

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSIS**  
**FELLOWSHIP AWARDS (TERMS AND CONDITIONS) RULES 2011**

**Preamble:-**

The objective of these rules is to promote excellence in policy research by attracting, nurturing and retaining talented scholars. All fellowships are proposed to be awarded on merit through a selection process. The Fellowships will be contractual, project-based and award of fellowship will not confer any right to a permanent tenure at IDSA.

**1. Short Title and Commencement**

- (a) These rules may be called The Institute for Defence Studies and Analyses Fellowship (Terms and Conditions of Award) Rules, 2011.
- (b) They shall come into force on the 05th of December, 2011.

**2. Applicability and Effect**

- (a) These Rules shall be applicable to individuals awarded fellowships as indicated in Schedule I to these Rules.
- (b) Notwithstanding anything contained in these Rules, the Executive Council may, by agreement with a Scholar, make such special provisions regarding his/her conditions of fellowship/assignment as it considers necessary. In the event of any conflict between these Rules and the special provisions, where formulated, the said special provisions shall prevail over these Rules. It is clarified that in such event, these Rules shall be applicable to such Scholars only to the extent that they are not inconsistent with the aforementioned special provisions.

### **3. Definitions**

In these Rules, unless there is something repugnant in the subject or context:-

- (a) “Appointed day” means the day on which these rules come into force.
- (b) “Scholar”, means a person serving in the Institute under any research fellowship under these Rules.
- (c) “Deputation” means inducting an employee, on study leave or otherwise, of the Government of India and/or its instrumentalities (including but not limited to Ministries, defence services etc.), Universities, Colleges, Government or other bodies, selected to do research at the Institute.
- (d) “Selection Committee” means the Committee appointed by the Director General or the Executive Council of the Institute in accordance with Schedule-1 of the Rules.
- (e) All words and expressions used but not defined in these rules shall have the meaning assigned to them in the 1984 Rules viz., The Institute for Defence Studies and Analyses (Recruitment and Promotion) Rules, 1984; The Institute for Defence Studies and Analyses (Classification, Control and Appeal) Rules, 1984; and The Institute for Defence Studies and Analyses (Conduct) Rules, 1984.

## CHAPTER II

### FELLOWSHIP POSITIONS & DESIGNATIONS

#### **4. Positions under the Institute**

- (a) The Fellowship positions under the Institute shall be divided according to their scales into grades and categories as specified in Schedule I to these Rules.
- (b) The Executive Council may:
  - i. create any new grade of Fellowship;
  - ii. abolish any grade of Fellowship; or
  - iii. transfer any Fellowship from one grade to another; and thereupon Schedule I to these Rules shall be amended in accordance with such direction.
  - iv. In case of non-availability of suitable candidates with prescribed qualifications, IDSA reserves the right to relax prescribed qualifications for candidates found more suitable for the position with relevant experience and expertise in the specified field". \*
  - v. This stipulation will also be inserted in the advertisement for the Fellowship position(s). However, the relaxation would be done only with the approval of President, IDSA.

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\*Decided by EC in its 157<sup>th</sup> Meeting held on 28 September 2015 vide Agenda Item No 3

**5. Award of Fellowships**

The number of Fellowships to be awarded shall be determined by the Executive Council and may vary each year depending on the Institute's budget provision and other resources, such as projects, grants etc. from Government of India or other organization.

## **CHAPTER III**

### **RECRUITMENT AND EXISTING SCHOLARS**

#### **6. Fellowship Awards**

All Fellowships awarded under these Rules shall be governed by the conditions contained in the respective contracts.

#### **7. Appointments of Associate Fellows, Research Fellows, Senior Fellows and Professor Research**

(a) Associate Fellows and Research Fellows shall be selected by a Selection Committee duly constituted by the Director General. The candidates selected for the position of Research Fellow shall, however, be appointed only after their selection is ratified by the Human Resource and Finance Committee.

(b) Senior Fellows and Professor Research shall be appointed by a Selection Committee duly constituted by the Director General. The selected candidates shall, however, be appointed only after their selection is ratified by the Executive Council.

#### **8. Award of Fellowships**

(a) Award of Fellowships under the Institute may be made by direct selection or deputation as provided in these rules

(b) The Appointing Authority shall in each case determine the method by which fellowship appointments are made, save where specific provisions have been made in these Rules.

