भारतीय प्रबंध संस्थान रोहतक
Indian Institute of Management Rohtak

IIM-R/Pers/Offer Letter/2025/ 68

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.

PTO

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

Self Attested

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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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.
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PTO

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

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:

Self Attested

भारतीय प्रबंध संस्थान रोहतक

INDIAN INSTITUTE OF MANAGEMENT ROHTAK

मैनेजमेंट सिटी, एन.एच.-10, सदर्न बाय-पास,सुनारिया, रोहतक-124010 (हरियाणा)

Management City, NH-10, Southern By-Pass,Sunaria, Rohtak-124010,Haryana

अप्रैल 2026 महीने के लिए वेतन पर्ची

PAY SLIP FOR THE MONTH OF APRIL 2026

कर्मचारी पहचान संख्या (Employee Code)	NFC092-0225	महीने के दिन (Month Days)	30
कर्मचारी का नाम (Employee Name)	Mr. Rajesh Kumar Sahu	वेतन दिवस (Pay Days)	30
शामिल होने की तिथि (Date of Joining)	01.02.2025		
पद (Designation)	Asst. Manager - Systems	कुल विद्युत इकाई चार्ज (Total electric units charged)	11 Units
बैंक खाता नम्बर (Bank Account No.)	30848784907	स्थायी खाता संख्या (PAN No.)	DSZPS3796D
बैंक का नाम (Bank Name)	STATE BANK OF INDIA		

आय (EARNINGS)	राशि (Amount) (₹)	कटौतियाँ (DEDUCTIONS)	राशि (Amount) (₹)
समेकित वेतन (Consolidated Pay)	62,500	आयकर (Income Tax)	-
बकाया समेकित वेतन (Arrear Consolidated Pay)	-	बिजली शुल्क (Electricity Charges)	78
विविध बकाया (आय) Misc. Dues. (Income)	-	अनुज्ञप्ति शुल्क (License Fee)	1,250
		जल शुल्क (Water Charges)	100
		रखरखाव वसूली (Maintainance Recovery)	-
		अवैतनिक अवकाश की ओर वसूली (Recovery towards LWP)	-
		अन्य कटौती/वसूली (Other Deductions / Recovery)	-
सकल वेतन (Gross Pay)	62,500	कुल कटौतियाँ (Total Deductions)	1,428
		शुद्ध वेतन (Net Pay)	61,072

Rupees Sixty One Thousand Seventy Two Only

नोट:- यह कंप्यूटर जनित है, इसलिए हस्ताक्षर की आवश्यकता नहीं है।

(Note:- This is a Computer-generated, hence does not require signature.)

Self attested

06/05/2026

Gmail Rajesh Kumar Sahu <rajeshsahu3788@gmail.com>

Submission of Three-Months Advance Notice (w.e.f. 18th March 2026)

1 message

Rajesh Kumar Sahu <assistantmanager.systems@iimrohtak.ac.in> Wed, Mar 18, 2026 at 3:25 PM

To: Personnel Department <personnel@iimrohtak.ac.in>
Cc: Kamlesh Kumar Pal <systemadmin@iimrohtak.ac.in>, Chairperson ITRC <itrc.chair@iimrohtak.ac.in>, Rajesh Kumar Sahu <rajeshsahu3788@gmail.com>

Dear Sir,
Personnel Office,
Indian Institute of Management Rohtak,

I hope you are doing well.

I would like to express my sincere gratitude for the valuable learning opportunities I have received during my time at the institute.
Due to personal reasons and in accordance with the terms of my Offer and Joining Letter, I hereby serve a three months' notice to discontinue my services with your esteemed institute, IIM Rohtak, effective from today, 18 March 2026.

Accordingly, my last working day will be 16th June 2026. During this notice period, I will ensure a smooth transition of my responsibilities and extend full support in handing over my duties.
I sincerely thank you and the institute for the support and opportunities provided to me during my tenure. I have gained valuable experience and skills that I will always appreciate.

I look forward to your support and guidance during this transition period.

Sincerely,
Rajesh Kumar Sahu
Assistant Manager (Systems)
ITRC, IIM Rohtak
Mob. No- 9981532840

Disclaimer

The content of this email is confidential and intended only for the recipient(s) specified in the message. It is strictly forbidden to share this mail including any part of this message or attachments to this mail with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future; also do not forward the message or any part of it including attachments to anyone else. Thank you for your cooperation and understanding. IIM, Rohtak puts the security of the mail recipients at a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in e-mails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email. Also, please note that any views, opinions, commitments or conclusion expressed in this message are those of the individual sender and do not reflect the opinion of IIM Rohtak or its affiliates. Quotation requests sent by employees of IIM, Rohtak through mails are only to compare available offers and do not imply entering into a legally binding contract. No employee of IIM, Rohtak has the authority to conclude any binding contract through e-mails without an explicit written consent of the competent authority which has been assigned such responsibility. Therefore, any will to enter into an agreement must be confirmed with the institute in writing.

Rajesh Letter Notice Period reg..PDF
196K

Date: - 18.03.2026

To,

The Personnel Office,
Indian Institute of Management Rohtak
Management City, Sunarian, Rohtak (Haryana)

Subject: Submission of Three-Month Advance Notice (w.e.f. 18th March 2026)

Dear Sir,

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I would like to express my sincere gratitude for the valuable learning opportunities I have received during my time at the institute.
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I look forward to your support and guidance during this transition period.

Rajesh 18.03.2026

Sincerely,
Rajesh Kumar Sahu
Assistant Manager (Systems)
ITRC, IIM Rohtak
Mob. No- 9981532840