भारतीय प्रबन्धन संस्थान राँची
INDIAN INSTITUTE OF MANAGEMENT RANCHI
(शिक्षा मंत्रालय, भारत सरकार | Ministry of Education, Government of India)

Letter No. IIMR/HR/Recruitment/2025/ 912 February 16, 2026

Ms. Ruchi Kumari
Om Prakash Nagar, Road No.2,
Basargarh, Hatia, Ranchi Jharkhand
Email: ruchiverma143997@gmail.com
Mob: 7764813088

Dear Ms. Ruchi Kumari,

Appointment for the post of "Library Trainee" at IIM Ranchi (On Contract)

This is with reference to your application for the position of 'Library Trainee' and the interview dated 29/01/2026. Subject to the verification of your academic records, caste certificate and records of past experience (if applicable), IIM Ranchi offers you appointment to the post of 'Library Trainee' on the terms and conditions mentioned below:

1. The appointment will be effective from the date of acceptance of the terms and conditions by signing memo of acceptance hereunder written and joining duty.

2. The appointment is purely on contractual basis, for a period of one year from the date of joining subject to IIM Ranchi's requirement and yearly review of performance of work.

3. The normal working days will be from Monday to Saturday. The normal working hours will be from 9.30 AM to 6.00 PM and it may be change as per the institute requirements. You may be required to stay beyond office hours and work on holidays, as and when the situation warrants.

4. For service rendered during the period of engagement, you will be paid a stipend of Rs. 20,000/- (Rupees Twenty Thousand only) per month.

6. Your engagement to the post of 'Library Trainee' being purely contractual for fixed monthly stipend and for a fixed period is without any terminal & retirement benefits like Gratuity, Leave encashment etc.

7. You will be eligible for the following leave benefits on non-cumulative basis, not to be carried forward in subsequent years.

a) Earned Leave - 30 days per calendar year
b) Casual Leave - 08 days per calendar year
c) Restricted Holiday - 02 days per calendar year

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8. You are expected to engage yourself in the Library activities as per the norms of the Institute. We may assign other tasks, relevant to the Institute's requirements.

9. For any deed of misconduct, you will be governed by the Institute's rules as applicable. Functionally and administratively you will report to the Librarian.

10. On joining please report to the Librarian of IIM Ranchi for further guidance about your assignment.

11. Your assignment as Library Trainee may be terminated by 30 days' notice on either side without assigning any reasons. However, cash in lieu equal to your salary for the number of days the notice falls short of the said period of 30 days will be paid by either side as the case may be.

12. If the above terms and conditions are acceptable to you, you are requested to send your acceptance in the format given below (in duplicate copy) to the undersigned within 15 days from the date of issuance of this offer letter failing which the offer will be treated as withdrawn without assigning any further information to you from this end. Once you accept the above, you will be required to join your duty at the Institute within 30 days from the issuance of this offer letter.

With best wishes and looking forward to having you with us soon.

Yours Sincerely,

(Prof. Anand)
Chief Administrative Officer (I/c)

MEMO OF ACCEPTANCE

I hereby accept the offer of contractual appointment for the position of 'Library Trainee' (On Contract) at IIM Ranchi on the terms and conditions as contained above with effect from _____.

Date :_____ Signature

Place : _____ (.....)

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