hereby establish CRIT as part of IIFT, pursuant to Article 6, paragraph iii, of the “Memorandum of Association & Rules of Management of Indian Institute of Foreign Trade (Deemed to be University) [Amended as per the Notification of UGC (Institutions Deemed to be Universities) Regulations, 2019]”.
2. CRIT is established as a global think tank and shall be the focal Centre for research on international trade and investment issues for developing countries. In pursuit of this objective, CRIT shall act as a nodal body for coordinating the research and capacity-building activities of the Centres created or subsumed under CRIT.

Article 5

Functions and Objectives of the Centres:

1. The core functions of the Centres are to:
 - a) undertake research and studies on international trade, investment, issues of economic integration, international economic law and other related subjects from the development perspective of India and other developing countries;
 - b) undertake research for influencing the international discourse on international trade, investment, issues of economic integration, international economic law and other related subjects in accordance with India's interests;
 - c) advise the Government of India on international trade, investment, issues of economic integration, international economic law and other related subjects without risk of conflict of interest;
 - d) create a repository for trade and investment-related negotiation documents;
 - e) focus on enhanced collaboration with institutions from developed and developing countries;
 - f) undertake consultation or outreach activities connected with multilateral, plurilateral and bilateral trade agreement negotiations and issues of investment, economic integration, and other related subjects with industry and other stakeholders;
 - g) organise and fund studies, seminars, workshops, conferences and other similar activities to further research and enhance outreach activities on international trade, investment, issues of economic integration, international economic law and other related subjects within and outside India; and
 - h) conduct any other activity that may be entrusted to the Centre.
2. The objectives of the Centres are to:
 - a) create a dedicated pool of legal, economic, and trade policy experts who can advise the Government of India and its agencies;
 - b) establish a hub-and-spoke model by creating a partnership with reputed institutions in India and abroad for research on emerging trade-related issues and nurture capacity development and specialisation in a broad-based manner;
 - c) inform and shape evidence-based public debate and policy-making in India and other developing countries on international trade, investment, issues of economic integration, international economic law and other related issues;
 - d) reduce the dependence of India and other developing countries on think tanks and donor agencies of developed countries for intellectual inputs into their trade policy-making;
 - e) enhance the capacity of Government officers and other stakeholders in India and other developing countries to deepen their understanding of international trade, investment, issues of economic integration, international economic law and other related subjects;

- f) research on linkages between trade rules and emerging areas such as sustainable development, labour, international finance, and environment, including climate change, technological changes and e-commerce;
- g) build a strong foundation for research on international trade policy from a development perspective;
- h) enhance awareness of trade and investment issues among multi-stakeholders, including Central Government Ministries, State Governments, media, industry associations, civil society organisations and the private sector, and assist developing countries in improving their understanding of trade issues;
- i) provide legal and policy-related advice concerning India's engagement in multilateral and bilateral trade and investment agreements at broadly five stages:
 - negotiation and execution of the agreements;
 - review and modification of the agreements;
 - assessment of issues of compatibility of a proposed law or measure in India with its legal obligations under the WTO and FTAs;
 - assessment of issues of WTO and FTA compatibility of a measure or a practice; and
 - strategy for action and dispute settlement proceedings (State-to-State or Investor-to-State) in view of an alleged breach of a legal obligation under any of the agreements;
- j) conduct any other activity that may be entrusted to the Centre.

Chapter II - Organisational Setup of CRIT

Article 6

Chairperson of CRIT

The Commerce Secretary, Government of India, shall be the *ex-officio* Chairperson of CRIT, who may delegate any or all of its powers to the Director, IIFT, or any other person, as deemed fit.

Article 7

Board of Governance of CRIT

1. The Board of Governance of CRIT shall be the apex body to approve the work plan and budget and monitor and guide CRIT's activities.
2. The decision(s) of the Board of Governance shall be final on all matters.

Composition

3. The Board of Governance shall comprise *inter alia* representatives from the Government of India, persons with proven academic/research/managerial expertise, and persons with experience in international trade negotiations and/or international diplomacy. The Board of Governance shall consist of nine members, namely: –
 - (a) the Commerce Secretary, Government of India;
 - (b) the Additional Secretary concerned, Department of Commerce, Government of India;
 - (c) the Joint Secretary concerned, Department of Commerce, Government of India;
 - (d) the Vice-Chancellor/Director of the IIFT;
 - (e) the Head of CTIL;
 - (f) the Head of CWTOS; and
 - (g) Three external experts, out of which at least one shall be an international expert. The experts shall be persons with proven academic or research excellence from relevant fields, including industry, trade, economics, trade and investment law, foreign relations and geopolitics and strategy, diplomacy, and regulatory affairs.
4. The Chairperson of the CRIT may co-opt any other expert(s) to the Board of Governance, as appropriate.
5. The Chairperson of CRIT shall chair the Board of Governance. The Head of a Centre shall be designated as Member-Secretary of the Board of Governance by the Chairperson of CRIT on a rotational basis.

Role of the Board of Governance

6. The Board of Governance shall supervise and guide the academic functioning of all the Centres, including research, capacity building and deciding the broad work program of a Centre, keeping in view the objectives as specified in Article 5 (Functions and Objectives of the Centres) above.
7. The Board of Governance can specify any other function to the Centres as decided by the Government of India, other than those specified in the CRIT Bye-laws.

Meetings

8. The Board of Governance shall meet at least once in a year, and as and when required.
9. The quorum to constitute a meeting of the Board of Governance shall be, as near as may be, one-third of the total number of members of the Board.
10. If at any time fixed for any meeting of the Board, or if at any time during any such meeting, there is no quorum, the Chairperson of CRIT shall either suspend the meeting until there is a quorum or adjourn the meeting to some future day.

Article 8

Steering Committee

1. The Steering Committee shall monitor CRIT's overall administrative and financial matters, including the Centres' activities. It shall seek to ensure uniformity in rules, regulations,

procedures, or practice of all the Centres, including appointment or selection of staff, payment, remuneration or reimbursement, and address any other administrative or financial matters.

Composition

2. The Steering Committee shall consist of five members, namely: –
 - (a) the Additional Secretary concerned, Department of Commerce, Government of India;
 - (b) the Joint Secretary concerned, Department of Commerce, Government of India;
 - (c) the Registrar, IIFT;
 - (d) the Head of CTIL; and
 - (e) the Head of CWTOS.
3. The Additional Secretary concerned, Department of Commerce, Government of India, shall chair the Steering Committee.

Meetings

4. The Steering Committee shall meet at least once every quarter of the year.
5. The quorum shall have three members to constitute a meeting of the Steering Committee.
6. If at any time fixed for any meeting of the Steering Committee, or if at any time during any such meeting, there is no quorum, the Additional Secretary concerned, Department of Commerce, Government of India, shall either suspend the meeting until there is a quorum or adjourn the meeting to some future day.

Appellate review

7. There shall be a standing Appellate Committee, which shall exist as a sub-committee of the Steering Committee. It shall hear appeals against the administrative and financial decisions and orders passed by the Centres, and the decisions taken by the Grievance Redressal Committee pursuant to Article 25. It shall consist of two persons, namely: -
 - (a) the Additional Secretary concerned, Department of Commerce, Government of India;
 - (b) the Joint Secretary concerned, Department of Commerce, Government of India.

