IIM AMRITSAR
ਭਾਰਤੀ ਪ੍ਰਬੰਧ ਸੰਸਥਾ ਅੰਮ੍ਰਿਤਸਰ
भारतीय प्रबंध संस्थान अमृतसर
Indian Institute of Management Amritsar

Ref. No. IIM ASR/HR-ADM/2025/090 ***Date: 19/06/2025***

Experience Certificate

This is to certify that **Ms. Shivali Rathore** is employed on regular basis in this Institute. Her service particulars are as follows:

1.	**Name of Employee**	:	Ms. Shivali Rathore
2.	**Designation**	:	Sr. Manager- Administration & HR
3.	**Department**	:	Administration & Human Resources
4.	**Employee Code**	:	SRB00005
5.	**Nature of Employment**	:	Regular
6.	**Date of Joining**	:	5 October 2020
7.	**Length of Service**	:	4 years 8 Months
8.	**Last Drawn Basic Salary**	:	Rs. 65,000 as per 7th Pay Commission
9.	**Last Drawn CTC ₹ [Annual Amount]**	:	₹19.21 lakhs

The role & responsibilities of Ms. Shivali Rathore as Senior Manager – Administration & HR are as under:

1. HR Policy and its implementation as per organization's mission and long-term goals.
2. Manpower Planning, Recruitment Rules, processes, selection and offer management.
3. Ensure effective onboarding, orientation, and induction processes for new hires.
4. Promote a positive organizational culture through employee engagement programs, welfare initiatives, and internal communication.
5. Redressal of employee grievances, conflict resolution, and disciplinary matters.
6. Assess training needs and develop customized learning and development programs.
7. Drive performance management systems including goal setting, appraisals, and feedback processes.
8. Supervise general administration including housekeeping, security, transport, facility management etc.
9. Working as part-time CVO. Investigating cases, reporting matters to CVC with vigilance angle. Submission of Quarterly Progress Report to the MoF/CVC
10. As Nodal Officer- Liaising with Ministry, District Administration of Amritsar such as Deputy Commissioner, Commissioner of Police, Municipality commissioner etc., for the smooth functioning of the organisation.
11. Preparation and monitoring Annual Budget (RE & BE)
12. Administer compensation related matters such as pay fixation, increments, promotion as per govt guidelines and IIM Amritsar Regulations and policies.
13. Lead cross-functional teams and mentor junior administrative and HR staff.
14. Approving payments as per the delegation of financial powers. Verifying invoices and processing payments of vendors such as housekeeping, Transport, Air-travel, Auxiliary Services, Security etc.,

This certificate has been issued on the request of Ms. Shivali Rathore

Kindly refer Annexure – A for Annual CTC breakup.

19/06/2025

Chief Administrative Officer
Indian Institute of Management Amritsar
S.A.M. NAQVI

मुख्य प्रशासनिक अधिकारी / Chief Administrative Officer
भारतीय प्रबंध संस्थान अमृतसर
Indian Institute of Management Amritsar

Annexure – A

The Annual CTC of Ms. Shivali Rathore as Senior Manager – Administration & HR are as under:

S.No	Earnings	L10 (6)	
		Annually	Monthly
01	Basic	780000	65000
02	DA (55%)	429000	35750
03	HRA (20%)	156000	13000
04	TA	43200	3600
05	DA on TA (55%)	23760	1980
	Total Earning (Gross)	**1431960**	**119330**
	Cash Benefits		
		Annually	Monthly
07	NPS Employer Contribution (14%)	169260	14105
08	Annual Education Development Allowance (Rs. 50,000 fixed)	50000	4167
09	Annual Leave Travel Allowance (50% of one month's basic salary	32500	2708
10	Annual Outpatient reimbursement (Self, Spouse and two children)	20000	1667
11	Special Pay Allowance	117000	9750
12	Annual Staff Incentive	100750	-
	Total Cash Benefits	**489510**	**32397**
	Total Earnings + Cash Benefits	**1921470**	**151727**
	Other Benefits		
13	Group Medical Insurance (Self, Spouse and two children)	10 Lakh Cover	
14	Group Personal Accident Coverage	20 Lakh Cover	
15	Term-Life Insurance	05 Lakh Cover	
16	Gratuity	As per Payment of Gratuity Act, 1972	

19/06/2025

एस.ए.एम. नकवी
S.A.M. NAQVI
मुख्य प्रशासनिक अधिकारी / Chief Administrative Officer
भारतीय प्रबंध संस्थान अमृतसर
Indian Institute of Management Amritsar
मानांवाला, पी.ओ. - जंडियाला गुरु एसओ, अमृतसर-143115
Village-Manawala, P.O. - Jandiala Guru SO, Amritsar-143115

भारतीय प्रबंध संस्थान अमृतसर
Indian Institute of Management Amritsar

IIM ASR/SRB00005/5/20/24 - 1086 **Dated: 23rd August 2024**

Experience Certificate

This is to certify that **Ms. Shivali Rathore** is employed on a Contractual basis in this Institute. Her service particulars are as follows:

Nature of Employment	: Contractual
Designation	: Corporate Relations Officer
Department	: Placements & Corporate Relations
Date of Joining	: 04th November 2019 (FN)
Date of Leaving	: 28th September 2020 (AN)
Monthly Remuneration	: Rs. 76,000/- P.M. (Consolidated)
Reason for Leaving	: Resignation

Director

नागराजन रामामूर्ति
NAGARAJAN RAMAMOORTHY
निदेशक/Director
भारतीय प्रबन्ध संस्थान अमृतसर
Indian Institute of Management Amritsar
पी.आई.टी.भवन/P.I.T. Building
सरकारी पौलीटेकनिक परिसर, अमृतसर-143105
Govt. Polytechnic Compound, Amritsar-143105