भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद, झारखण्ड, भारत, पिन-826004

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Autonomous Institute under Ministry of HRD, Govt. of India)

No. IIT(ISM)/T&P/2017 Date: 01.11.2017

To,

Mrs. Jyoti Ranjan
D/o Shri Hari Ranjan Singh
D/17, Teacher's Colony
IIT (ISM) Campus,
Dhanbad – 826004, Jharkhand

Subject: Contractual Engagement at IIT(ISM) as Placement Executive for Training & Placement Cell

Dear Mrs. Jyoti Ranjan,

This has reference to your application against the advertisement (IIT(ISM)/TnP/2017 Dated 01/08/2017) for the post of Placement Executive (on contractual basis) published in IIT(ISM) website. This is to inform you that you have been selected for the contractual engagement as Placement Executive with effect from the date you report for duty on the terms and conditions mentioned below:

1. **Scope of Work**: The contractual engagement is for IIT(ISM) and you are assigned the duty of Placement Executive to perform the work related to co-ordinate the placement/internship of students, Liasoning with Companies, Record Keeping, Logistic arrangements, Report preparation, Preparation & Maintenance of Company Database, Placement Brochure and Presentation slides etc. related to Training & Placement Office of IIT(ISM) in the Training & Placement Cell of IIT(ISM), Dhanbad.

2. **Nature of Engagement**: The engagement is purely on ad-hoc and contractual basis for a period of one year or till further orders whichever is earlier. You will have no claim for absorption in the employment, accommodation in the campus, any other financial benefits etc. You will have to attend duties six days a week. If required, you may also have to attend duties till late night and also on Sundays and Gazetted Holidays.

3. **Pay**: A consolidated honorarium of Rs. 40,000/- (Rupees Forty Thousand Only) per month will be paid to you on the basis of attendance in a month. In case of absence from duty on any account, the monthly consolidated remuneration will be proportionately reduced to the extent of absence. You will not be paid any amount or provided any facility other than the above.

4. **Duty**: You have to perform duties as mentioned in the advertisement and such duties as may be assigned to you from time to time by the Competent Authority. Presently you are asked to perform duties in Training & Placement Cell of the institute and for which you will be placed under the PIC (T&P), IIT(ISM).

5. **Termination of the Engagement**: The engagement may be terminated on one month's notice or one month's remuneration in lieu thereof, without assigning any reasons.

6. **Resignation**: In case you are willing to resign from your engagement, you will have to give one month notice and handover all data/program/information available with you to the competent authority or the person authorized by the competent authority.

7. **Confidentiality:** By accepting this offer you agreed not to disclose any or part of information to anybody without the permission of the Competent Authority.

8. **Documents:** At the time of joining you will be required to bring Original Certificates regarding your education qualifications, experience etc. for verification. You will be also required to submit a Character Certificate, issued not before 3 months, from a Gazetted Officer/Principal of the College or Institution last attended.

9. In case you are willing to accept the offer on the terms and conditions mentioned above, you are requested to report for duties to PIC(T&P), IIT(ISM) within 30 days from the date of issue of this letter. You are also requested to return the second copy of this letter, duly signed, within 7 days as token of your acceptance of the offer.

Yours Faithfully

[Col. (Retd.) M. K. Singh]
Registrar

Cc: DT/RG's Sect
PIC (T&P)
DR (F&A)
File copy

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DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Autonomous Institute under Ministry of HRD, Govt. of India)

No. CDC/PE/2018-19

Date: 12.10.2018

To
Ms. Jyoti Ranjan
D/o Shri Hari Ranjan Singh,
D/17, Teacher's Colony,
IIT (ISM) campus,
Dhanbad - 826004

Sub: Extension of contractual engagement at Career Development Centre as Placement Executive.

Dear Ms. Jyoti Ranjan,

This is for your kind information that your contractual engagement in Career Development Centre as Placement Executive has been extended till 31.10.2019 or till further order whichever is earlier. You will get a consolidated honorarium of Rs.42,000/- (Rupees Forty two thousand only) per month w.e.f. 01.11.2018. All other terms and conditions will remain unchanged of the office order no. IIT (ISM)/T&P/2017 issued in this regard from Registrar, IIT (ISM) dated-01.11.2017.

This issues with the approval of Competent Authority.

Yours faithfully

15/10

(Dr. Satish K. Sinha)
Chairman, CDC

CC:

1. Director/Dy. Director
2. Registrar/DR (F&A)/DR (Estt.)
3. Concerned file
4. Person concerned.

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
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(An Autonomous Institute under Ministry of HRD, Govt. of India)

No. CDC/PE/2019-20

Date: 25.10.2019

To
Ms. Jyoti Ranjan
D/o Shri Hari Ranjan Singh,
D/17, Teacher's Colony,
IIT (ISM) campus,
Dhanbad - 826004

Sub: Extension of contractual engagement at Career Development Centre as Placement Executive.

Dear Ms. Jyoti Ranjan,

This is for your kind information that your contractual engagement in Career Development Centre as Placement Executive has been extended till 31.10.2020 or till further order whichever is earlier. You will get a consolidated honorarium of Rs.44,100/- (Rupees Forty four thousand one hundred only) per month w.e.f. 01.11.2019. All other terms and conditions will remain unchanged of the office order no. IIT (ISM)/T&P/2017 issued in this regard from Registrar, IIT (ISM) dated-01.11.2017.

This issues with the approval of Competent Authority.

Yours faithfully

25/10/19

(Dr. Satish K. Sinha)
Chairman, CDC

CC:
1. Director/Dy. Director
2. Registrar/DR (F&A)/DR (Estt.)
3. Concerned file
4. Person concerned.

Received.

25/10/19.

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
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DHANBAD, JHARKHAND, INDIA PIN - 826004

(An Autonomous Institute under Ministry of HRD, Govt. of India)

No. CDC/PE/2020-21

Date: 28.10.2020

To
Ms. Jyoti Ranjan
D/o Shri Hari Ranjan Singh,
D/17, Teacher's Colony,
Dhanbad – 826004

Sub: Extension of contractual engagement at Career Development Centre as Placement Executive.

Dear Ms. Jyoti Ranjan,

This is to communicate you that your contractual engagement in Career Development Centre as Placement Executive has been extended till 31.10.2021 or till further order whichever is earlier. You will get a consolidated honorarium of Rs.46,305/- (Rupees Forty Six Thousand Three hundred Five only) per month w.e.f. 01.11.2020. All other terms and conditions will remain unchanged as per the office order no. IIT (ISM)/T&P/2017 issued in this regard from office of Registrar, IIT (ISM) dated- 01.11.2017.

This issues with the approval of competent Authority, obtained through e-office on 19.10.2020 by Director, IIT(ISM) Dhanbad.

Yours faithfully

28/10/20

(Prof. Satish K. Sinha)
Chairman, CDC

CC:

1. Director/Dy. Director
2. Registrar/DR (F&A)/DR (Estt.)
3. PIC, CDC
4. Concerned file
5. Person concerned.

Received and accepted
Jyoti Ranjan
29/10/2020.

28/10/2020

28/10/2020

28/10/2020

28/10/20

O/C