Chapter III - Administration and Funding of the Centres

Article 9

General Administration of the Centres

1. The Centres shall function as research and capacity-building entities.
2. The Board of Governance shall guide the Centres' activities, including research and capacity-building.

3. The Head of a Centre shall exercise all administrative and financial powers of that Centre as mentioned in Annex – I, unless otherwise specified in Annex – I.

Article 10

Finance and Funding of the Centres

1. The Centres may receive funds from the Government or other agencies in India with due approval, for which the Centres shall maintain separate accounts.
2. All funds of the Centres shall be deposited in the designated bank of CRIT.
3. The financial year of the Centre shall be from the first day of April to the thirty-first day of March every year unless otherwise decided by the Board of Governance.

Article 11

Accounts and Audit

1. IIFT shall ensure that the account of the expenditures from the funds mentioned above shall be in accordance with the norms governing IIFT, and the details shall be submitted to the Government or its agencies or the relevant source, as the case may be.
2. IIFT shall maintain proper accounts and other relevant records (as per the procedure and standards of Generally Accepted Accounting Principles) and prepare an annual statement of accounts from time to time. The accounts of the CRIT shall be audited by internal or external auditors at such intervals as may be specified. Any expenditure incurred in connection with such audit shall be payable by CRIT.
3. If the funds are received from the Government of India pursuant to Article 10 (Finance and Funding of the Centres), then the funds shall be utilised as per the sanction order or grant in aid. The accounts of CRIT may be subject to internal and statutory audit and audits by the Comptroller and Auditor General of the Government of India from time to time.

Books of account to be maintained by the Centres

4. Every Centre shall keep properly updated books of account with respect to –
 - (a) all sums of money received and expended by it and the matters in respect of which receipt and expenditure takes place;
 - (b) the assets and liabilities of the Centre;
 - (c) the properties, movable and immovable, of the Institute.

Explanation – For the purpose of this section, if the books of account give a true and fair view of the state of affairs of the Centre and its transactions, they shall be deemed as proper books of account concerning the matters specified therein.

Article 12

Performance of the Centres

1. There shall be attached to every statement of accounts laid before the Board of Governance a report, by its Head of Centre, concerning –
 - (a) the state of affairs of such Centre;
 - (b) the amounts, if any, which it proposes to carry to any surplus reserves in its balance sheet;
 - (c) the extent to which understatement or overstatement of any surplus of income over expenditure or any shortfall of expenditure over income has been indicated in the auditor's report and the reasons for such understatement or overstatement;
 - (d) the productivity of research projects undertaken by such Centre measured in accordance with such norms as may be specified by the Board of Governance;
 - (e) appointments of the research staff and Faculty of such Centre;
 - (f) performance indicators and internal standards set by such Centres, including the nature of innovations in teaching, research and application of knowledge.
2. The report of the Head of the Centre shall also include a statement showing the names of the five staff members, which may include Faculty, Research Staff, and Administrative and Support Staff of such Centre, who received the highest remuneration (including allowances and other payments made to such employees) during the financial year and the contributions made by such employees during the financial year.
3. The statement referred to in paragraph two shall indicate whether any such staff is a relative of any member of the Board of Management or Academic Council and, if so, the name of such member; and such other particulars as may be determined by the Board.
4. The Head of Centre shall also be bound to give the complete information and explanations in the report referred to in paragraph one on every reservation, qualification or adverse remark contained in the auditors' report.
5. The Head of the Centre shall submit the report prepared under this Article to the Government.

Chapter IV - Staff of a Centre

Article 13

Head of a Centre

Appointment of Head

1. The Head of a Centre shall be the Chief Executive of that Centre.
2. The Head of a Centre shall have the qualification and experience as prescribed for a Professor at a Centre pursuant to Annex – II.

3. The Head of a Centre shall be appointed by the Board of Management of IIFT on the recommendation of the Chairperson of CRIT for three years. Subsequently, based on the incumbent's performance and the Centre's future requirements, the contract may be extended for up to three years or an appropriate period as decided by the Chairperson of CRIT.

Powers and duties of Head

4. The Head of a Centre shall supervise the day-to-day functioning of the respective Centre.
5. The Head of a Centre shall have all administrative and financial powers of the Centre, as listed in Annex – I.
6. The residual powers for undertaking decisions pertaining to various academic, administrative, procurement, financial, recruitment of staff, performance review, renewal of employment contracts, and other matters necessary for the expeditious functioning of a Centre shall be vested with the Head of the Centre.
7. Subject to as provided in Annex – I, the Head of a Centre shall be the authorised signatory for all matters related to finance and external agreements or arrangements of the Centre, including a memorandum of understanding and engagement with international institutions, to be signed on behalf of a Centre.
8. Where the office of the Head of a Centre falls vacant due to death, resignation, termination, or otherwise, the powers of the Head of the Centre shall be exercised, until a new Head is appointed under paragraph three, by the Director/Vice Chancellor, IIFT, or any other designated staff not below the rank of Professor at the Centre or any other person, as deemed fit by the Chairperson of CRIT.

Article 14

Faculty of a Centre

1. The Faculty of a Centre shall be at the level of (a) Professor; (b) Associate Professor; (c) Assistant Professor; (d) Visiting Professor; (e) Honorary Adjunct Professor; (f) Adjunct Professor; and (g) Professor of Practice.
2. The Centres may appoint individuals at the level of Associate Professor or Assistant Professor, with expertise in the WTO, international trade, investment, issues of economic integration, international economic law, sustainable development, international taxation, digital trade, e-commerce, and other related subjects, as Faculty Consultants, from time to time.
3. The Recruitment Rules for an appointment at levels specified under paragraphs one and two shall be in accordance with Annex – II. The Chairperson of CRIT shall constitute a Selection Committee to recruit Faculty of a Centre. For the engagement of persons as Honorary Adjunct Professor, the Chairperson CRIT shall constitute a Search and Selection Committee.
4. The terms of engagement of a Faculty specified in paragraph one shall be governed by IIFT norms unless otherwise decided by the Board of Governance.

5. The scales of pay, annual enhancement of pay, benefits and allowances for the Faculty shall be equivalent to those at IIFT. In the absence of equivalent norms at IIFT, the Board of Governance shall determine and fix scales of pay and allowances or honorarium, annual enhancement of pay, and other benefits for the Faculty.
6. The Centres shall offer incentives or rewards to Faculty, in the form of cash incentives and/or awards, to acknowledge and encourage their published works in alignment with the incentive structure of IIFT. In addition, the Centres shall consider exceptional contribution by a Faculty towards India's notification to the WTO work programme for such incentives or rewards. The incentives or rewards offered by the Centres shall be subject to the approval of the Steering Committee.
7. The Head of a Centre shall develop internal criteria for the promotion of the Faculty of that Centre in accordance with IIFT norms, including the norms regarding pay parity, and with the functions and objectives of the Centre. These criteria shall align with the educational and other qualifications enlisted in Annex – II.

