सिद्धिमूलं प्रबन्धनम्
भा. प्र. सं. इन्दौर
IIM INDORE

भारतीय प्रबंध संस्थान इन्दौर

प्रबंध शिखर, राऊ - पीथमपुर रोड, इन्दौर - 453556 (म.प्र.) भारत

INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau-Pithampur Road, Indore - 453 556 (M.P.) India

Colonel (Dr.) Gururaj Gopinath Pamidi (Veteran)
Chief Officer Administration

No.5/2/26-27/4

June 15, 2026

Mr. Pravat Ranjan Patra
Plot no-20, Anand Green City,
Rau- Pigdamber,
Indore, Madhya Pradesh-453331
Mobile: 8337958451
Email: pravatpatra91@gmail.com

Dear Mr. Pravat Ranjan Patra,

This is in reference to your job application and further selection process you had with us on May 07, 2026.

We are pleased to offer you a contractual appointment as **Library Professional Assistant** on consolidated monthly emoluments of ₹40,000/- (Rupees forty thousand only) for a period of one year. Your performance will be reviewed after the completion of the first year. In addition, please note your performance would also be evaluated after three months of your joining and you would be able to complete your first year in the Institute only if your performance is found satisfactory at the end of three months. Based on your performance evaluation of the first year your contract can be renewed for the subsequent year. The maximum duration of your contract will not be more than three years from the date you join the Institute.

The appointment will be subject to the following terms and conditions:

1. You are required to perform the duties of Library Professional Assistant and carry out all such duties may be necessary and specified by the Institute from time to time. You will report to the Head of the Department. The Institute reserves the right to post you to any department in the Institute. You can also be posted in any other location in India as per the requirements of the Institute.

2. You will be paid monthly emoluments as mentioned above. You will also be covered under the medical Insurance scheme of the Institute. No other allowances of any kind will be admissible to you except those applicable to contractual employees of the institute. Applicable taxes would be deducted at source.

3. You can avail the campus accommodation subject to availability. If you are availing campus accommodation, an appropriate charge with applicable license fee and electricity charges will be deducted from your monthly emoluments.

4. You will devote your whole time to the service of the Institute and will not engage yourself directly or indirectly in any trade or business or any other work, which may interfere with the proper discharge of your duties.

5. This contractual appointment is subject to termination by 30 days' notice in writing on either side or payment of 30 days' emoluments in lieu thereof without assigning any reason.

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6. Your services are purely temporary, contractual and will automatically end on completion of period as mentioned above from the date of joining the Institute and you shall neither claim regularization nor claim permanency in the services of IIM Indore at any point of time.

7. You will be governed by the rules and regulations of the Institute.

8. You will be entitled for the Leave benefits as applicable to the Contractual Employees of the Institute.

9. Your appointment is being made on the basis of your declaration form in the job application. If any declaration, statement or information given by you is at any time found to be false or untrue at a later date or if any material information is found suppressed or omitted, your services are liable to be terminated forthwith without assigning any reason or notice or compensation in lieu thereof by the institute.

10. You should produce at the time of reporting for joining, sufficient and conclusive proof regarding your age, identity, educational qualifications, experience, and also bring with you the original certificates and testimonials, copies of which were attached /not attached with the job application, a self-attested copy of each and 4 recent passport size photographs.

11. Your appointment will be subject to

    - Satisfactory medical fitness report by the Institute's Medical Officer
    - Producing satisfactory evidence of release from your present/last employer.
    - Submitting a declaration form enclosed with this communication.
    - Submitting two reference letters about your professional competency.
    - Submitting a police verification certificate from the police station of your area at the time of joining.

12. Other service conditions will be subject to such byelaws, rules, executive instructions, and norms of the institute governing the services of its employees as may be in force from time to time.

13. We would like you to join the Institute immediately. If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as token of your acceptance within 14 days receiving the letter, indicating a firm date of your joining. You need to join the institute within 30 days from the date of issue of this letter.

We welcome you to IIM Indore community and look forward to your valuable association with the Institute.

With best wishes,

Colonel (Dr.) Gururaj Gopinath Pamidi (Veteran)
Chief Officer Administration

I hereby agree to the above terms and conditions and will be joining on 19/06/2026.

(Mr. Pravat Ranjan Patra)

Received