**9. Tenure of Fellowships**

(a) The fellowship shall be awarded for a term of three years. Award of fellowship for a shorter period can be considered when the research agenda is limited. During the period of the fellowship, the concerned scholar shall fulfill the work norms as laid down in the letter of award of Fellowship. The DG, IDSA shall, in consultation with the HR&FC prescribe work norms for each category of fellows.

(b) Renewal of fellowships for a period not exceeding three years at a time shall be awarded when the concerned scholar submits a written application for extension/renewal of tenure and after his/her performance during the tenure of previous fellowships, as well as the research proposal for the fresh term for which fellowship has been sought, has been duly scrutinized and found suitable by a committee constituted by the Appointing Authority.

(c) However, scholars who complete fifteen years' service with IDSA may be granted further periodic extensions at the same level of fellowship based on annual performance appraisal after they submit an application seeking extension.

**10. Appointment of Scholars on Deputation**

Persons taken on deputation shall be selected by a Committee constituted by the Director General and their appointment shall be subject to ratification by the Executive Council.

**11. Leave of Absence**

*Scholars under the Fellowship scheme, governed by these Rules, who are desirous of availing leave of absence to pursue fellowship / take up another employment in India or abroad may be permitted leave of absence without pay for the relevant period with the option to rejoin IDSA after expiry of the leave for the balance tenure of their fellowship at IDSA. However, each such case will be decided on merits by the Institute. Further, a scholar granted leave of absence without pay shall be required to pay his/ her contribution to CPF and also the Institute's share of CPF for the period of leave of absence.*

**12. Deputation Allowance**

Scholar(s) taken on deputation to the IDSA may be given deputation allowance in accordance with the guidelines prescribed by the Executive Council.

**13. Incentive**

The Institute may grant performance - linked incentives to Scholars in accordance with guidelines/schemes duly approved by the Executive Council from time to time, subject to their fulfilling the prescribed work norms.

**14. Permission for Undertaking Consultancy or External Assignments**

Scholars may be permitted, to take up consultancy or external assignments, given by other organizations with the prior permission of the Director General, IDSA provided that:-

- (i) such consultancy or assignment does not interfere with the Institute's work and the scholar continues to fulfill his or her

performance norms and discharge any other responsibility assigned to the scholar; and

- (ii) such assignments are permissible under the guidelines approved by the Executive Council from time to time.



## CHAPTER IV

### **15. Reservations & Special Benefits**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with applicable law promulgated by the Union Government.

### **16. Termination of Fellowship**

The services of scholars appointed under these rules may be terminated in accordance with the provisions contained in their respective contracts or as decided by the appointing authority.

### **17. Age Limits for Fellowship**

(a) A scholar may remain on a fellowship position till the age of 60 years.

(b) The upper age limits for recruitment at various Fellowship positions are as following:

|  |   |          |
|--|---|----------|
| (i) Senior Fellow                      | : | 57 years |
| (ii) Research Fellow (Selection Scale) | : | 55 years |
| (iii) Research Fellow                  | : | 50 years |
| (iv) Associate Fellow                  | : | 45 years |

(c) The fellowship shall conclude on the afternoon of the last date of the month in which a scholar attains the age of 60 years. In case the date of birth of a scholar falls on the 1<sup>st</sup> day of the month, his/her fellowship will be deemed to have concluded with effect from the afternoon of the last date of the preceding month

- (c) The Institute may also follow and implement the rules relating to compulsory termination of fellowship if continuation of fellowship is not considered beneficial to the Institute any more.
- (d) Scholars may be retained in the Institute beyond the age of 60, up to the maximum age of 70, on contract, after appraisal by the Executive Council and for reasons to be recorded in writing.
- (e) A scholar may, by notice of one month in writing addressed to the Appointing Authority, may choose to terminate his/her Fellowship at the Institute.
- (f) The Appointing Authority may, if it deems proper in any special circumstances, permit a scholar to terminate his/her Fellowship at the Institute by notice of less than one month.

**18. Pay and Allowances**

The scholars of the Institute shall be governed, in the matter of pay and allowances, by the same terms and conditions as approved by the Executive Council from time to time.

**19. Conduct of Scholars**

The IDSA (Classification, Control and Appeal) Rules, 1984 and the Institute for Defence Studies and Analyses (Conduct) Rules 1984, as amended from time to time shall be applicable to the scholars of the Institute to the extent that they are not in conflict with these Rules.

