

PAEC Training Policy & Procedures (Revision-2010)

International Affairs & Training Division

PAKISTAN ATOMIC ENERGY COMMISSION

PREFACE

Training of the technical manpower has remained one of the most important areas of PAEC's interest. Consequently, the relevant policies formulated from time to time by the Commission, in order to meet the varying requirements of its programme, have also been undergoing changes and necessary adjustments. A number of modifications and new rules have been introduced in the existing training policy, since its adoption in 1993. To incorporate all these changes, rules and regulations and to remove any ambiguities, inconsistencies and anomalies in the past, the existing training policy has now been reviewed thoroughly and revised, incorporating suggestions proposed by Chairman PAEC, Members of the Commission and their representatives. This training policy has been titled as "PAEC Training Policy & Procedures (Revision-2010)".

This revised training policy would be applicable to all employees of Pakistan Atomic Energy Commission regarding matters related to higher studies, post-doctoral fellowships, scientific visits, participation in training courses, conferences, meetings, workshops, seminars, symposia etc., in foreign countries. All such cases will be dealt with by the International Affairs and Training Division, PAEC HQs.

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CHAPTER-I

General Terms and Conditions

1. Pakistan Atomic Energy Commission (PAEC) allows its employees to pursue higher studies locally and abroad. It also facilitates its employees to avail training/fellowships/scientific visits and to participate in training courses, conferences, meetings, workshops, seminars, symposia, etc. held in foreign countries. All such cases of higher studies (after 16 years of education), post-doc. fellowships, trainings, participation in conferences, meetings etc. in foreign countries are looked after by IA & Training Division, while cases of local higher studies/post doc. of PAEC employees including those of non-technical employees are currently the responsibility of the Research Division, PAEC HQs.

2. The general terms and conditions under which the cases of foreign trainings, fellowships, visits, etc. will be processed are given below:

- (1) Only those PAEC employees will be allowed to proceed abroad for post-graduate studies in well-reputed international universities who fulfill the following criteria:
 - Two years regular service in PAEC has been completed
 - Probationary period has been terminated
 - Field/topic of the study is relevant to PAEC programme
 - The requirements of foreign scholarships (e.g. scholarships from Higher Education Commission (HEC), Islamic Development Bank (IDB), Cultural Exchange Programmes, etc.) are fulfilled
 - No other nomination is in process for any other long term programme
- (2) In case of PIEAS/KINPOE/CHASCENT Fellows/Trainees, their regular service in PAEC will be considered from the date they are absorbed/selected as regular employees in PAEC, after completing their training/fellowship at PIEAS/KINPOE/CHASCENT.
- (3) In case of post-doctoral fellowships and in cases of scientific/technical collaborations, the candidates should have completed two years regular service in PAEC.
- (4) The field/scope in all the cases of higher studies/trainings, post-doctoral fellowships and scientific/technical collaborations should be relevant to PAEC programme. The relevance of field/topic to PAEC's programme and candidate's suitability will be approved by the Executive Committee Training (ECT) appointed by Chairman, PAEC.
- (5) During the authorized period of their academic studies, the PAEC employees (scholars) will be treated as on duty and will be allowed pay (75% disburseable and 25% to be retained by PAEC and released on their return from abroad and after resumption of duty) and allowances (along with Housing Subsidy (HS)/House Rent Allowance (HRA) and medical facilities to their dependent family members in Pakistan), as per prevailing PAEC rules. The pay and allowances and HS/HRA, etc. will be made in Pak currency.

(6) **Availing scholarships/fellowships offered before joining PAEC**

- (a) Those PAEC employees who had applied for a scholarship under any programme for higher studies, training, research work etc., before joining the Commission and want to avail such scholarship before completing their one year mandatory service in PAEC, may be allowed to avail such scholarship without pay and allowances, provided the field of their studies/training, research work, etc. is relevant to the Commission's programme.
- (b) However, if such employees complete one year regular service in PAEC and the offer of scholarship/assistantship is still valid, they may be allowed to avail the scholarship/fellowship with pay, as per condition laid in para 2(5), provided their probationary period is terminated and the studies/training is relevant to PAEC's programme.

