

## Instructions to fellows selected under Chief Minister Fellowship Program 2017

1. Kindly fill the joining letter in the prescribed format in triplet. And send one copy to **Chief Research Officer, Directorate of Economics & Statistics, 8th Floor, Administrative Building, Government Colony, Bandra (East), Mumbai-400 051.** With signature of mentor. Keep one copy with you and handover one copy to your mentor.
2. ID cards will be issued to all fellows by CM office.
3. You will be paid Rs. 35,000 per month as stipend plus Rs. 5,000 per month as travelling allowance.
4. You have to submit Fitness certificate in prescribed format filled by any Registered Medical Practitioners. (fitness certificate format is available on CM Fellowship portal in download tab)
5. The fellows are required to fill and submit their Police Verification Form (attestation form) within 10 days, failing which the Fellowship competition certificate awarded after completion of fellowship tenure will not be given. You have to submit **two copies** of attestation form to DES on address mentioned in point no. 1 by speed post/ by hand. (attestation form is available on CM Fellowship portal in download tab)
6. Dates of training will be communicated later on.
7. You have to join wherever you have been posted with your own expenditure.
8. You are appointed as fellow strictly only for 11 months from the date of joining inclusive of the training period.
9. There will be no increase in stipend or travelling allowances during the fellowship tenure.
10. Candidate once selected for fellowship will not be eligible for fellowship under this program in future.
11. There will not be any increase in the tenure of fellowship under any circumstances.
12. Fellows are not to liable to get any DA, interims, or pay commission related service benefits.
13. Fellows are not eligible to get any medical reimbursement during fellowship period.
14. All candidates are required to follow the rules of the respective department/ office. It is also mandatory to be punctual with the regular office timings.
15. While working as CM Fellow you will not be allowed to participate in any other job or organization unless the fellowship requires you to do so.
16. In case of a public holiday or weekly off, if your mentor asks you to be present in the office, then it is mandatory to be present.

17. During your term of 11 months, ten-days casual leave is permissible. If the leave period exceeds ten-days, then a parallel amount will be deducted from the stipend.
18. A fellow cannot leave their respective head quarters without their mentor's permission.
19. The CM Fellowship does not guarantee any further employment in the Government service, post 11-month period.
20. In case of accidental death or disability of the candidate, their immediate family members will be given the amount of remuneration due to him/her.
21. During and after the competition of Fellowship, you are forbidden to share any information, data from the office for your personal benefits or otherwise, without proper permission from your mentor. Confidentiality is of utmost importance.
22. Fellows are not allowed to participate in any political activity or movement. Candidates are not allowed to accept any kind of donations.
23. Fellows are required to send their monthly progress report to their respective mentors as well as Directorate of Economics and Statistics, (prescribed format of report writing is available on CM Fellowship portal in download tab) by 15<sup>th</sup> of the subsequent month.
24. If fellows have any innovative suggestions regarding the fellowship programme, then they are expected to put forward instructions, expected inputs and expected outputs in their monthly report.
25. Quarterly evaluation of Fellows will be undertaken by the Director, Directorate of Economics and Statistics.
26. In case of work related travel, fellows are required to take prior permission from their mentor.
27. In case, a Fellow gets involved with any fraudulent or criminal activity, then the State Government will not be held responsible for the Fellow's actions.
28. If a Fellow's performance is unsatisfactory or he/ she fails to abide by the rules, then the fellowship of that candidate will cease and administrative action will be taken against him/her.
29. After the duration of 11-month contract, the Fellowship will automatically be terminated.
30. You are requested to fill and submit immediately form A, B, & D which is available on CM Fellowship portal in download tab)

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