**20. Promotion of the Institute's Interests**

Every scholar shall endeavour to promote the interests of the Institute and the values and objectives enshrined in its vision statement as incorporated in these Rules (Annexure-1).

**21. Interpretation**

Where a doubt arises in regard to the interpretation of any of the provisions of these rules or the regulations made there under, the matter shall be referred to the Director General, subject to ratification by the Executive Council whose decision thereon shall be final.

**Schedule –I (Refers to Chapter –II, Para -4 of the Institute for Defence Studies and Analysis  
Fellowship Awards Terms and Conditions) Rules 2011**

| <b>Sl. No.</b> | <b>Name of Post</b> | <b>Scale of Pay (as Per 6<sup>th</sup> Pay Commission)</b>   | <b>Whether selection or non-selection post</b> | <b>Education and other qualification requirements</b>  | <b>Period of Contract</b>  | <b>Methods of awarding Fellowship</b>  | <b>Appointing Authority</b>   |
|----------------|---------------------|--|--|--|--|--|---|
| 1              | 2                   | 3  | 4  | 5  | 6  | 7  | 8   |
| 1.             | Professor Research  | PB-4:<br>37,400-67,000<br>Grade pay<br>10,000/-<br>Plus Special Pay to be prescribed by the Executive Council. | Selection                                      | PhD or M Phil (at least B+) or MA/BE/MSc/M Tech degree (at least second class) with a minimum research experience of 12, 15 or 18 years respectively<br><br>Candidates possessing Ph.D. will be given preference<br><br>Desirable: published work of a high order peer reviewed. | Up to Three years<br><br>Maximum of one renewal of three years permissible<br><br>Probation period : 06 months | By Direct selection:<br>(As advertised from time to time)<br><br>By Deputation | Executive Council on the recommendation of the Human Resource Committee of the Executive Council. |

| Sl. No. | Name of Post  | Scale of Pay (as Per 6 <sup>th</sup> Pay Commission) | Whether selection or non-selection post | Education and other qualification requirements  | Period of Contract | Methods of awarding Fellowship | Appointing Authority  |
|---------|---|--|---|---|--------------------|--------------------------------|---|
| 1       | 2   | 3  | 4                                       | 5   | 6                  | 7                              | 8   |
| 2.      | Senior Fellow<br><br>Maximum age on entry – 57 years (vide Agenda Item No 4 of 157 <sup>th</sup> Meeting of EC) | PB-4:<br>37,400-67,000<br>Grade pay<br>10,000/-      | Selection                               | PhD or M Phil (at least B+) or MA/BE/MSc/M Tech degree (at least second class) with a minimum research experience of 10, 13 or 16 years respectively<br><br>Candidates possessing Ph.D. will be given preference<br><br>Desirable: published work of a high order peer reviewed | -do-               | -do-                           | Executive Council on the recommendation of the Human Resource Committee of the Executive Council/Selection Committee. |

| Sl. No. | Name of Post  | Scale of Pay (as Per 6 <sup>th</sup> Pay Commission) | Whether selection or non-selection post | Education and other qualification requirements  | Period of Contract | Methods of awarding Fellowship | Appointing Authority   |
|---------|---|--|---|---|--------------------|--------------------------------|--|
| 1       | 2   | 3  | 4                                       | 5   | 6                  | 7                              | 8  |
| 3       | Research Fellow (Selection Scale)<br><br>Maximum age on entry – 55 years (vide Agenda Item No 4 of 157 <sup>th</sup> Meeting of EC) | PB-4:<br>37,400-67,000<br>Grade pay<br>8,700/-       | Selection                               | PhD or M Phil (at least B+) or MA/BE/MSc/M Tech degree (at least second class) with a minimum research experience of 7, 10 and 13 years respectively<br><br>Candidates possessing Ph.D. will be given preference<br>Desirable: published, peer reviewed work of a high order. | -do-               | -do-                           | Director General through a duly constituted Selection Committee<br><br>Subject to approval by EC vide Agenda Item 7 of 157 <sup>th</sup> Meeting of the EC |