Article 15

Research Staff

1. The Head of a Centre shall appoint Research Staff to build the Centre's capacity on a long-term basis.
2. Research Staff shall be appointed at the level of (a) Senior Consultant, (b) Senior Research Fellow with Ph.D./Senior Research Fellow without Ph.D./Consultant, (c) Research Fellow/Associate, (d) Research Associate/Young Professional.
3. The Recruitment Rules for the appointment of Research Staff shall be in accordance with Annex – II.
4. The remuneration, annual enhancement of remuneration, and benefits and allowances provided to the Research Staff shall be in accordance with the Office Memorandum of the Department of Commerce, Government of India, dated 16 June 2022 (F.No. A-12034/1/2019-E-2-DoC). These provisions shall be revised by the Steering Committee as and when required.

Article 16

Administrative and Support Staff

1. The Centres shall appoint an Administrative Officer to supervise and monitor the administrative and financial functions of the Centre.
2. The Centres shall appoint the following categories of Administrative and Support Staff - a Library Assistant, Assistant (IT/Training/Administration), Assistant Section Officer, Section Officer (Programme/Cost/Administration), Computer Programmer, Personal Assistants/Stenographers, Data Entry Operators, Peons and Drivers, Multi-Tasking Staff.

3. The number of persons appointed in each category specified under paragraph two and the terms and conditions of their appointment shall be approved by the Steering Committee, which shall be duly informed to the Board of Governance.
4. The recruitment rules for the appointment of Administrative and Support Staff shall be in accordance with Annex – II.
5. The remuneration of Administrative and Support Staff shall be in accordance with the Government of India norms, announced and notified from time to time. Such staff shall receive a three *per cent* enhancement of remuneration annually.
6. The Administrative and Support Staff shall be entitled to TA/DA and medical allowances, as per the Government of India norms, announced and notified from time to time, with the approval of the Steering Committee.

Chapter V- Tenure

Article 17

Methods of Recruitment

The methods of recruitment to a post in the Centre shall be either through: (a) direct recruitment; (b) deputation or lien; or (c) re-employment.

Article 18

Appointment, Renewal and Termination

1. The appointment of Faculty at the level of Professor shall be for three years. All other appointments under Articles 14 through 16, except appointments on deputation, shall be contractual for a period not exceeding one year. Subsequently, based on the performance of the incumbent and future requirements of the Centre, the contract may be extended for up to three years by the appointing authority.
2. Any deputations shall be on the terms mutually agreed between the Centre and the lending organisation in the light of instructions issued by the Department of Personnel Training, Government of India, from time to time. The Centre or the lending organisation may terminate such deputations by giving one month's notice to the other.
3. The services of a Faculty of a Centre may be terminated by the appointing authority by giving a month's notice or payment of salary (basic pay + grade pay + dearness allowance) in lieu thereof if such termination is within the first year of their employment, and thereafter by giving three months' notice or payment of salary in lieu thereof.
4. The services of Research Staff or Administrative and Support Staff may be terminated by the appointing authority at any time by giving one month's notice or payment of salary in lieu thereof.

5. The services of Administrative and Support Staff may be terminated by the appointing authority on gross violation of service conditions or breach of discipline by giving at least a month's notice and after following due process.
6. Without prejudice to paragraph four and five, the services of Administrative and Support Staff shall stand terminated if: (a) their appointment is made for a specific period, on the expiry of such period; or (b) their appointment is made for a specific task, upon the completion of such task.
7. The Centres, by means of the employment contract or otherwise may require their staff to treat as strictly confidential all sensitive information relating to or obtained in the course of their work, especially any information not in the public domain.

Article 19

Resignation

1. A staff may resign from the service of the Centre by giving written notice to the appointing authority in advance within the period specified in the staff contract or on payment of salary in lieu thereof.
2. The appointing authority may, if they deem appropriate under special circumstances, permit a staff to resign from the service of the Centre with a notice of less than the period specified.

Chapter VI– Benefits

Article 20

Drawal of Pay

1. A staff shall be entitled to the remuneration of the position to which the staff is appointed from the date on which charge is assumed for the position.
2. Remuneration in respect of any month shall normally become payable on the last working day of the month.
3. A staff resigning from the service of the Centre without giving advance notice prescribed under Article 19 (Resignation) shall not be allowed to draw remuneration due but not yet drawn.
4. Any remuneration allowed to be drawn shall not exceed the total dues recoverable from the staff.

Article 21

Benefits and Entitlements

1. All other prerequisites, benefits and entitlements not specifically mentioned under CRIT Bye-laws shall be governed by the relevant rules notified by the Government of India.

Chapter VII– Leave

Article 22

Kinds of leave

1. The provisions of the Central Civil Services (Leave) Rules 1972, as amended by the Government of India from time to time, shall be applicable *mutatis mutandis* to staff.
2. A staff working at the Centre shall be entitled to leave of absence for secondment other than deputation.
3. A staff shall be entitled to leave on sabbatical, provided the staff has worked at a Centre full-time for five years. The guidelines concerning leave on sabbatical are provided under Annex – IV.

Article 23

Procedure for Grant of Leave

1. Before proceeding on leave, staff shall make an application in the prescribed form and state in writing his contact details while on leave. The staff shall inform the Centre of any subsequent change(s) in such address.
2. A staff shall only proceed on leave if it has been sanctioned in writing or e-mail by the Head of a Centre.
3. The Centres shall maintain a leave account in respect of every staff.
4. Every staff, on return from leave, shall notify the relevant authority.

Chapter VIII - Miscellaneous Provisions

Article 24

Consultancy Assignments

1. Consultancy assignments may be permitted under two conditions:
 - (a) The assignment is given to the Centre, and a member of the Faculty is identified for the study as the Principal Investigator. The competent authority to allow this consultancy assignment will be the Head of the Centre.
 - (b) The assignment is given to a member of the Faculty directly. The competent authority to allow this consultancy assignment will be the Steering Committee.
2. The duration and scope of the consultancy assignments, and the guidelines governing the same are listed in Annex – III.
3. Any payments to the Faculty for consultancy assignments (for non-Government projects) shall be in accordance with IIFT norms.

Article 25

Grievance Redressal Mechanism

1. Individual grievances and complaints of staff of any Centre shall be addressed in accordance with the grievance redressal mechanism applicable to the IIFT employees. In such cases, one nominee of the Head of a Centre may be co-opted by the Grievance Redressal Committee.

Article 26

Amendments and Interpretation

1. The CRIT Bye-laws may be amended by the Chairperson of CRIT either on a *suo motu* basis or upon receiving a recommendation from the Steering Committee.
2. With regard to the matters not specifically covered under the provisions of these Bye-laws, the instructions/guidelines issued by the Government of India from time to time or applicable to the employees of the IIFT shall be made applicable.
3. Wherever any doubt arises as to the interpretation of any provisions of the CRIT Bye-laws, the matter shall be referred to the Chairperson of CRIT, whose decision shall be final.

