भारतीय प्रबंध संस्थान जम्मू
Indian Institute of Management Jammu
ओल्ड यूनिवर्सिटी कैम्पस, कनाल रोड, जम्मू (जम्मू-कश्मीर)-180016 भारत
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IIM JAMMU
सा विद्या या विमुक्तये

Prof. B. S. Sahay
Director

No. IIMJ/Non-Faculty-Rect./2023/ 489

Date: 09-August-2023

Ms. Garima Kushwaha
136 Type III Sector II
Bhel Township, Jhansi
Uttar Pradesh-284120

Dear Ms. Kushwaha,

Please refer to your application for the position of **'Assistant Administrative Officer (Establishment)'** at IIM Jammu. I am pleased to inform you that on the basis of recommendation of the Selection Committee for non-faculty positions and approval of the Chairman of the Board of Governors of IIM Jammu, the Institute in consideration of its need offers you the appointment to the post of "Assistant Administrative Officer (Establishment)" on the following terms and conditions:

1. Your basic pay will be Rs. 52,000/- in the scale of 7th CPC Level -8: Rs 47600- Rs 1,51,100. In addition to your basic pay, you will be entitled to the DA (currently 42% of Basic Pay), annual increment and other benefits such as conveyance allowance, children education allowance and medical benefits (for self and dependence), NPS etc. as admissible under IIM Jammu rules.

2. You will be provided accommodation subject to availability on payment of license fee as per Government of India / IIM Jammu rules. However, if no accommodation is provided, house rent allowances (18% of basic pay) will be payable as per IIM Jammu rules.

3. You will devote your whole time to the service of the Institute and will not engage directly or indirectly in any trade or business or any other work, which may interfere with the proper discharge of your duties.

4. Your appointment to the post will be on probation for a period of two years from the date of joining the post which may be extended for further period based on your performance report during the probation period. In case of poor/ unsatisfactory performance in service and not benefitting the Institute during the probation period and extended period thereof, you would be discharged from service with effect of date of completion of the probation period and extended period thereof. On successful completion of the probation period and the extended period thereof if any, your appointment to the post and services thereunder would be considered for confirmation with effect from the date of joining subject to the satisfaction of the Competent Authority on your performance during the probation period.

5. Your services may be terminated at any time without assigning any reason by giving one-month notice during the probation and three months after confirmation in service or corresponding salary in lieu thereof.

6. If you wish to resign from the service of the Institute, you are required to give one-month notice during the probation and three months after confirmation in service or corresponding salary in lieu thereof. Except otherwise agreed by the Institute, you are required to complete the projects or any

B S Sahay

other assignments before leaving the Institute. In case the time taken to complete the assignments takes longer period than the stipulated period of notice, such period of notice will stand extended by the time it will take to complete the assignment by you.

7. You will be reimbursed an amount up to one-way II AC train fare from the previous place of domicile by the shortest route for yourself and dependent family members (spouse, children and parents). You will also be reimbursed baggage transfer allowance on production of relevant vouchers / receipts as per IIM Jammu rules. However, if you leave your employment at IIM Jammu due to any reason before completion of one year; you will have to refund all your claims paid towards transfer allowance and travel charges etc. for yourself, spouse and dependents.

8. The Office working hours is from 9.30 am to 6.00 pm from Monday to Friday. However, if situation warrants, you would be required to stay beyond office hours and work on Saturday, Sunday and holidays.

9. You will be eligible to avail following leaves as per IIM Jammu rules:

Casual leave	: 8 days in a calendar year
Restricted holidays	: 2 days in a calendar year
Earned Leave	: 30 days per calendar year

10. You will be allowed to avail LTC for self and dependent family members after completion of one year as per IIM Jammu rules. Government of India Rules.

11. This offer will be valid for a maximum period of one month from the date of issue of this letter. Please send your acceptance of the offer within a week. You are required to join the Institute as early as possible, but not later than 08th September 2023

12. You are liable to be posted at any campus / office of IIM Jammu as per requirement of the Institute.

13. Your appointment will be subject to production of original medical fitness report from the Government hospital. The offer of appointment shall ipso facto be withdrawn and cancelled if you are found and certified to be medically unfit.

14. At the time of joining, you would be required to produce original academic & professional certificates, experience certificates and relieving certificate from the previous employer along with a set of self-attested photocopies of the same, in the absence of which you will not be allowed to join.

15. Other service conditions will be subject to such bye-laws, rules and regulations or the Institute / IIM Act 2017 governing the services of its employees as may be in force from time to time.

16. You will be governed by the IIM Jammu Rules/CCS (Conduct) Rules 1964 and CCS (CCA) Rules 1965.

17. The date of retirement on superannuation would be on the last day of the month of your attaining the age of 60 (Sixty) years as per Institute/ Government of India norms.

18. Your appointment is subject to police verification.

19. In case of any concealment/distorted information found at any stage your appointment will be terminated and the institute reserves the right to recover all the amount paid to you.

20. Please note that any excess payment made on account of incorrect fixation of your salary detected in the light of discrepancies notices subsequently will be refunded to the Institute.

If the appointment is acceptable to you on the terms and conditions indicated above, please sign the duplicate copy of this letter signifying your acceptance and return it to the undersigned by 16th August 2023.

With best wishes and looking forward to your joining us.

Yours sincerely,

B S Sahay 07/8/2023

Prof. B.S. Sahay
Director, IIM Jammu

Acceptance of Offer

I hereby agree to the above terms and conditions and will joining on _____.

Date: _____ Signature: _____

Place: _____ Name: _____

Salary Slip

भारतीय प्रबंधन संस्थान जम्मू
Indian Institute of Management Jammu

Salary Slip for the month of **May** of the Year **2025**

Payment Date	31/05/2025				
Employee Code	IIMJ/0204	**Employee Name**	Garima Kushwaha	**Designation**	AAO Establishment
Department	Establishment	**PAN No.**	CDPPK2398B		
P.F. Subscription / PRAN No.	NPS : 110159202485	**Bank Name**	STATE BANK OF INDIA	**Account No.**	31564372727
Pay Commission	7th Pay Commission	**Level / Grade Pay**	Level 8		
Date Of Joining	04-09-2023				
University / Institute Accomodation	Yes				

Earnings		**Deductions**	
Heads	**Amount**	**Heads**	**Amount**
Basic	53600	National Pension Scheme (NPS)	8308
Dearness Allowance (DA)	29480	Electricity Charges	869
Transport Allowance (TA)	1800	License Fee	880
DA on TA	990	Water Charge	250
Medical Allowance (MA)	6923	Group Insurance Scheme	6050
Employer Contribution	11631	Group Personal Accidental Policy	265
Gross Salary	**₹ 104424**	Employer Contribution	11631
		Total Deductions	**₹ 28253**

NET SALARY : ₹ 76171.00 (RUPEES-SEVENTY SIX THOUSAND ONE HUNDRED AND SEVENTY ONE ONLY)

Remarks

- ANY DISCREPANCIES IN SALARY, YOU ARE REQUESTED TO INFORM FINANCE AND ACCOUNTS SECTION IMMEDIATELY.
- PLEASE CONTACT FINANCE AND ACCOUNTS SECTION FOR FURTHER ASSISTANCE, IF ANY.
- THIS IS COMPUTER GENERATED PAYSLIP, HENCE SIGNATURE IS NOT REQUIRED.

*******End of Pay Slip******