| Sl. No. | Name of Post  | Scale of Pay (as Per 6 <sup>th</sup> Pay Commission) | Whether selection or non-selection post | Education and other qualification requirements   | Period of Contract | Methods of awarding Fellowship | Appointing Authority  |
|---------|---|--|---|--|--------------------|--------------------------------|---|
| 1       | 2   | 3  | 4                                       | 5  | 6                  | 7                              | 8   |
| 4       | Research Fellow<br><br>Maximum age on entry – 50 years (vide Agenda Item No 4 of 157 <sup>th</sup> Meeting of EC) | PB-3:<br>15,600-39,100<br>Grade pay<br>7,600         | Selection                               | PhD or M Phil (at least B+) or MA/BE/MSc/M Tech degree (at least second class) with a minimum research experience of 5, 8 or 10 years respectively<br>Candidates possessing Ph.D. will be given preference<br>Desirable: published, peer reviewed work of a high order | -do-               | -do-                           | Director General through a duly constituted Selection Committee<br><br>Subject to approval by President, IDSA vide Agenda Item 7 of 157 <sup>th</sup> Meeting of the EC |
| 5       | Associate Fellow<br><br>Maximum age on entry – 45 years   | PB-3:<br>15,600-39,100<br>Grade pay<br>5,400/-       | Selection                               | PhD or M Phil (at least B+) or MA/BE/MSc/M Tech degree (at least second class) with a minimum research experience of 2, 3 or 4 years respectively  | -do-               | -do-                           | Director General through a duly constituted Selection Committee<br><br>Subject to approval  |

| Sl. No. | Name of Post   | Scale of Pay (as Per 6 <sup>th</sup> Pay Commission) | Whether selection or non-selection post | Education and other qualification requirements   | Period of Contract | Methods of awarding Fellowship | Appointing Authority   |
|---------|--|--|---|--|--------------------|--------------------------------|--|
| 1       | 2  | 3  | 4                                       | 5  | 6                  | 7                              | 8  |
|         | (vide Agenda Item No 4 of 157 <sup>th</sup> Meeting of EC) |  |   | Candidates possessing Ph.D. will be given preference<br><br>Desirable: published, peer reviewed work of a high order |                    |                                | by President, IDSA vide Agenda Item 7 of 157 <sup>th</sup> Meeting of the EC |



**(REFERS TO PARA 23 OF FELLOWSHIP RULES 2011)**  
**IDSA's VISION STATEMENT**

**Preamble:**

The Institute for Defence Studies and Analyses is a non-partisan, autonomous body dedicated to objective research and policy relevant studies on all aspects of defence and security.

To achieve its goals, the Institute undertakes:

- a) Scholarly research;
- b) Policy-oriented research;
- c) Dissemination of research findings;
- d) Training and capacity building; and
- e) Public education.

**Mission Statement**

To promote national and international security through the generation and dissemination of knowledge on defence and security-related issues.

**Core Values**

The Institute shall uphold the following core values as its guiding principles:

- Integrity and Honesty
- Commitment
- Professionalism
- Pursuit of excellence
- Teamwork
- Innovation and Creativity

## **Envisioned Future**

**The Institute for Defence Studies and Analyses will be a world class think tank in the sphere of defence and security studies, most sought-after in India and among the most respected in the world.**

We shall be recognized worldwide for the quality and impact of our research and analytical studies. Our scholars will produce research of the highest quality and render the best possible policy advice on security challenges facing the country. We will set the standard for the creation and dissemination of knowledge, insights, information and policy options for the nation's defence and international security. Our team of scholars and staff will be among the best in the nation and be recognized as the country's foremost experts in their area of work.

In order to achieve its overarching goal, the Institute will develop the following distinctive attributes:-

### **As Centre of Excellence IDSA shall be:**

- 1) Able to attract leading and committed scholars in the field of security studies;
- 2) Respected in Government, academia, media and the broader strategic studies' community;
- 3) Able to attract increased investment in research, policy studies, knowledge dissemination and Track II activities;
- 4) Admired for setting standards;
- 5) Governed by a forward-looking, dynamic and efficient leadership.

**As a Knowledge-driven think tank, the Institute shall :**

- 1) Focus on policy oriented research and analysis;
- 2) Excel at conducting research and analytical studies, leading to new insights and effective policy options;
- 3) Nurture genuine scholarship and creativity;
- 4) Promote team work and engage in productive partnerships;
- 5) Forge strong inter disciplinary programmes;

**The Institute shall strive to make a difference by:**

- 1) Generating policy options for enhancing national and international security;
- 2) Providing policy inputs for the country's security policies and management of the country's security apparatus.