भारतीय प्रबंध संस्थान रोहतक
Indian Institute of Management Rohtak

IIM-R/Pers/Joining Letter/2021/020

December 15, 2021

To
Mr. Devendra Kumar,

Sub: **Joining Offer as Placement Officer**

Dear Mr. Devendra Kumar,

I am happy to extend a warm welcome to you on your joining Indian Institute of Management Rohtak as Placement Officer on regular position with initial probation for two years, with effect from December 15, 2021. You will be entitled for the following benefits:

1. You will be paid salary as per 7th CPC commensurate with Pay Level 07 and cell no. 01 with basic pay of Rs. 44,900/-.
2. You will be paid applicable allowances as per relevant norms of the Institute.
3. You will be entitled for Earned Leave, LTC and other facilities as per relevant norms of the Institute.
4. You will also be entitled for 8 days of Casual Leave and 2 days of Restricted Holidays in a year.
5. You will be residing on campus and therefore expected to contribute to the institute activities with 24X7 commitments. It is mandatory to reside on campus for this position unless accommodation on campus is not available.

Other major terms and conditions are the following.

1. You will be on probation for an initial period of two years. Based on your performance during the initial probation period, your services may be confirmed or terminated or your probation may be extended. In case of extension of probation, the period of extension of probation will be decided by the Institute. Continued unsatisfactory performance during the period of probation will lead to immediate termination of services.
2. 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.
3. During your tenure if the Institute is not satisfied with your services, it can discontinue your services without assigning any reasons with a three months' notice in writing or providing three month salary in lieu of the notice. If you are desirous of resigning from the services of IIM Rohtak, you are required to serve three months advance notice in writing or pay three month salary for immediate relieving.
4. 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.
5. All other rules and norms applicable to employees of the Institute in general will also be applicable to you.
6. You may be transferred to any other office any time as decided by the Institute in its campuses.
7. Maximum duration to which probation period can be extended is twice the initial probation.
8. The terms & conditions of your appointment may be revised as per the requirement of the Institute.
9. You may be transferred to Gurgaon Campus if directed by Dean(s) or Competent authority.
10. This is not an academic position and can never be converted to the same.
11. In any case, you are required to be based at Rohtak during your tenure at IIM Rohtak

You will report to the Faculty In-charge (Placement) or any other official as decided by the Institute and perform all such duties and tasks that are required for smooth functioning of the Placement office and conduct of other tasks assigned. Specific functions include but not limited to:-

1. Conducting Final and Summer placement activities through team work and coordination with other functionaries.
2. Negotiating placement opportunities with employers and liaising with corporate HR personnel.
3. Conducting placement seminars, training activities and workshops relating to interview skills, job readiness and other vocational skills.
4. Preparation of database of companies, their contacts, and prospective employers, exclusively for the Institute.
5. Handle the public relation issues.
6. Supervise all new programmes and executive education matters.
7. Recommending and advising students regarding career selection, job internships and searches.
8. Facilitating and supporting academic events of the Institute organised for placement and brand building purposes.
9. Performing other duties and tasks as assigned by the Institute from time to time.

Your normal working hours will be between 9 am to 5:45 pm, with a 45 minutes lunch break on all week days except on specified holidays; however, your position at IIM Rohtak requires a great deal of devotion beyond working hours and a nearly 24 x 7 commitment will be required to achieve the ambitious goals of the Institute at its current entrepreneurial stage.

I am keenly looking forward to your valuable contribution to the Institute's growth and progress.

With best wishes,

Yours' truly,

Chief Administrative Officer (Offg.)

Cc: 1. Secretary to Director (for kind information to Director please)
2. Accounts Department - for records

P.T.O