Article 27

Residual Matters

With regard to the matters not specifically covered under the provisions of these Bye-laws, the instructions/guidelines issued by the Government of India from time to time or the norms made applicable to the staff of IIFT may be applied to CRIT as deemed fit by the Chairperson of CRIT, subject to such modifications as may be notified by the Chairperson of CRIT.

Article 28

Repeal, Savings and Transition

Repeal & Savings

1. The existing Bye-laws of CCB, CRT, CTIL, and CWTOS are hereby repealed.
2. Unless the Chairperson of CRIT otherwise directs, notwithstanding such repeal, anything done, any action taken, or any appointment made under the provisions of the existing Bye-laws shall, in so far as such a thing, action or appointment is consistent with the provisions of the CRIT Bye-laws, be deemed to have been done, taken, or made under the provisions of the CRIT Bye-laws as if it was in force when such thing was done, such action was taken, or such appointment was made, and shall continue in force accordingly until superseded by anything done or any action taken or any appointment made under the CRIT Bye-laws.
3. In particular, and without prejudice to the generality of paragraph 2, the repeal of the existing Bye-laws shall not affect any appointments made to the following positions unless the Chairperson of CRIT otherwise directs:
 - (a) Senior Research Fellow
 - (b) Research Fellow
 - (c) Research Associate

Transition

4. On and from the date of coming into force of the CRIT Bye-laws:
 - (a) The CRIT Bye-laws shall govern the staff of CRT, CTIL and CWTOS.
 - (b) The Heads of CTIL and CWTOS may, in consultation with the Steering Committee, reallocate any member of the staff to any of the centres depending on their field of expertise and functional competence; and
 - (c) any applications or approvals pending under the existing Bye-laws of CRT, CTIL, and CWTOS shall continue to remain pending under the CRIT Bye-laws until they are duly processed or approved under the CRIT Bye-laws.

ANNEX – I

ADMINISTRATIVE AND FINANCIAL POWERS OF DIRECTOR, IIFT, AND HEAD OF A CENTRE

SL. NO.	SUBJECT	HEAD OF A CENTRE	DIRECTOR, IIFT
Administrative Powers			
1.	Appointment of Research Staff, Administrative and Support Staff	Full powers	-
2.	Grant of Leave	Full powers	-
3.	Grant of LTC Advance	Full powers	-
4.	Tour including intra-city conveyance bills on tours	Full powers (except own case)	Only for the Head of a Centre
5.	Appointment of faculty members / Consultants	-	Full powers
6.	Day-to-day matters related to the administration and functioning of a Centre, including (i) notifications, OM, etc.; (ii) appointment, renewal orders, etc.;(iii) determination of remuneration/pay; (iv) increment in pay; (v) TA/DA approvals; (vi) other ancillary day-to-day centre administrative activities, etc.	Full powers	-
Financial Powers			
Expenditure¹			
(a)	Engaging vendors for supply of: Goods Services for studies, personnel, taxi, etc.	Up to Rs. 10 lakhs for each category.	Full powers Up to Rs. 15 lakhs for each category. (Beyond Rs. 15 lakhs – subject to the approval of the Steering Committee)

¹ Wherever delegated financial powers by the Chairperson of CRIT or Head of a Centre is exercised, the same will be through scrutiny by the Finance Section of CRIT and, if necessary, by the Finance Section of IIFT.

SL. NO.	SUBJECT	HEAD OF A CENTRE	DIRECTOR, IIFT
(b)	Purchase of books and subscriptions for periodicals, including e-journals, databases etc.	Full powers	-
(c)	Purchase of furniture, office equipment, an advertisement for recruitment and activities, and a maintenance contract.	Full powers	
(d)	Printing of books, publications, pamphlets, brochures etc.	Up to Rs. 10 lakhs	Full powers beyond 10 lakhs
(e)	Purchase of books and subscriptions for periodicals,	Full powers	-
(f)	Direct expenditure on training programmes / Research Projects: Sponsored Programmes Centre Programmes	Up to Rs. 10 lakhs for National Projects Up to Rs. 15 lakhs for International projects	Full Powers
(g)	Purchase of stationery, stores and papers for printing (recurring)	Up to Rs. 10 lakhs	Full powers
(h)	Rents, Rates and taxes	Full powers	-
(i)	Telephone Bills Electricity and Water bills	Full powers	-
(j)	Power to incur miscellaneous expenditure Recurring Non-recurring	Full powers	-
Other Expenses			
(a)	Hospitalisation	Full powers	-
(b)	Liveries, repairs including distempering, painting etc.		
(c)	To write off losses of cash and stores	-	Full powers subject to reporting to the

SL. NO.	SUBJECT	HEAD OF A CENTRE	DIRECTOR, IIFT
			Steering Committee
(d)	Grant of Festival Advance	Full powers	-
(e)	Controlling Officer for TA	Full powers	-
(f)	Nomination/ participation of staff in Conferences/Programmes/ Seminars, etc. Within India. Overseas where the expenditure is to be met by an outside agency. Overseas where the expenditure is to be met by CRIT or its Centres.	Full powers (within India)	- Full Powers (Overseas where the expenditure is to be met by an outside agency) Full Powers (Overseas where the expenditure is to be met by CRIT or its Centres) subject to reporting to the Steering Committee.

ANNEX – II
RECRUITMENT RULES

1. PROFESSOR

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
Academicians / Professionals		
<ol style="list-style-type: none"> 1. A person shall be eligible to be appointed as Professor only if that person has direct or indirect experience in international trade, economics, economic diplomacy, international law, investment, public policy or a related discipline. 2. Minimum 10 years of sectoral (or Officer Level) experience or research and teaching experience in international trade, economics, economic diplomacy, law, international law, investment, public policy or in a related discipline, of which eight years should be at the level of Assistant/Associate Professor. Experience at the level of Associate Professor shall carry more weight. For persons with relevant research/teaching experience, at least four years of experience as an Associate Professor should be in a premier institution such as IITs, IIMs, IISc, National Law Schools, Central Universities or other institutions. 3. PhD shall be essential. 4. Consistently good academic record with at least 55% (or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's level or equivalent qualification in a related discipline. 5. Published work, particularly research papers in a peer-reviewed journal, is desirable. 6. Should be at least 40 years of age at the time of appointment. 	<p style="text-align: center;">Direct Recruitment</p> <p>(The appointment shall be made on the recommendation of the Selection Committee.)</p>	<p style="text-align: center;">Board of Management</p>
On Deputation		
<ol style="list-style-type: none"> 1. From the Government: (a) Officers on deputation from the Government of India under Central Government/State Governments and their Attached offices, Subordinate offices, Public Sector Undertakings, Autonomous Bodies, Local Bodies etc. 	<p style="text-align: center;">On Deputation</p>	<p style="text-align: center;">Board of Management</p>