(7) **Availing scholarships/fellowships by PIEAS/KINPOE/CHASCENT Fellows/Trainees**

- (a) Those PIEAS/KINPOE/CHASCENT Fellows/Trainees who had sought any scholarship/assistantship etc. for training/higher studies leading to M.Sc/MS/M.Phil or PhD before joining PIEAS/KINPOE/CHASCENT, may be allowed to avail such offer, provided they fulfill the criteria laid down in the General Terms and Conditions, para 2(1). They will be treated at par with regular scholars/trainees i.e. they will receive pay as per conditions of para 2(5).
- (b) However, if a PIEAS/KINPOE/CHASCENT Fellow/Trainee wants to avail such offer of scholarship without completing one year regular service in PAEC, he/she may be allowed to avail the scholarship without pay and allowances.
- (c) If a PIEAS/KINPOE/CHASCENT Fellow/Trainee wants to avail such scholarship offer without completing studies/training at PIEAS/KINPOE/ CHASCENT, etc., he/she shall be required to give up the studies and pay bond money as well as other training expenses, as may be determined by PIEAS/KINPOE/CHASCENT, before taking up the said scholarship.

(8) All PAEC employees (scholars) while on studies/Post-doctoral fellowships/trainings will be required to submit periodical progress reports through supervisors of their studies, etc. If a scholar fails to send his/her progress report regularly after every 6 months, his/her salary will be stopped after a grace period of three months.

(9) If the study/post-doc. fellowship/training period is extended with the permission of PAEC, the benefits of HS/HRA and medical facilities to dependent family members will be continued automatically without seeking fresh applications from the trainees/scholars.

(10) All PAEC employees proceeding for higher studies/Post-doc. fellowship/training for a period of more than three months will be required to execute necessary Surety Bond(s) as prescribed by the Government of Pakistan from time to time. Such Surety Bond(s) shall be submitted as per instructions given by the International Affairs & Training Division, PAEC HQs, at the time of conveying their nominations.

(11) The period of studies/training/Post-doctoral fellowship, during which pay and allowances along with HS/HRA and medical facilities are allowed, shall be counted towards earning of leave, annual increments and promotion. However, the period, for which pay and allowances and fringe benefits like HS/HRA and medical facilities are not allowed, will not be counted towards earning of leave, annual increments and promotion.

(12) An employee while on higher studies/training/deputation, etc., can be called back at any time, even before completion of higher studies/training/deputation, etc. in the interest of the Commission and due to exigencies of service.

(13) If an employee does not return to resume his/her duties at PAEC after completion of studies/training/fellowship, he/she will be treated as an unauthorized absentee from duty and necessary disciplinary action will be initiated against him/her in accordance with PAEC service rules. The unauthorized period of stay shall not be counted towards earning of leave, annual increments, promotions and pension.

(14) If an employee rejoins his/her duty without completing PhD, his/her promotion to the next higher cadre may be delayed by 50% of the period the employee has spent outside PAEC. However, if the employee returns within one year of his/her departure abroad due to some genuine reasons, acceptable to the competent authority, he/she may become eligible for promotion in normal course of time.

(15) In case an employee rejoins his/her duties without completing the PhD, but submits his/her thesis to the university/institution at a later date, he/she may be allowed to do so within a period of two years from the date of joining the place of duty. In such cases he/she will not be allowed to avail a total period of more than 5 years from the date he/she was allowed to proceed abroad.

(16) **Permission to take family Abroad during Studies/Fellowships/Training**

(a) PAEC employees are allowed to take their families along with them at no cost to PAEC, while proceeding abroad for training/higher studies, etc. However, if the training/study is sponsored by a Foreign Government/Agency and there is a condition laid down by that Government/Agency that the employee should not bring his family along with him/her, the employee shall not be permitted to do so.

