ભારતીય સૂચના પ્રૌદ્યોગિકી સંસ્થા, સુરત
भारतीय सूचना प्रौद्योगिकी संस्थान, सूरत
Indian Institute of Information Technology, Surat
(Institute of National Importance)

Ref No. IIITS/RNF/2024-25/ 03

Date: 13/08/2024

To,
Ms. Jyoti Ranjan
1E, Road, No.3, Block-C,
Vastu Vihar Phase-2
Govindpur, Jharkhand.

Ref: Advertisement No. IIITS/RNF/2024-25/01 dated 09-07-2024.

Sub: Offer of appointment to the post of Training & Placement Officer on contractual position:

Ms. Jyoti Ranjan,

With reference to advertisement cited above and your application for the said post & subsequent interview held on 13/08/2024 and the recommendations of the selection committee, pleased to offer you the position as Training & Placement Officer (Contractual position) in Indian Institute of Information Technology, Surat.

The term and conditions are as follows:

1. The offer is valid **2 years** from the date of reporting, and at the end of 2 years the offer will become null and void.
2. Your performance will be monitored regularly and only upon satisfactory performance, renewal for further period will be considered.
3. Your salary is consolidated Rs. 85,000/- per month. No other allowances will be provided by the institute.
4. Any additional responsibilities can be assigned at any time for smooth functioning of the Institute.
5. While reporting you are required submit original documents for verification.
6. By this offer you will have no claim over the permanent position whenever the institute advertises for recruitment in future.
7. The Institute has the right to terminate this offer at any time by giving a one-month notice.
8. If the candidate desires to discontinue, you shall inform one month in advance, else you need to pay one-month applicable salary to the institute. Institute has the right to accept/reject the resignation.
9. You should not engage in any trade or business or undertake any employment full time or part time without the permission of the Institute.
10. The number of casual leaves that can be availed of during the period of one year is eight. No other leave facilities are available. Any unauthorized absence will be considered as leave without pay.
11. In case of any dispute arising because of your behaviour, decision of the Institute shall be final and binding to the concerned.
12. We hope that you will accept the offer of appointment on the term and conditions stipulated above.
13. We would strongly encourage that you report for duty at Indian Institute of Information Technology, Surat on or before 25/09/2024.

भारतीय सूचना प्रौद्योगिकी संस्थान INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SURAT सूरत

Director

I Agree to accept the terms and conditions.

Shall report the duty on/by_____

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