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>(b) Appointed on the basis of length of service and expertise in international trade, economics, economic diplomacy, international law, or in a related discipline</p> <p>2. From Academic/Research/Training Institutions as mentioned above.</p> <p>3. Should be at least 40 years of age at the time of appointment.</p>		
Others-Industry		
<p>1. Individuals with extensive direct experience of at least three years in international trade, economics, economic diplomacy, international law, investment, public policy or a related discipline.</p> <p>2. The candidate from industry and profession should have work experience in international trade, economics, economic diplomacy, law, international law, investment, public policy or in a related discipline which is significant and can be recognised at the National/ International level. Ten years of managerial experience in industry/profession is desirable.</p> <p>3. Consistently good academic record with at least 55% marks (or an equivalent grade on a point scale wherever grading system is followed) at Graduation and Post-Graduation level.</p> <p>4. Should be at least 40 years of age at the time of appointment.</p>	<p>Direct Recruitment</p> <p>(The appointment shall be made on the recommendation of the Selection Committee.)</p>	<p>Board of Management</p>

2. ASSOCIATE PROFESSOR

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
Academicians / Professionals		
<p>1. A person shall be eligible to be appointed as Associate Professor only if that person has direct or indirect experience in international trade, economics, economic diplomacy, international law, investment, public policy or a related discipline.</p> <p>2. Minimum eight years of sectoral (Officer Level) experience or research and teaching experience in international trade, economics, economic diplomacy, international law, investment, public policy or a related</p>	<p>Direct Recruitment</p> <p>(The appointment shall be made on the recommendation of the Selection</p>	<p>Board of Management</p>

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>discipline, of which three years should be at Assistant Professor Level or equivalent as per UGC qualifications amended from time to time. This excludes the period spent obtaining the research degree.</p> <ol style="list-style-type: none"> 3. Consistently good academic record with at least 55% (or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's level or equivalent qualification in a related discipline. 4. Should be at least 35 years of age at the time of appointment. 5. Experience shall include evidence of substantive research through quality publications in reputed journals. 6. PhD is essential, as per UGC guidelines amended from time to time. 7. However, candidates with direct experience in the relevant discipline who do not have PhD degree and meet other criteria may also apply. Such candidates will only be considered for contractual appointment as Faculty Consultants (at Associate Professor Level). 	Committee.)	
On Deputation		
<ol style="list-style-type: none"> 1. From the Government <ol style="list-style-type: none"> (a) Officers on deputation from the Government of India under Central Government/State Governments and their Attached offices, Subordinate offices, Public Sector Undertakings, Autonomous Bodies, Local Bodies etc. (b) Appointed based on length of service and expertise in international trade, economics, economic diplomacy, international law, investment, public policy or related disciplines. 2. Faculty on deputation shall have a master's degree or equivalent qualification in a related discipline, with demonstrated expertise in international trade, economics, economic diplomacy, international law, investment, public policy or related disciplines, and relevant professional experience of at least five years. 3. Should be at least 35 years of age at the time of appointment. 	On Deputation	Board of Management

3. ASSISTANT PROFESSOR

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
Academicians / Professionals		
<ol style="list-style-type: none"> 1. A person shall be eligible to be appointed as Assistant Professor only if that person has relevant work experience or has produced research/studies in international trade, economics, economic diplomacy, international law, investment, public policy or a related discipline. 2. Minimum three years of sectoral (Officer Level)/research/teaching experience in international trade, economics, economic diplomacy, international law, investment, public policy, or a related discipline. 3. Consistently good academic record with at least 55% (or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's level or equivalent qualification in a related discipline. 4. Must have qualified NET. 5. A Ph. D qualification is desirable. 6. Papers presented in conferences and/or published in refereed journals are desirable. 7. Should be at least 28 years of age at the time of appointment. 8. It is further provided that candidates without PhD degree or NET/SET/SLET will be considered for appointment as Faculty Consultant (at Assistant Professor Level). 	<p>Direct Recruitment</p> <p>(The appointment shall be made on the recommendation of the Selection Committee.)</p>	<p>Board of Management</p>
On Deputation		
<ol style="list-style-type: none"> 1. From the Government <p>(a) Officers on deputation from the Government of India under Central Government/State Governments and their Attached offices, Subordinate offices, Public Sector Undertakings, Autonomous Bodies, Local Bodies etc.</p> <p>(b)Appointed based on length of service and expertise in international trade, economics, economic diplomacy, international law, investment, public policy or related disciplines.</p>	<p>On Deputation</p>	<p>Board of Management</p>

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>2. Faculty on deputation shall have a master's degree or equivalent qualification in a related discipline, with demonstrated expertise in international trade, economics, economic diplomacy, international law, investment, public policy or in related disciplines, and relevant professional experience of at least three years.</p> <p>3. Should be at least 28 years of age at the time of appointment.</p>		

4. HONORARY ADJUNCT PROFESSOR, ADJUNCT PROFESSOR, VISITING PROFESSOR, PROFESSOR OF PRACTICE

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
Honorary Adjunct Professor		
<p>1. Must not be more than 70 years of age at the time of recruitment/engagement.</p> <p>2. Distinguished experts who have made remarkable contributions in their professions from fields such as international law, international trade and investment, international economics, public policy, international relations, international taxation, international finance logistics and sustainable development.</p> <p>3. Proven ability to carry out duties and responsibilities in relation to their discipline.</p> <p>4. The Board of Governance shall determine the terms of engagement of the Honorary Adjunct Professor.</p> <p>5. The Honorary Adjunct Professor shall be paid fee/honorarium as decided by the Board of Governance.</p>	Search and Selection Committee	Board of Management
Adjunct Professor		
<p>1. A person shall be eligible to be appointed as an Adjunct Professor only if he or she is an accomplished scholar or practitioner in areas such as international law, international trade and investment, international economics, public policy, international relations, international taxation, international finance, logistics, sustainable development or related subjects.</p> <p>2. Consistently good academic record with at least 55%</p>	Selection Committee	Board of Management

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>(or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's levels.</p> <ol style="list-style-type: none"> 3. PhD in the concerned discipline is desirable. It is further provided that a person of eminence, with or without a post-graduate or PhD qualification, not meeting other criteria, may also apply. 4. Relevant work experience or research and studies produced in international trade, economics, economic diplomacy, international law, investment, public policy or in a related discipline. 5. Papers presented at conferences and/or published in reputed journals (for example, Scopus-indexed journals) are desirable. 6. Should be at least 35 years of age at the time of appointment. 7. The period of empanelment of an Adjunct Professor may be for a maximum period of 3 years, and the Adjunct Professor shall work at the Centre for a minimum of 2 days per visit in a month or cumulatively for 24 days in a year. 8. The Board of Governance shall determine the terms of engagement of the Adjunct Professor. 		
Visiting Professor		
<ol style="list-style-type: none"> 1. A person shall be eligible to be appointed as Visiting Professor only if they hold at least the position of Associate Professor in a recognised institution. 2. Should be at least 35 years of age at the time of appointment. 3. A Visiting Professor's appointment period shall be for a minimum of 2 months. 4. The Board of Governance shall determine the terms of engagement of the Visiting Professor. 	Selection Committee	Board of Management
Professor of Practice		
<ol style="list-style-type: none"> 1. Distinguished experts who have made remarkable contributions in their professions from fields such as 	Selection Committee	Board of Management

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>international law, international trade and investment, international economics, public policy, international relations, international taxation, international finance logistics and sustainable development. These individuals should have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level.</p> <ol style="list-style-type: none"> 2. Proven ability to carry out duties and responsibilities in relation to their discipline. 3. Should be at least 40 years of age at the time of appointment. 4. Professor of Practice is treated at par with Professors at the Centre for pay and allowances. 5. It is provided that the number of Professors of Practice at CRIT, at any point in time, should be at most 10% of the sanctioned posts at CRIT. 		

