भारतीय प्रबंध संस्थान रोहतक
Indian Institute of Management Rohtak

IIM-R/Pers/Offer Letter/2025/ 608

January 15, 2025

Dear Mr. Rajesh Kumar Sahu,

Please refer to your application for the position of Assistant Manager (Systems) in IIM Rohtak and your subsequent participation in the selection process on January 14, 2025. On the basis of recommendation of Selection Committee, the Institute has decided to offer you a position of **Assistant Manager (Systems)** on contract basis for a period of two years the terms & conditions given below:

1. An all-inclusive fixed consolidated monthly salary of Rs. 62,500/-
2. You will also be entitled for 12 days of Casual Leave and 2 days of Restricted Holidays in a year.
3. You are required to reside in Rohtak and therefore expected to contribute to the institute activities with 24X7 commitments. It is mandatory to reside on campus for this position if accommodation is available and offered on campus. The applicable license fee/rent, electricity and water charges along with additional maintenance charges of Rs. 500/- will be deducted from your monthly salary if accommodation is offered on campus.
4. You will be observing a 06 days' work week; however, a near 24x7 commitment will be required to achieve the ambitious goals of the Institute at its current entrepreneurial stage.
5. You will not be entitled to any other allowances or benefits.

Other major terms and conditions are the following.

1. Your appointment is purely on a contract basis.
2. Your term will be for a period of two years from the date of joining. However, at the end of the two years, extension can be considered based on evaluation of your performance and the requirements of the Institute.
3. On completion of your contract period, you may also be considered for a regular position based on the evaluation of your performance by the Institute.
4. 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.
5. During your tenure, if the Institute is not satisfied with your services, it can discontinue your services with a three months' notice in writing or three months' salary in lieu thereof. If you are desirous of resigning from the services of IIM Rohtak, you are required to serve at least a three-month advance notice in writing or three months' salary in lieu thereof.
6. If at any time in our opinion which is final in this matter, you are involved or found guilty of dishonesty, disobedience, 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.
7. At the end of your term, you will have no right to claim any employment or engagement at the Institute and shall have no legal right to claim regularization/appointment by absorption or otherwise against any regular posts or any temporary/ad-hoc post.
8. You may be transferred to any other office any time as decided by the Institute in its campuses.
9. The terms & conditions of your appointment may be revised as per the requirement of the Institute.
10. In any case, you are required to be based at Rohtak during your tenure at IIM Rohtak.
11. All other rules and norms applicable to the ad hoc employees of the Institute on the contract will be applicable to you.
12. This is not an academic position and can never be converted to the same.
13. You may be transferred to Gurgaon Campus if directed by Dean(s) or Competent authority.

You will report to the Faculty In- Charge / Chairperson of ITRC department and System Administrator or any other officer/ official as assigned by them and will look after all the operational activities and functions of the ITRC. Specific functions include but not limited to :-

1. Assisting for the management of IT Resources of the Institute.
2. Performing maintenance related to Computer Hardware and software.

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3. Performing troubleshooting related to network and systems environment.
4. Performing operational support to all the users in respect of computer systems and workstations.
5. Providing programming support.
6. Performing installation and configuration of new hardware and software.
7. Scheduling, performing and monitoring systems backups and when necessary, perform data recoveries.
8. Performing other IT related tasks as assigned by the reporting authority.
9. Performing any other duties and tasks as assigned by the Institute from time to time.

This offer is valid till January 16, 2025. 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 January 16, 2025. We are keenly looking forward to your acceptance and joining on or before February 15, 2025. If your acceptance to the offer letter is not received within specified given time period, and, if you do not join the Institute till February 15, 2025, 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,

15/01/2025

Chief Administrative Officer

Communication Address:

To
Mr. Rajesh Kumar Sahu,
ARCI Office, Plot No. 102, (Near LIC Office),
Sector-44, Gurugram-122003
Mobile: 99815-32840 **Email**: rajeshsahu3788@gmail.com

भारतीय प्रबंध संस्थान रोहतक
Indian Institute of Management Rohtak

IIM-R/Pers/Joining Letter/2025/005

February 1, 2025

To,
Mr. Rajesh Kumar Sahu,

Sub: Joining Offer as Assistant Manager (Systems)

Dear Mr. Rajesh Kumar Sahu,

I am happy to extend a warm welcome to you on your joining Indian Institute of Management Rohtak as Assistant Manager (Systems) on contract with effect from February 01, 2025. Your appointment is valid for a period of two years from February 01, 2025.

1. An all-inclusive fixed consolidated monthly salary of Rs. 62,500/-
2. You will also be entitled for 12 days of Casual Leave and 2 days of Restricted Holidays in a year.
3. You are required to reside in Rohtak and therefore expected to contribute to the institute activities with 24X7 commitments. It is mandatory to reside on campus for this position if accommodation is available and offered on campus. The applicable license fee/rent, electricity and water charges along with additional maintenance charges of Rs. 500/- will be deducted from your monthly salary if accommodation is offered on campus.
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1. Your appointment is purely on a contract basis.
2. Your term will be for a period of two years from the date of joining. However, at the end of the two years, extension can be considered based on evaluation of your performance and the requirements of the Institute.
3. On completion of your contract period, you may also be considered for a regular position based on the evaluation of your performance by the Institute.
4. 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.
5. During your tenure, if the Institute is not satisfied with your services, it can discontinue your services with a three months' notice in writing or three months' salary in lieu thereof. If you are desirous of resigning from the services of IIM Rohtak, you are required to serve at least a three-month advance notice in writing or three months' salary in lieu thereof.
6. If at any time in our opinion which is final in this matter, you are involved or found guilty of dishonesty, disobedience, 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.
7. At the end of your term, you will have no right to claim any employment or engagement at the Institute and shall have no legal right to claim regularization/appointment by absorption or otherwise against any regular posts or any temporary/ad-hoc post.
8. You may be transferred to any other office any time as decided by the Institute in its campuses.
9. The terms & conditions of your appointment may be revised as per the requirement of the Institute.
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11. All other rules and norms applicable to the ad hoc employees of the Institute on the contract will be applicable to you.
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1. Assisting for the management of IT Resources of the Institute.
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4. Performing operational support to all the users in respect of computer systems and workstations.
5. Providing programming support.
6. Performing installation and configuration of new hardware and software.
7. Scheduling, performing and monitoring systems backups and when necessary, perform data recoveries.
8. Performing other IT related tasks as assigned by the reporting authority.
9. Performing any other duties and tasks as assigned by the Institute from time to time.

Your working hours will be between 09:00 am to 5:45 pm with 45 minutes lunch break on all days except on specified holidays. However, your position at IIM Rohtak requires a great deal of devotion beyond working hours and a nearly 24x7 commitment particularly so in view of IIM Rohtak's goal of rapid progress and its global leadership aspirations.

With best wishes,

Yours truly,

01/02/2025

Chief Administrative Officer

Cc: 1. Accounts Department - for records
2. Personal File

I have fully read and understood the terms and conditions of my appointment to the position of Assistant Manager (Systems) as stated in the relevant job advertisement, the appointment offer dated January 15, 2025 and in this joining offer and I fully agree to abide by these terms and conditions during the entire term of my contract.

Date: 01.02.2025 Name: RAJESH KUMAR SAHU Signature: 01.02.25

Witness-1 Name: Kamlesh Pal Signature:

Witness-2 Name: Rohit Chadha Signature: