राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur - 492010 (C.G.)
: +91-771-2252700 : +91-771-2253104 : www.nitrr.ac.in : registrar@nitrr.ac.in

No./NITRR/ Estt./2024/ 1399 Raipur, Dated: 06/12/2024

To,
Shri Rakesh Padhan
Rengali, Agalpur, Balangir
Odisha- 767022
Email ID- rakeshrengali2019@gmail.com
Mob.- 8457933158

Subject: **Selection of the Library Trainee at Central Library, NIT Raipur.**
Reference: Interview held on 27.11.2024.

Dear Candidate,

With reference to the above, I am happy to inform you that the Management is pleased to select you as Library Trainee in the Central Library of this Institute with the following terms and conditions:

1. You will be paid stipend of Rs. 25,000/- only per month.
2. The Traineeship is for a period of one year on purely temporary basis. The Institute will have no obligations to absorb the trainees on completion of their training period. You will be deemed automatically relieved at the end of your training.
3. You will be expected to work on any of the two shifts including night shift (up to 08 PM) and holidays. In normal working hours, you may be called any time/ weekends based on the need.
4. You may be allowed to avail Casual Leave of one day per month to meet any emergency situation.
5. During the period of traineeship, you will render your services entirely to the NIT Raipur on a full time basis. During this period, you will not engage yourself in any other kind of assignment or study.
6. The training is liable to be terminated at any time without assigning any reason thereof, if the work/ conduct/ leave habits are not found to be satisfactory.
7. You are required to join on or before 06.01.2025 failing which this offer will be automatically cancelled.
8. You are required to submit a joining report to the Deputy Librarian, Central Library at the time of joining.
9. The deduction of ESIC, EPF will be made as per the rules.
10. One month notice must be given, if you want to leave the job during the traineeship.
11. In case, the Trainee remains absent from duties without any intimation/permission or for any reason for 7 days continuously, his/her traineeship will be liable for termination at the discretion of the Head of Institution.

Ajaii 6/12/24

Ajaii Sharma
Joint Registrar
NIT Raipur

Copy to:
1. The Director, NIT Raipur
2. Registrar (I/c), NIT Raipur
3. Dy. Librarian, Central Library
4. Dy. Registrar (Finance & Accounts)

राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

Under Ministry of Education, Govt. of India

सत्यमेव जयते

No./NITRR/R-1/2026/734 Date: 9/1/.2026

To,

Shri Rakesh Padhan
Rengali,Agalpur,Bolangir
Odisha-767022
Email ID- rakeshrengali2019@gmail.com

Subject: Engagement of Library Trainee at Central Library, NIT, Raipur w.e.f. 05.01.2026.

Dear Candidate,

With reference to the above, I am happy to inform you that Management is pleased to engage you as Library Trainee in the Central Library of this Institute with the following terms and conditions:

1. You will be paid stipend of Rs. 25,000/- only per month.
2. The Traineeship is for a period of one year of joining or till outsourcing on purely temporary basis. The Institute will have no obligations to absorb the trainees on completion of their training period. You will be deemed automatically relieved at the end of your training.
3. You will be expected to work on any of the two shifts including night shifts (up to 08 PM) and holidays. In normal working hours, you may be called anytime/weekends based on the need.
4. You may be allowed to avail casual Leave of one day per month to meet any emergency situation.
5. During the period of traineeship, you will render your services entirely to the NIT Raipur on a full time basis. During this period, you will not engage yourself in any other kind of assignment or study
6. The training is liable to be terminated at any time without assigning any reason thereof, if the work/conduct/leave habits are not found to be satisfactory.
7. You are required to submit a joining report to the Deputy Librarian, Central Library at the time of joining.
8. The deduction of ESIC, EPF will be made as per the rules.
9. One month notice must be given, if you want to leave the job during the traineeship.
10. In case, the Trainee remains absent from duties without any intimation/permission or for any reason for 7 days continuously, his/her traineeship will be liable for termination at the discretion of the Head of Institution.

Registrar (I/c)
NIT Raipur

Copy to:

1. The Director, NIT, Raipur
2. Dy. Librarian, Central Library
3. Dy. Registrar (Finance & Accounts)