(b) PAEC employees, while on training/higher studies abroad, will not be entitled to Housing Subsidy (HS)/House Rent Allowance (HRA) and medical facilities in Pakistan for the period their family is abroad except under the following conditions:

- i. Their parents were living with them in Pakistan prior to their departure for training/higher studies
- ii. Their parents were declared dependent prior to the employee's departure abroad

- iii. The house was already hired prior to their departure and was not a self-hired house

(17) **Permission to make Direct Correspondence**

Heads of Establishments are authorized to grant permission to the employees working under them for direct correspondence, with foreign universities/institutions for seeking admission and financial assistance to pursue higher studies/Post doctoral research, provided their field of studies/Post-doc. research is relevant to PAEC programme. Such permission is granted only for higher studies and Post-doctoral fellowships and not for other trainings. The permission so granted will remain valid for three years. After admission/acceptance, their cases will be processed by the International Affairs & Training Division, PAEC HQs for arranging formal approval of the competent authority according to the existing rules. Direct correspondence other than that for higher studies and post-doc. fellowships may not be permitted and such cases shall be referred to International Affairs & Training Division, PAEC for necessary action.

(18) Other cases of foreign post-graduate scholarships and post-doc fellowships, including those of HEC/Ministry of Education, etc. should be applied through International Affairs & Training Division, PAEC HQ. However, in exceptional cases, where the given target date is very close, the candidates may send an advance copy to organizers/sponsoring agencies with the approval of Heads of their Establishments. A copy of such application should, on the same date be furnished to International Affairs & Training Division, PAEC HQ, through proper channel. However, final selection/nomination will be subject to the approval of the competent authority.

(19) Notwithstanding the provisions of the PAEC Training Policy & Procedures (Revised-2010), Chairman, PAEC at his discretion, may grant relaxation in exceptional cases.

CHAPTER-II

Higher Studies after Sixteen Years of Education

A. M.S. (or equivalent), M.Phil, PhD. under Scholarships Announced by National and International Organizations (e.g. HEC, IDB, etc.)

1. For post-graduate studies abroad, PAEC employees (scholars) must fulfill the criteria laid down in Chapter-I General Terms and Conditions in para 2(1).
2. During the authorized period of their academic studies, the scholars will be eligible for the benefits as given in Chapter-1, General Terms and Conditions in para 2(5).
3. The maximum duration for PhD studies with pay and allowances, where applicable, will be 04 years, provided the sponsoring agency also pays scholarship for that period. However, in exceptional circumstances, if a scholar is unable to complete his/her studies within this period he/she may be granted, on case to case basis, up-to one year LFP/LHP/EOL maximum to complete his/her studies, provided such extension is also recommended by the supervisor of the studies. If the scholar still fails to complete the studies within the extended period, he/she would be declared unsuccessful. Those employees who fail to complete their PhDs or have discontinued PhD and have spent more than one year in their pursuit or have been declared unsuccessful will not be permitted to proceed on leave for such studies for the second time.
4. In case the supervisor of studies of a scholar does not recommend extension in the study period of the scholar, further extension in the study period will not be granted and the employee will be asked to return and join his/her duties at PAEC.
5. If an employee is not registered by the university for PhD and initially he/she is accepted only for M.S./M.Sc/M.Phil programme, the pay and allowances in Pak currency, as admissible under PAEC rules, will be paid for two years only. Beyond two years, if any further period is required for completion of M.S./M.Sc/M.Phil, permission will be given to complete the studies at his/her own cost, maximum for one year, provided such extension is recommended by the supervisor of the studies. For this period, leave facility out of earned leave, as admissible under the rules, will however be allowed to the employee. In case no earned leave is available, the period of such extension will be treated as EOL (without pay & allowances). If subsequently, registration in a PhD programme is granted by the university, the scholar may be allowed to continue his/her studies and will be allowed the pay and allowances (along with HS/HRA and medical facilities to the dependent family members in Pakistan), as per prevailing PAEC rules. However, in such cases, the total period of PhD studies including the time spent during M.Sc (or equivalent) M.Phil, with pay and allowances will be 4 years and the total stay in excess of 4 years will be dealt as per para A.3, above.

B. Higher Studies under University Assistantship Programmes

PAEC employees, who have secured assistantship at foreign/local universities for higher studies, by their own efforts through direct correspondence with prior approval of PAEC or secured such assistantship during training abroad, may be allowed to pursue higher studies on the same terms and conditions as mentioned in Section A.1, above.

C. Higher Studies under Self-Finance Arrangements

1. PAEC employees who secure admission in foreign universities for higher studies without any assistantship through direct correspondence, with the prior approval of PAEC, may be allowed to pursue such post-graduate studies leading to Ph.D, under self-finance arrangements (at no cost to PAEC) i.e. Institution fee and living expenses abroad will not be the liability of PAEC.

