Indira Gandhi Institute of Development Research (IGIDR)

An Advanced Research Institute established by the Reserve Bank of India
Deemed to be University

Dr. JAI MOHAN PANDIT
REGISTRAR

IGIDR/Admin/Appt/NT/HS/E&M/2025 **Date: 30th December, 2025**

To,
Mr.Bobin Sharma,
VPO Mehara Jatuwas,
Khetri Jhunjhunu, Khetri
Rajasthan, 333036, India.

Subject: - **Offer of Appointment on Contract Basis as "Hostel Superintendent" at IGIDR.**

Dear Mr.Bobin,

With reference to your application for the post of "Hostel Superintendent" and the subsequent personal interview with the Selection committee on 22.12.2025, we are pleased to offer you an appointment for the post of "Hostel Superintendent" purely on contract basis at IGIDR, Mumbai in the Pay Matrix Level- 06 (Rs.35400 – 112400) subject to the following terms and conditions:

1. **Appointment Basis:**

   Your appointment as "Hostel Superintendent" will be on a tenure basis in Pay Matrix Level – 06 as per the 7th CPC, for a period of 5 years with annual increments as per the Institute norms. Your basic pay will be fixed at Rs.35,400/- in Pay Matrix Level 06 as per rules with effect from the date you assume the charge. The Gross salary per month will be Rs.72,240/- (including DA, TRA, and HRA).

2. **Other Benefits:**

   You will be also eligible for other benefits such as Institute Comprehensive Group Medical Insurance Scheme as applicable for self and dependent family members, Group Term Insurance(Self), Group Personal Accident Insurance(self), Medical Reimbursement for domiciliary medical treatment (for self and dependent family members), Leave Travel Concession (for self and dependent family members), Children Education allowance, etc. as per the Institute norms. The allowances and benefits are governed by the IGIDR rules and regulations.

3. **Performance Review:**

   In accordance with the Institute norms, your performance will be reviewed annually. The continuation of your tenure and granting of any extension will be as per the Institute norms.

Contd…2/-

Gen. A.K. Vaidya Marg, Filmcity Road, Goregaon (East), Mumbai - 400 065, (INDIA)
Tel. Off. (Direct): +91 (022) 6909 6539; Fax: +91 (022) 6909 6399
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4. **Term and Probation:**

Your engagement shall be for a period of five years from the date of joining, subject to annual performance review.

The initial period will include **probation of one (01) year**. Continuation and extension, if any, shall depend on your performance, conduct, and institutional requirements, and shall not be claimed as a right.

Your continuation and annual extension shall also be subject to a satisfactory performance review conducted by the Institute from time to time.

5. **Service Conditions:**

Your service conditions will be governed by the Institute's rules as may be in force from time to time.

6. **Medical Fitness**:

Your appointment is subject to your being found medically fit for service in the Institute by the Doctor designated by the Institute. Such a fitness certificate shall be produced within one month of your date of joining. Suppression or misrepresentation of medical facts may result in cancellation of this offer or termination of engagement.

7. **Verification of Credentials:**

Your appointment is subject to verification of your certificates, credentials, experience, and, wherever required, police/character verification. Any false or misleading information shall render this offer liable to cancellation.

8. **Working Days**:

Your working days will be Monday to Friday. However, in case of emergencies, you will be required to work beyond office hours as and when necessary, or on Saturdays and Holidays also. You will observe prescribed office hours, i.e., from 9.15 a.m. to 5.45 p.m. with ½ hour lunch break, as may be amended by the Institute from time to time.

9. **Leave Rules:**

Leave will be as per the Leave rules of the Institute.

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10. Exclusive Employment:

During the period of your employment under this contract, you will faithfully and diligently serve the Institute and shall not directly engage yourself in any other work or assignment and shall not be directly or indirectly be concerned or interested, even while off duty with any concern or business whether similar to that of the Institute or other except with the prior written permission of the Institute.

11. Termination:

a. The Institute is not obliged to absorb you, and this contract may be terminated by the Institute after giving one month's written notice or during probation with shorter notice without assigning any reason whatsoever.

b. This contract shall terminate on completion of five years unless extended by the Institute, which shall have the sole discretion to do so on terms and conditions as it deems fit. If this contract is not renewed in writing, it will be deemed that the contract is terminated automatically at the end of the term.

c. Your employment may be terminated forthwith by the Institute without prior notice if you will at any time:

i. Commit any serious offense; or
ii. be guilty of any gross misconduct or willful neglect, or
iii. breach in the discharge of your duties, or terms of contracts, or
iv. be convicted of any criminal offense, or commit fraud, misrepresentation, breach of policy, rules, regulations, or bye-laws of the Institute, medical unfitness, or acts prejudicial to the Institute.

