भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No.: R/06/2025/PT/3049
Date: November 28, 2025

Sub: Appointment as **Professional Trainee** in the Central Library.

The undersigned is directed to convey that **MR./MS. SOUVIK GANTAI** has been selected as **Professional Trainee** in the Central Library, Indian Institute of Technology Kharagpur under the specific terms and conditions given hereunder.

1. **Stipend:** ₹ 22,000/- (Rupees Twenty-Two Thousand only) per month.
2. **Period of Training:** The training is for a period of 12 months commencing from December 2025 to November 2026.
3. **Duty hours:** Each trainee shall have to work for six days a week, eight hours a day, including staggered duty as may be decided by the Librarian, Central Library.
4. **Leave:** 12 days Leave during the training period.
5. **Accommodation:** The Institute will not provide any accommodation in the campus.
6. **Medical Facilities:** OPD medical facilities as applicable to IIT students may be provided through B. C. Roy Technology Hospital, IIT Kharagpur.
7. **Training and Evaluation:** The trainee will carry out library-related work as assigned by Librarian. He/She will undergo on-the-job training under the supervision of section-in-charge on a rotational basis.
8. **Refund:** If the trainee quits training in the middle of the training period, then he/she has to refund to the Institute the entire amount received by him/her as stipend. An undertaking to this effect need to be furnished upon joining.

If he/she is willing to accept the offer on the terms and conditions mentioned above, including the stipend, he/she should communicate his/her acceptance by **EMAIL** (recsec@adm.iitkgp.ernet.in) within **Ten (10) days** from the date of issue of this offer and report to the **Librarian, Central Library, Indian Institute of Technology Kharagpur** for joining on or after **01.12.2025 but not later than 12.12.2025**.

At the time of joining he/she should submit the prescribed forms duly filled in and signed and other documents as indicated below.

(a) Medical certificate from a registered medical practitioner.
(b) Character certificates from two gazetted officers.
(c) Two sets of his/her recent photograph of passport size.
(d) Self attested copy of all certificates for verification with the original.
(e) Valid caste/category certificate issued by the Appropriate Authority.

He/She will not be permitted to join without the documents.

Enclo: As above.

कुलसचिव /Registrar
वास्ते निदेशक /For Director

To
MR./MS. SOUVIK GANTAI
City/Town /Vill. : BEGUNIA, MOHANPUR
District : PASCHIM MEDINIPUR
State : WEST BENGAL
Country : India
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