2. During the authorized period of their academic studies, they will be treated as on duty and will be allowed pay and allowances in Pak currency, along with HS/HRA and medical facilities to their dependent family members in Pakistan, as per prevailing PAEC rules.

3. However, the eligibility criteria and terms and conditions concerning pay and allowances as well as extension in study period will be the same as mentioned in Section A.1, above.

D. PAEC Funded Scholarships for PhD Studies Abroad

1. PAEC may award scholarships to its young employees to pursue PhD studies under the “PAEC Funded Scholarship Programme for PhD Studies Abroad”. This programme is meant for PhD studies only. Studies leading to M.Sc/ MS/ or M.Phil may also be considered. It includes some courses and the thesis is written in the language of the host country. The terms and conditions for this programme are as under:

(1). Those PAEC employees who fulfill the criteria as laid down in Chapter-I (General Terms and Conditions-No. 1) will be allowed to pursue PhD studies under PAEC Funded Scholarship Programme, provided the candidate:

- a) has secured First Division throughout in his/her academic career. One second division may be allowed if it is for M.Sc./ M.Phil programme
- b) his/her age is not more than 35 years,
- c) has secured GRE score: Minimum of 1200 marks in verbal and quantitative components and 4.0 points in analytical component.

(2) The employee should seek admission in a well reputed university. However, the final approval of the field/topic/university and the candidate’s suitability will be decided by the ECT.

(3) The candidate who obtain admission in countries where the tuition fees are low (like China), or where there is no tuition fee (like Western Europe) will be preferred.

(4) The employees, who intends to pursue PhD studies in USA, Canada etc. (where the tuition fees are usually high), may be allowed the tuition fee for one year at the maximum. For the period beyond one year, he/she will have to pursue studies under University Assistantship or self-finance basis, etc. However, PAEC may provide him/her a living allowance.

(5) For the authorized period of their stay abroad, PAEC funded scholars will be paid monthly stipend (at the approved rate), tuition fee etc. (as mentioned above in paras D-1(3) and D-1(4), above, as well as round-trip air fare, in addition to pay and allowances in Pak currency (along with HRA/HS and medical facilities for the dependent family members in Pakistan), as admissible under PAEC rules.

(6) A PAEC funded scholar who is unable to complete studies within the stipulated time period (04 years) may be granted up-to one year LFP/LHP/EOL, in very exceptional circumstances, on case to case basis, to complete studies on the recommendations of his/her supervisor. However, the tuition fee and other foreign expenses beyond 04 years will be borne by himself/herself or through assistantships, etc. If the scholar still fails to complete studies within one year he/she would be declared unsuccessful.

(7) Under this particular programme, as per SPD rules issued from time to time, the employee's family will be entitled for one-time return air tickets provided the family stays abroad with the scholar for more than six months. Medical allowance @US \$50 per month will also be admissible to him/her (bachelor scholars are not entitled to this allowance during the study period). Extra baggage of 35 kg will also be admissible on return journey.

(8) In case a PAEC funded scholar takes his/her family abroad with him/her, HS/HRA facility will be discontinued for the duration the family stays abroad. However if his/her dependent parents are living in Pakistan, at his/her previously hired house, the case will be governed by the rules mentioned in Chapter-1-General Terms and Conditions, para 2(17).

CHAPTER-III

Post-Doctoral Fellowships

1. PAEC employees already holding PhD degree may be allowed to proceed abroad for post-doctoral fellowship, at no cost to PAEC, provided they fulfill the following criteria:
 - Have completed two years service in PAEC,
 - fulfill the criteria of the Post-doc. fellowships of the sponsoring agencies like HEC, IDB or University funded programme, etc.,
 - the field of research is relevant to PAEC programme,
 - are not nominated for any other long term programme,

2. PAEC employees who have completed PhD studies during their service in PAEC (irrespective of local or foreign) can apply for post-doctoral fellowship abroad, provided they fulfill the criteria of Post-doc. fellowships of the sponsoring agencies, their field of research is relevant to PAEC programme and they are not nominated for any other long term programme. The eligibility criteria for such cases will be as under:
 - (a) On completion of the PhD studies from abroad, the scholar has already served for two years after re-joining the Commission. (This condition is not applicable to those self-financed or HEC sponsored local PhD scholars who remain working in their establishments and do not avail a leave of more than three months during their study period).