5. RESEARCH STAFF

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
A. Senior Consultant		
<ol style="list-style-type: none"> 1. Must not be more than 65 years of age at the time of the recruitment. 2. Must hold a master's degree in areas such as economics, law, international law, public policy, data science, and cost accounting or in a related discipline. Consistently good academic record with at least 55% (or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's levels. 3. Must have a minimum of 15 years post-qualification experience, out of which a minimum of 5 years must be in international trade and allied field. 4. Relevant work experience or research and studies produced in international trade, economics, economic diplomacy, international law, investment, public policy or in a related discipline is desirable 	<p>Direct Recruitment (The appointment shall be on a contractual basis on terms decided at the time of appointment.)</p> <p>Selection shall be made by a Committee comprising the Head of a Centre as chair, at least one IIFT</p>	<p>Head of a Centre</p>

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
	Faculty at Professor/Associate Professor level, and at least one external member (as decided by the Head of the Centre)	
B. Senior Research Fellow (with PhD)/ Senior Research Fellow (without Ph.D.)/Consultant		
<ol style="list-style-type: none"> 1. Must not be more than 50 years of age at the time of the recruitment. 2. Must hold a master's degree in areas such as economics, law, international law, public policy, data science, cost accounting or a related discipline. Consistently good academic record with at least 55% (or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's levels. 3. Must have a minimum of 8 years post-qualification experience, out of which a minimum of 3 years must be in the relevant field, for example, international trade and allied field. 4. Relevant work experience or research and studies produced in international trade, economics, economic diplomacy, international law, investment, Public policy or in a related discipline is desirable. 5. Candidates with a PhD will be considered for Senior Research Fellow (with PhD). 6. Candidates without a PhD will be considered for Senior Research Fellow (without PhD). 	<p>Direct Recruitment (The appointment shall be on a contractual basis on terms decided at the time of appointment.)</p> <p>Selection shall be made by a Committee comprising the Head of a Centre as chair, at least one IIFT Faculty at Professor/Associate Professor level, and at least one external member (as decided by the Head of the Centre)</p>	Head of a Centre

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
C. Research Fellow/Associate		
<ol style="list-style-type: none"> 1. Must not be more than 45 years of age at the time of recruitment. 2. Must hold a master's degree in areas such as economics, law, international law, public policy, data science, cost accounting or a related discipline. Consistently good academic record with at least 55% (or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's levels. 3. Must have a minimum of 3 years post-qualification experience, out of which a minimum of 1 year must be in the relevant field, for example, international trade and allied field. 4. Relevant work experience or research and studies produced in international trade, economics, economic diplomacy, international law, investment, public policy, or a related discipline is desirable. 	<p>Direct Recruitment (The appointment shall be on a contractual basis on terms decided at the time of appointment.)</p> <p>Selection shall be made by a Committee comprising the Head of a Centre as chair, at least one IIFT Faculty at the Professor/Associate Professor level, and at least one external member (as decided by the Head of the Centre).</p>	Head of Centre
D. Research Associate/Young Professional		
<ol style="list-style-type: none"> 1. Must not be more than 35 years of age at the time of recruitment. 2. Must hold a master's degree in areas such as economics, law, international law, public policy, data science, cost accounting or a related discipline. Consistently good academic record with at least 55% (or an equivalent grade on a point scale wherever the grading system is followed) at bachelor's and master's levels. 3. Must have a minimum of 1-year post-qualification 	<p>Direct Recruitment (The appointment shall be on a contractual basis on terms decided at the time of appointment.)</p> <p>Selection shall</p>	Head of Centre

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>experience.</p> <p>4. Relevant work experience or research and studies produced in international trade, economics, economic diplomacy, international law, investment, public policy, or a related discipline is desirable.</p> <p style="text-align: center;">OR</p> <p>5. Must not be more than 28 years of age at the time of recruitment.</p> <p>6. Must hold a Bachelor's Degree in Law or a Master's degree in economics, diplomacy, international relations, public policy, data science, general management, cost accounting or a related discipline from (a) a University listed in the top 25 ranks of the latest National Institutional Ranking Framework (NIRF), or (b) from a reputed University or a discipline within a University listed in the top 100 ranks of a recognised World University Ranking, for example, the latest QS World University Ranking or the Times Higher Education Ranking.</p> <p>7. Prior work experience is not a requirement.</p>	<p>be made by a Committee comprising the Head of a Centre as chair, at least one IIFT Faculty at Professor/Associate Professor level, and at least one external member (as decided by the Head of the Centre)</p>	

6. ADMINISTRATIVE AND SUPPORT STAFF

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
Administrative Officer		
<p>1. An administrative officer eligible to hold the post of Under Secretary to the Government of India or any other qualification as determined by the Steering Committee.</p> <p>2. Must not be more than 65 years of age at the time of the appointment.</p>	<p>Direct Recruitment by Head of Centre/ Deputation / Re-employment (The appointment shall be a contractual basis on terms decided at the</p>	<p>Board of Management</p>

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
	time of appointment.)	
Library Assistant		
<p>Age limit for direct recruitment: 30 years</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Master's Degree in Library Science with at least 60% marks or equivalent diploma in Library Science of a recognised University / Institute equivalent obtained after graduation. 2. Bachelor's Degree in Science with at least 60% marks from a recognised university or equivalent. 3. Relevant experience of 3 years in a Library/Computerization of a Library or one year certificate in computer application from a recognised institution or equivalent. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Master's Degree in Library Science/Information Science/Documentation or equivalent grade and a consistently good academic record. One year specialisation in the area of Information Technology/Archives. 2. Three years of working experience in Central/ State Govt. /Semi-Govt./PSU/Govt. Autonomous Organisations/ Govt. Universities/Govt. Institutes of national importance on a regular basis. 	<p>Direct Recruitment by Head of Centre/ Deputation / Re-employment</p> <p>(The appointment shall be a contractual basis on terms decided at the time of appointment.)</p>	<p>Board of Management</p>
Assistant (IT/Training/Administration)		
<p>Age limit for direct recruitment: 30 years</p> <p>Essential: Graduate or Post-Graduate from a recognised University in any discipline with working knowledge of computers.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The incumbent is expected to work under the supervision of the Section Officer. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerised environment and is expected to handle one or more functions related to Educational Administration/Examinations/General 	<p>Direct Recruitment by Head of Centre/ Deputation / Re-employment</p> <p>(The appointment shall be on a contractual basis on terms</p>	<p>Board of Management</p>

