भारतीय प्रबंध संस्थान रोहतक
Indian Institute of Management Rohtak

IIM-R/Pers/Offer Letter/2024/ 047

August 7, 2024

Dear Ms. Pinky Gupta,

Please refer to your application for the position of Superintendent in IIM Rohtak and your subsequent participation in the selection process on Aug 2, 2024. On the basis of recommendation of Selection Committee, the Institute has decided to offer you a regular position of **Superintendent** on the terms & condition given below:

1. You will be paid salary as per 7th CPC commensurate with Pay Level 7 and cell no. 01 with basic pay of Rs. 44,900/-.
2. You will be paid applicable allowances as per relevant norms of the Institute.
3. You will be entitled for Earned Leave, LTC and other facilities as per relevant norms of the Institute.
4. You will also be entitled for 8 days of Casual Leave and 2 days of Restricted Holidays in a year.
5. You will observe six days working during your probation period. However, you will be residing on campus and therefore expected to contribute to the institute activities with 24X7 commitments. It is mandatory to reside on campus for this position unless accommodation on campus is not available.

Other major terms and conditions are the following.

1. You will be on probation for an initial period of two years. Based on your performance during the initial probation period, your services may be confirmed or terminated or your probation may be extended. In case of extension of probation, the period of extension of probation will be decided by the Institute and there is no deemed confirmation at the end of two-year period. Unsatisfactory performance in a year during the period of probation will lead to immediate termination of services.
2. Probation may be extended to twice the initial probation period by the institute without assigning a reason.
3. During your tenure at IIM Rohtak, you will not be permitted to take up any other assignment, part–time, ad hoc, casual or full time, with any other agency or employer.
4. During your tenure if the Institute is not satisfied with your services, it can discontinue your services without assigning any reasons with a three months' notice in writing or providing three months' salary in lieu of the notice. If you are desirous of resigning from the services of IIM Rohtak, you are required to serve three months advance notice in writing or pay three months' salary for immediate relieving.
5. If at any time in our opinion which is final in this matter, you are involved or found guilty of dishonesty, disobedience/insubordination, disorderly behaviour, negligence or indiscipline or any other conduct considered by us as detrimental to our interests, or of violation of one or more terms of this letter, your services are liable to be terminated without notice on such disciplinary action as we may deem fit.
6. All other rules and norms applicable to employees of the Institute in general will also be applicable to you.
7. You may be transferred to any other office or department of the institute any time as decided by the Institute.
8. The terms & conditions of your appointment may be revised as per the requirement of the Institute.
9. You are required to be based at Rohtak during your tenure at IIM Rohtak.
10. You may be transferred to Gurgaon Campus if directed by Dean(s) or competent authority.
11. This is not an academic position and can never be converted to the same.

You will report to Chief Administrative Officer or any other senior authority/officer decided by the Institute and perform all such duties and tasks as assigned by the orders from the Chief Administrative Officer/Dean. Your specific functions will include:-

1. Performing and supporting General Administration.
2. To assist/perform in areas of academic and administrative activities.
3. Maintenance of office equipment's and records.
4. Looking after maintenance relating work.
5. Provides support to faculty in academic activities.
6. Assisting for planning and implementing activities related to administration in terms of existing and upcoming facilities and smooth functioning of the Institute.
7. Any other administrative work assigned by the Institute.

IIM-R
Management City, NH-10 Southern Bypass, Sunaria, Rohtak, Haryana-124010 (INDIA)
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This offer is valid till August 09, 2024. To accept this offer, please sign and return a copy also indicating the date of your joining, so as to reach the Institute on or before August 09, 2024. We are keenly looking forward to your acceptance and joining on or before September 08, 2024. If your acceptance to the offer letter is not received within specified given time period, and, if you do not join the Institute till September 08, 2024, this offer stands automatically withdrawn.

At the time of joining, you are required to produce all original documents along with one self-attested copy of all documents.

With best wishes,

Yours truly,

07/08/24

Chief Administrative Officer

Communication Address:
To,
Ms. Pinky Gupta,
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Agra, UP
M: 77420-25810, Email: pinkyguptahr@gmail.com