 - (b) For local PhD scholars who remain on-leave from their parent department, the eligibility time starts from the date they have submitted their PhD thesis and have joined their respective establishments.

3. If a PAEC employee proceeds abroad on a post-doc fellowship sponsored by a local agency (e.g. HEC, etc.) or a foreign agency/university, he/she may be allowed pay and allowances in Pak currency (along with HS/HRA and medical facilities to their dependent family members in Pakistan), as per prevailing PAEC rules.

4. If the post-doc fellowship is extended by the donor agency, then PAEC may also allow the fellow to continue his post-doc fellowship on the terms and conditions, on which he/she proceeded abroad. However, maximum post-doc duration will be two years.

5. During the service, an employee can avail a maximum of two post-doc fellowships, with a gap of minimum of two years.

CHAPTER-IV

Rules Concerning Participation in International Training Courses/Workshops/Conferences/Meetings/Seminars etc.

1. Besides other training programmes, PAEC encourages its technical employees to participate and present scientific papers in the regional/ international courses, conferences, meetings, seminars, symposia, and workshops etc. held in different countries, sponsored by national/international organizations such as the IAEA, RCA, AS-ICTP, WANO, HEC, PSF, etc. The following rules shall apply for such cases:

(1) The authorized period of stay abroad of the participants will be treated as on official duty and they will be entitled for pay and allowances (alongwith HRA/HS and medical facilities to the dependent family members in Pakistan) in Pak currency, as admissible under the prevailing PAEC rules.

(2) After termination of the original period of specialized training if it is extended further on the specific recommendations of the sponsoring agency, with the prior consent of PAEC, the pay and allowances (along with HRA/HS and medical facilities etc.) shall continue to be admissible.

(3) The nominee will seek prior approval of the abstract of his paper to be presented in the conference, seminar, workshop, etc. from the concerned Member, PAEC, prior to its submission to the organizers.

(4) Medical doctors/scientists who intend to participate in meetings/conferences abroad sponsored by a Non-Governmental Organization (NGO), private national/multinational companies, etc., and wish to present papers or posters will be allowed to participate at no cost to PAEC. However their participation in such meetings will be limited to two visits in a calendar year. The second visit will be allowed only if they present a paper in the Conference.

(5) No employee on Ex-Pakistan Leave will be allowed to participate in any meeting/ conference/seminar/symposia, etc. abroad without prior approval of the competent authority.

CHAPTER-V

Rules Concerning Training/Fellowships/Research/Joint Research Work under Foreign Assistance/Bilateral Arrangements by Foreign Institutions

1. On the recommendations of the concerned Establishment, PAEC may allow its employees to avail offers of fellowships/training/research/joint research work by the foreign institutions/organization, etc. Such employees will be considered at par with other regular sponsored trainees.
2. During the approved period of fellowship/training, etc., the employee will be allowed pay and allowances (along-with HS/HRA and medical facility to the dependent family members in Pakistan), as admissible under the prevailing PAEC rules.
3. The approved period of fellowship/training/research work, etc., will be counted towards earning of leave, increments and promotions.
4. If further extension is granted by the sponsoring agency with the prior consent of PAEC, pay and allowances along with HRA/HS and medical facilities as admissible under the prevailing PAEC rules, shall continue to be admissible.
5. After termination of fellowship/training, etc., abroad, if another fellowship, financial grant, etc., is acquired by the employee with Commission's prior consent, for admission in M.S./M.Phil leading to PhD, then the entire period of stay will be treated under the same terms of studies/training as mentioned in Chapters I and II.

CHAPTER-VI

Expert Assignments Abroad and Jobs in International Organizations

A. Expert Assignments Abroad

1. PAEC may provide services of experts to different countries under the programmes sponsored by IAEA or other approved international agencies.
2. PAEC experts who carry out assignments abroad for more than two weeks and are paid fee or honorarium for the duration of the expert mission will be governed by the deputation terms and conditions.
3. However, PAEC experts who are not paid any fee or honorarium or remain abroad for less than 15 days will be treated as on official duty and will be allowed pay and allowances (along-with HS/HRA and medical facilities to their dependent family members in Pakistan) in Pak currency as per prevailing PAEC rules.