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations/ Computer Applications.</p> <p>2. The candidates for Direct recruitment will be assessed in accordance with IIFT norms.</p> <p>3. All direct recruits are expected to work in a computerised environment and are required to qualify for a skill test in handling computers within one year from their appointment before completion of the probation period.</p>	<p>decided at the time of appointment.)</p>	
Assistant Section Officer/Assistant Section Officer (Training)		
<p>Age limit for direct recruitment: 35 years</p> <p>Essential:</p> <p>1. Graduate or Post-Graduate from a recognised University in any discipline with working knowledge of computers.</p> <p>2. At least three years post-qualification experience working as Senior Assistant/ Assistant in a Governmental Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognised by the Government.</p> <p>Note:</p> <p>1. The incumbent is expected to work under the supervision of a Section Officer or Assistant Registrar. They should possess an aptitude for drafting/noting in English and office procedure in a computerised environment and are expected to handle one or more functions related to Educational Administration/Examinations/General Administration/ Accounts/ House Keeping/ Establishment / HR/Legal/ Purchase/ Accounts & Finance/ Project Management/ Public Relations.</p> <p>2. The candidates for direct recruitment will be assessed as prescribed by the Institute norms from time to time.</p> <p>3. All direct recruits are expected to work in a computerised environment and are required to qualify for a skill test in handling computers within one year from their appointment before completion of the probation period.</p>	<p>Direct Recruitment by Head of Centre/ Deputation / Re-employment</p> <p>(The appointment shall be on a contractual basis on terms decided at the time of appointment.)</p>	<p>Board of Management</p>
Section Officer (Programme/Cost/Administration)		

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>Must not be more than 35 years of age.</p> <p>Essential:</p> <p>(a) Master's degree with at least 55% marks with</p> <p>(b) Three years of experience in the related field in Pay level 6 (4200 G.P.) or equivalent status having total comparable emoluments in a University/Govt. Department/autonomous body/public sector undertaking.</p> <p>OR</p> <p>(a) Bachelor's degree with at least 55% marks</p> <p>(b) with at least five years of experience in the related field in Pay level 6 (4200 G.P.) or equivalent status having total comparable emoluments in a University/Govt. Department/autonomous body/public sector undertaking.</p> <p>(c) Good working knowledge of Computer Operations.</p> <p>Desirable:</p> <p>1. Diploma / Certificate of minimum six months duration in Computer Application /Office Management / Secretarial Practice / Financial Management / Accounts or equivalent Discipline.</p> <p>2. Post-qualification experience handling educational administration/General Administration/ Purchase/ Account & Finance in a University/Research Institution/ Government Department/PSU.</p> <p>3. For the post of Asst. Accounts Officer, the preference would be graduation in Commerce/CA/ICWA/CS. Note: All the candidates for Direct recruitment will be required to appear in the written examination as per the scheme of examination prescribed by the Institute</p>	<p>Direct Recruitment by Head of Centre/ Deputation / Re-employment</p> <p>(The appointment shall be a contractual basis on terms decided at the time of appointment.)</p>	<p>Board of Management</p>
<p>Computer Programmer</p>		

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
<p>Must not be more than 35 years of age.</p> <p>B.E./ B. Tech in Computer Science/Computer Engineering/ Computer Technology/ Information Technology or M.Sc. (Computer Science) or MCA with three years' experience in programming and Database management or Network administration in a research/ Educational institute or commercial/ service industry establishment of reputation.</p>	<p>Direct Recruitment by Head of Centre/ Deputation / Re-employment</p> <p>(The appointment shall be on a contractual basis on terms decided at the time of appointment.)</p>	<p>Board of Management</p>
Personal Assistants		
<p>Terms and conditions as decided by the Appointing Authority</p> <p>Graduation from a recognised University, with at least 50% marks.</p> <p>Shorthand speed 100 w.p.m.</p> <p>Typing speed 40 w.p.m.</p> <p>Adequate and basic computer skills, web surfing, e-mail management and calendar scheduling.</p>	<p>On a contractual basis through vendor</p>	<p>Head of a Centre</p>
Data Entry Operators		
<p>Terms and conditions as decided by the Appointing Authority.</p> <p>Completed 12th class from a Board or its equivalent recognised by the Government.</p> <p>Good typing skills.</p> <p>Basic computer knowledge and internet surfing.</p>	<p>On a contractual basis through vendor</p>	<p>Head of a Centre</p>
Peons and Drivers		
<p>Terms and conditions as decided by the Appointing Authority.</p> <p>Completed at least 8th class pass from a school recognised by the Government.</p>	<p>On a contractual basis through vendor</p>	<p>Head of a Centre</p>

Educational and other Qualifications required	Method of Recruitment	Appointing Authority
Desirable: Matriculation examination of a Board or its equivalent recognised by the Government. Ability to read in Hindi and English		
Multi-Tasking Staff		
Terms and conditions as decided by the Appointing Authority.	On a contractual basis through vendor	Head of a Centre

ANNEX – III
GUIDELINES REGULATING CONSULTANCY ASSIGNMENTS

I. BROAD SCOPE OF CONSULTANCY ASSIGNMENTS

A. Assignments which are short term

- i. Specified lectures in a course, Management / Executive Development Programmes (MDP/EDP), Seminar or Workshop conducted outside the Centre.

B. Assignments in which medium-term commitment is required

- i. Teaching full course at another Institute / Organisation
- ii. Organising MDP/EDP for another Institute / Organisation.
- iii. Writing lessons for institutions/universities.
- iv. Research / Consultancy independently or collaboratively for another organisation.
- v. Designing Course Modules for institutes/organisations other than the Centre for regular courses.
- vi. All consultancy assignments would be taken on subjects within the scope of the Centre's activities and relevant to the Centre's functioning.

C. Other Assignments

- i. Member of PhD viva board in another institute/university
- ii. Member of selection panel in another institute/organisation
- iii. Member of Academic Council, Board of Management, etc., of another institute/organisation.
- iv. Examinership: Paper-setting, Evaluation etc.
- v. Other invitations like a member of the inspection team for affiliation, accreditation, recognition, etc.
- vi. Supervisor or guide of a researcher enrolled for an M.Phil., PhD or equivalent programme outside the Centre.

II. PRINCIPLES AND GENERAL GUIDELINES REGULATING CONSULTANCY ASSIGNMENTS

- i. A Faculty at the level of Professor, Associate Professor or Assistant Professor at a Centre will be allowed to take consultancy assignment(s) in his/her name.
- ii. No such activity shall be commenced without the written approval of the Head of a Centre.
- iii. A copy of the contract between the Faculty at the level of Professor, Associate Professor or Assistant Professor and the concerned organisation shall be submitted at the time of seeking approval.
- iv. The Faculty at the level of Professor, Associate Professor or Assistant Professor shall spell out the impact, if any, on their assigned duties in the Centre as a result of taking up outside work /consulting and strategies for managing this impact. Request for such permission may be refused if there is a conflict with the commitments in the Centre.

