No. IITMandi/Recruit/PO/2022/ 551-555 **Date: 10.12.2022**

Dr. Rajeev Shrivastava,
S/o Sh. K. N. Shrivastava,
10-B/63, Ashok Colony, Khasgi Bazar,
Lashkar, Gwalior (MP)-474001
Email Id: **rajeev.shrivastava22@gmail.com**
App. no. 72

Subject: Offer of appointment for the post of Placement Officer on contract (purely temporary) basis at the Institute.

Ref: Advertisement No. IITMandi/F/Recruit./NTS/Con-02/2022 dated 28.07.2022.

Dear Dr. Rajeev,

I am pleased to inform you that it has been decided to offer you the post of Placement Officer on contract (purely temporary) at IIT Mandi which is subject to the following terms and conditions:-

1. **Post:**
   The appointment is on contract (purely temporary) for a period of one year from the date of joining the Institute.

2. **Pay and Allowances:**
   During the period of contract, consolidated emoluments of Rs. 75000/- per month is payable.

3. **Accommodation:**
   Residential accommodation on campus is provided as per norms of the Institute and as per availability.

4. **Leave:**
   Annual leaves will be as applicable to the employees on contract in the Institute.

5. **Medical Examination:**
   Medical fitness certificate from the CMO about the sound health and physical fitness for service in this Institute is required within one month from date of joining.

6. **Other terms & Conditions:**
   Other terms and conditions of the appointment shall be the same as applicable to other contract officials working in IIT Mandi.

   Your appointment to the post is provisional. If at any stage, it is found that you are not eligible for the post or it is detected that you have submitted false information/particulars with regard to your qualification, experience, caste or any other information related to your employment or any material information/fact in your application or other documents submitted by you is false, your services in the Institute are liable to be terminated at any point of time as per rules.

7. **Termination of service:**
   During the period of contract, services are liable to be terminated by giving one month's notice in writing by either side, and will automatically stand terminated on completion of one year from the date of joining at this Institute. In case of extension of contract, may be communicated at the time of completion of one year from the date of joining the Institute.

If the above terms and conditions are acceptable to you, please communicate your acceptance within one week and report for duty at the Institute as soon as possible latest by 19th December 2022. Please acknowledge receipt of this letter by return post/email to DR (Recruitment) on arrecruit@iitmandi.ac.in and also intimate the date by which you would join against this offer.

Satinder 10-12-22

Satinder K. Sharma
(Registrar I/c)

I accept the offer of appointment on the terms & conditions stated above. I plan to join the Institute on ...../...../2022.

Place: Signature
Date:

Copy to:

1. The Directorate, for information please
2. The Office of the Registrar, for information please
3. Deputy Registrar (Admin.)
4. Guard File