B. Jobs in International Organizations

1. The suitability for forwarding application of a nominee to an international organization for the post applied for will be determined through an interview of the nominee by the Committee for Evaluation of Suitability for Applying for Jobs (CESAJ) in international organizations. The same committee will also recommend the case to the competent authority for approval.
2. The employees of the Commission who are selected by an International Organization for a particular job and are permitted by PAEC to work with that organization will be governed by the terms and conditions of deputation.

CHAPTER-VII

Appointment at Pakistan Embassies/International Organizations

A. Technical Representatives at Pakistan Embassies

1. Currently PAEC has technical representatives at the Pakistan Embassies/Permanent Missions in Beijing (China), Vienna (Austria), and Geneva (Switzerland).
2. The officers posted in Pakistan Embassies/Missions abroad shall receive salary, foreign allowance, entertainment allowance, STA, ASTA, education allowance, free furnished accommodation, medical facility for self and family, air tickets for self and family on posting and on return by PAEC as per rules of the Government of Pakistan.

B. Appointment at WANO, Tokyo Centre, Japan

1. Resident Liaison Engineer (RLE) at WANO-Tokyo Centre is appointed for a period of 2-3 years.
2. The RLE shall receive pay and allowances under the prevailing rules of PAEC and return air ticket for self and family from PAEC.
3. Living allowance, special allowance, free furnished accommodation and medical insurance for self and family is paid by WANO-Tokyo Centre.
4. As medical insurance paid by WANO covers only 70% of the medical expenditure; 20% of the medical expenditure will be paid by PAEC, while the remaining 10% will be paid by the RLE.

C. KANUPP Representative at CANDU Owners Group (COG), Toronto, Canada

1. KANUPP Resident Representative (KANREP) at COG Office, Toronto, Canada is appointed for six months.
2. KANREP shall receive pay and allowances and medical facility as per prevailing rules of PAEC, return air passage for self and monthly living allowance at COG.

CHAPTER-VIII

Procedure for Candidates Nominations

A. Procedure for Candidates Nominations

1. Nominations for all the study cases, fellowship training, short/ long term courses and participation in the international conferences/meetings/seminar/symposia/workshops, etc. will only be invited by International Affairs & Training Division, PAEC HQ, on receipt of information/offers from the organizers or through advertisement appearing in the national newspapers keeping in view the following:

- (1) The nominations for IAEA TC project-related events (Scientific Visits/Training Courses/Conferences/Meetings/Seminars/Symposia/Workshops/Consultative Discussion/Invited lectures, etc.) will be invited from the relevant Project Counterparts.
- (2) The nominations for other events (Scientific Visits/Training Courses/Workshops/Meetings, etc.) not related to projects will be invited by IA & Training Division through Chairman/relevant Members of the Commission/Heads of PAEC Establishments.

B. Procedure for Nominations by Centres/Establishments

1. A minimum number of nominations may be recommended in order of priority keeping in view the relevant experience needed by the foreign agencies.
2. Preference may be given to those candidates who have not previously participated in any scientific activity abroad and do not stand approved for any other programme.
3. Nominations should be submitted on Nomination Form 'N' circulated from time to time duly completed in all respect and countersigned by the Heads of Establishments, along-with the supporting documents of relevant training programme.
4. Nominations received without Form "N" and the required documents including sponsoring source, or after the target dates fixed by the IA & Training Division/sponsoring agencies, will not be considered/processed.
5. A gap of minimum of two years is required to avail the next IAEA's fellowship/scientific visit.
6. The candidate should have good ACRs.
7. The candidate should have submitted the requisite security forms to the Directorate of Security, PAEC HQs.

8. Nomination for Counterparts for the IAEA Projects will be as under:

- (i). A scientist/engineer may not be the Counterpart for more than one Project. However, he/she can be Chief Investigator of a Coordinated Research Project (CRP).
- (ii). Head/Director of the Establishment/ Institute/ Center may not be the Counterpart unless the Project involves an activity within cover the entire Establishment or Institute.