- v. Leave with full pay up to a maximum of 30 days for this purpose will be allowed in a year, along with station leave, if required, only to Faculty at the level of Professor, Associate Professor or Assistant Professor, with at least five years' experience at the Centre concerned.
- vi. The Faculty at the level of Professor, Associate Professor or Assistant Professor shall take necessary precautions to ensure that the Centre does not incur any liability to any outside party as a result of the performance (or non-performance) on their part in any outside work /consulting. All such activities must contain a disclaimer that the views /opinions expressed are those of the Faculty only.
- vii. Use of the Centre's infrastructural facilities, such as printing, photocopying, etc., by the Faculty at the level of Professor, Associate Professor or Assistant Professor for the consultancy assignments will be subject to the approval of the Head of a Centre. If there is the use of facilities, the cost for the same will have to be reimbursed as determined by the Head of a Centre. The Faculty at the level of Professor, Associate Professor and Assistant Professor will pay the Centre a fixed sum of 15% of the fee received concerning assignments mentioned in paragraph (i) above within 30 days of the receipt of payment. Payment is only necessary if the fee is Rs. 15,000/- (Fifteen Thousand) or less.

ANNEX – IV
GUIDELINES FOR THE LEAVE ON SABBATICAL

The guidelines are valid from the date the CRIT Bye-laws are implemented.

1. PURPOSE

The primary purpose for which a sabbatical leave is granted is to provide the Faculty and Research Staff with opportunities to:

- (a) Improve and strengthen their teaching and research;
- (b) Engage in research and/or professional writing for intended publication in the applicant's area of expertise;
- (c) Perform scholarly or professional services at the local, state, national, or international level;
- (d) Engage in other creative or scholarly activities; or
- (e) Engage in intellectual and professional development activities that will benefit the individual and the Centre.
- (f) Engage in research activity both quantitatively and qualitatively.

2. ELIGIBILITY

- (a) The Faculty and Research Staff who have been at the Centre for five years full-time are eligible to apply for this leave, except Adjunct Professor and Visiting Professor.
- (b) The Faculty and Research Staff who do not wish to apply for a sabbatical leave in the year they become eligible or who are denied leave for any reason will retain their eligibility and may apply during the following year(s).
- (c) Upon completion of one sabbatical leave, a Faculty or Research Staff begins to accrue time toward eligibility for the next sabbatical leave from the year in which the final report of the sabbatical is submitted to the Head of a Centre provided normal duties are resumed.
- (d) The leave time is not considered to be part of the accrued time toward a subsequent leave.
- (e) Sabbatical leaves shall be granted with due regard to the claims of those eligible and applying, as well as the best interests of the Centre. Such leaves will be granted when the staff's absence will not seriously impair departmental programmes and the interests of the Centre. They shall be granted to those individuals whose past service and contributions have been such to warrant the assumption that they will benefit in a manner that will enhance their value to the institution.

3. LENGTH OF LEAVE AND COMPENSATION

- (a) The maximum period of sabbatical leave shall ordinarily be twelve months at any one time and twenty-four months during the staff's entire service (inclusive of similar kind of leave for study or training granted under any other rules).
- (b) An individual may combine a grant or a scholarship, e.g. Fulbright, or other professional income with a sabbatical leave provided the total income derived while on leave does not exceed the normal salary for the period of the leave after the expenses of the leave (such as equipment, books, professional travel, etc.) have been deducted.

- (c) Generally, a faculty member on a sabbatical leave may engage in other activities for financial compensation or gain only when these activities are included and approved as part of the sabbatical leave application process. The applicant must inform the Centre of all other salary, grants, fellowships, or financial support they expect to or do receive during the sabbatical leave.
- (d) While on sabbatical leave, an individual is a staff of the Centre and continues to receive benefits.
- (e) If the leave is at full salary for one-half of the annual contractual period, those benefits available to all full-time faculties will continue unaffected. However, if the leave is for the annual contractual period at half salary, retirement contributions will be based on the actual salary paid.

4. GUARANTEES

An individual granted a sabbatical leave agrees in writing to return to the Centre for at least two years or to refund the compensation paid by the Centre during the leave. In case of death, accident, or serious illness causing the faculty member to be unable to return, this obligation can be waived by the Board of Governance.

5. POSTPONEMENT

Approved sabbatical leave shall not be denied solely for the convenience of the Centre. However, any delay that occurs because an approved sabbatical is postponed solely for the convenience of the Centre shall accrue in terms of eligibility toward a subsequent sabbatical leave.

6. APPLICATION AND REVIEW PROCEDURES

- (a) At the beginning of each academic year, the Head shall inform the Faculty of the application deadline.
- (b) The application form shall be accompanied by a proposal enunciating the purpose for which the leave is being sought and the expected result from such leave. The Faculty shall be responsible for ensuring that the promised result does accrue, failing which the Board of Governance may take a view to treat the period of such leave in any manner it may deem fit.
- (c) At any level of review at which a proposed project is denied, the applicant will be given a written explanation indicating the reason(s) for denial. The applicant shall be given at least two weeks to resubmit the proposal when the Centre suggests revisions.

7. PROPOSAL FORMAT

A leave request shall include an “*Application for Sabbatical Leave / Leave of Absence*” form and a proposal which shall be organised and consist of the following items:

1. Resume of scholarly or creative activities;
2. A clear, concise statement of the tasks to be completed during the leave;
 - (a) A timeframe for completing tasks identified as a whole, as well as for each individual task;
 - (b) A statement of how the proposed activities will accomplish the acknowledged purposes of sabbatical leave and improve the applicant's contributions to the Centre.
3. Detailed information concerning the resources and facilities needed to complete the proposed activity; and
4. A statement of the explicit outcomes anticipated from the leave.

8. EVALUATION CRITERIA

Leave requests shall be evaluated, giving due consideration to:

1. The quality of the proposal, its probable value to the professional development of the individual, and the contribution to the Centre;
2. Potential value of the completed project to the Centre, professional areas;
3. Evidence which exhibits sound preliminary planning of the project and ability to complete the project;
4. Past record of service to the Centre, research, teaching, and other scholarly and creative activity;
5. The final report and any subsequent outcomes of the most recent sabbatical leave.
6. The years of service applicable toward the leave; and
7. Impact on Centre programs.

9. FINAL REPORT

- (a) Recipients of a sabbatical leave agree to submit a full written report by the end of the academic semester in which normal academic duties are resumed. Two copies of the report shall be made, with one being placed before the Board of Governance for its consideration and necessary action.
- (b) The final report must contain:
 1. a brief summary of the proposal;
 2. a review of the tasks accomplished;
 3. copies of articles, monographs, creative works, or manuscripts prepared for publication, if applicable; and
 4. a description of the explicit outcomes as they affect the individual and the Centre.

10. TERMS

- (a) Full salary is normally paid during the sabbatical period, provided the staff works to full capacity for the Centre according to the job description.
- (b) If the staff receives a salary or other income over the additional expenses in connection with the stay elsewhere, a decision would be made about the case as it may be necessary to reduce the salary paid by the home institution.
- (c) In the event of stays at institutions in India and abroad, the staff is urged to apply to have expenses met by research councils, funds, etc. Centre may, following an application, cover any deficit equivalent to the support the other research organisations granted for a research stay abroad.

11. MISCELLANEOUS PROVISIONS

- (a) A sabbatical is earned by a faculty member at the level of Assistant Professor or above employed on a full-time basis only.
 - (b) A Sabbatical is earned during maternity leave but not during paternity leave.
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