12. Resignation:

Your services may be terminated by either side by giving three months' written notice or salary in lieu of notice, subject to satisfactory completion of handover as decided by the Institute. However, upon submission of your resignation, the Institute reserves the right, at its discretion, to relieve you with immediate effect. In such a case, no compensation shall be payable for the remaining period of notice.

Contd…4/-

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13. Duties and Conduct:

a. You will work under the supervision of an authorized person so designated, as decided by the competent authority of the Institute. Your duties, responsibilities, etc. will be assigned to you by the head of the department or any other person as decided by the competent authority of the Institute.

b. During the period of your contract, you will carry out such duties as may be assigned to you and observe all directions and instructions issued to you by the competent authorities from time to time with all diligence.

c. You will conform to the discipline of the institute and will in no way associate yourself with any undesirable elements or join any activity that may be prejudicial and subversive to the discipline of the institute.

d. You will be bound by the Code of Conduct, bye-laws, and all other rules, regulations, policies, and orders in effect and issued by the Institute from time to time in relation to your conduct, discipline, and service conditions as framed and modified from time to time. You will be required to apply and maintain the highest standards of personal conduct and Integrity and comply with all the Institute's policies and procedures. Any violation of the above or any other Institute's procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.

e. You will maintain the confidentiality of the Institute's information and records and will not divulge or disclose any secrets, transactions, or information relating to the Institute which may come to your knowledge or possession in the course of your duties to the Institute, and such duty shall continue even after you cease to be employed with the Institute.

f. At any time during or after your employment with the Institute, you shall not use any information in relation to any associate or client of the Institute or solicit or contact such client for your personal benefit or for the benefit of any other person or company other than for the purpose of performing your official duties whilst under the employment of the Institute.

g. You will not undertake any other employment or assignment, freelance, part-time, or otherwise, during your employment with the Institute. You shall at all times maintain absolute integrity and devotion to your duty to the Institute and also be strictly honest and impartial in professional and official dealings.

h. You are expected to be courteous at all times to your seniors and juniors, in dealing with your colleagues and members of the public.

Contd…5/-

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i. You are liable for transfer to any place within India where the Institute may set up its office.

j. You shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in official dealings.

k. You will abide by all rules and regulations, byelaws as set/amended from time to time by the Institute.

14. Residential Accommodation:

Accommodation may be provided subject to availability and as per Institute norms. If accommodation is provided on campus, you will be liable to pay the License fee, electricity, water, and other charges, which will be recovered from your monthly salary, and you will not be paid House Rent Allowance(HRA).

15. Job Profile:

A broad description of your job profile will be given to you at the time of joining. The Institute reserves the right to modify them whenever deemed necessary, which shall be binding on you.

As and when required, your service may be availed in any other department of the Institute accordingly to the exigencies of the Institute.

16. Other Terms and Conditions:

a. You should produce at the time of reporting of duty a copy of the satisfactory documentary evidence of having obtained a proper release from your present employer.

b. You should produce at the time of joining a copy of the satisfactory documentary evidence of having obtained a proper release from your present employer.

c. By accepting this offer, you also certify that all information (i.e., education, experience, references, etc.) provided by you to us is true and accurate. If any declaration, statement, or Information given by you is, at any time, found to be false or untrue, or if any factual particulars are suppressed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof.

Contd…6/-

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17. **Acceptance:**

If the contract appointment on the aforesaid terms and conditions is acceptable to you, kindly sign the duplicate copy of this letter as a token of your acceptance. Also indicate your proposed date of joining (which shall not be later than one month from the date of issue of this letter), and send the signed copy of this letter within seven (07) days of receipt to the Administrative Officer at email id administrativeofficer@igidr.ac.in

18. **Jurisdiction:**

Your appointment and other service conditions are subject to Mumbai Jurisdiction in case of any dispute.

Yours sincerely

Jai Mohan Pandit

I accept the above offer and agree to the terms and conditions.

I will join my duties on _____

_____

Signature

Name: Bobin Sharma

Cc:

1. Personal File
2. Accounts

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