राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India
Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

दूरभाष/Tele: +9111-33861000, 1001, 1005, वेबसाइट/Website: www.nitdelhi.ac.in

F. No: NITD/01/Admn/434/2022-23 Dated: 17.04.2026

कार्यमुक्ति आदेश-सह-अनुभव प्रमाणपत्र /
RELIEVING ORDER-CUM-EXPERIENCE CERTIFICATE

यह प्रमाणित किया जाता है कि श्री अनिल कुमार पूनिया ने राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली के केंद्रीय पुस्तकालय में दिनांक 11.02.2025 (पूर्वाह्न) से 10.02.2026 (अपराह्न) तक ₹20,000/- प्रति माह के समेकित पारिश्रमिक पर पुस्तकालय पेशेवर प्रशिक्षु (Library Professional Trainee) (पूर्णतः संविदात्मक और अस्थायी आधार पर) के रूप में अपनी सेवाएँ प्रदान की हैं। / This is to certify that Shri Anil Kumar Poonia has served in this Institute as Library Professional Trainee (purely on contractual and temporary basis) in the Central Library, National Institute of Technology Delhi, from 11.02.2025 (FN) to 10.02.2026 (AN) on a consolidated remuneration of ₹20,000/- per month.

एक वर्ष की सेवा अवधि पूर्ण होने के फलस्वरूप, श्री अनिल कुमार पूनिया को एतद्द्वारा दिनांक 10.02.2026 (अपराह्न) से उक्त कार्यभार से मुक्त किया जाता है। / Consequent upon the completion of one year of engagement, Shri Anil Kumar Poonia is hereby relieved from the said assignment with effect from 10.02.2026 (AN).

संस्थान में अपने कार्यकाल के दौरान, संस्थान के साथ उनके जुड़ाव के दौरान उनका आचरण और चरित्र उत्तम रहा। / During his tenure at the Institute, he maintained good conduct and character throughout his association with the Institute.

एनआईटी दिल्ली (NIT Delhi) उनके भविष्य के करियर के अवसरों के लिए उन्हें शुभकामनाएं देता है। / NIT Delhi wishes him all the best for his future career opportunities.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है। / This issues with the approval of the Competent Authority.

मनीषा सिंह

(उप कुलसचिव, स्थापना)/
(Deputy Registrar, Estt.)

डॉ. मनीषा सिंह / Dr. Manisha Singh
उप कुलसचिव / Deputy Registrar
राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
National Institute of Technology Delhi
प्लाट सं॰ एफ.ए.7, जोन पी1, जी.टी.करनाल रोड़, दिल्ली -36
Plot No. FA7, Zone P1, GT Karnal Road, Delhi-36

To:
Shri Anil Kumar Poonia

Copy to:
1) Director Office.
2) Registrar Office.
3) Central Library.
4) Establishment Section.
5) Computer Centre.
6) Accounts Section.
7) File.

Note: In case of any discrepancies, the English Version of this Document shall prevail.

Scientific Security Management Services Pvt. Ltd.
E-1, Mansarover Garden, New Delhi-110015, India
Phone: +91-11-49960000

Email : contact@ssmsonline.com
Web : www.ssmsonline.com
CIN : U74899DL1974PTC007333

Date: 15.04.2026

Mr. Anil Kumar Poonia
Add : C/O, Krishan Kumar, B-90, Ward No. 40, Sector 6,
Hanumangarh, Rajasthan – 335512

Dear Anil Kumar Poonia

Subject: Temporary Appointment Letter on fixed contract basis.

1. Consequent to your interview for the post of Junior Library and Information Assistant (Junior LIA). We are pleased to inform you that you have been selected to perform such duties, on the terms & conditions as stated below: -

(a) You will be designated as Junior Library and Information Assistant (Junior LIA).
(b) You will be paid a Gross salary of Rs.22,411 /- Per month. (Subject to deduction of statutory compliance)
(c) Your deployment will be 11.02.2026.
(d) You will be on contractual basis starting from 11.02.2026, to End date of contract (subject to your performance).
(e) You will strictly adhere to office discipline and keep the Management fully apprised of your day to day activities and carryout operations under his directions.

2. In case you have any problem relating to performance of duties of any other difficulties in regard to the services to be rendered by you, it will be your duty to bring the same to the notice of your seniors of Scientific Security Management Services Pvt. Ltd. for an appropriate decision in the matter.

3. Your appointment is made on contractual basis for the above period and will stand terminated automatically without any notice. The period of your appointment may also be increased or decreased as per your requirement of the company as Junior Library and Information Assistant (Junior LIA).

4. Since your appointment is purely on contractual basis, you will not have any right of permanent services in the organization during your contractual appointment period without such benefits. However, your retirement age so fixed is of 60 years and you will be retired from services automatically after attain the age of 60 years.

5. If any declaration given or information furnished by you to the company are found to be false you are liable to be terminated immediately without any notice or payment in lieu thereof.

6. You shall keep the company informed about changes if any in your residential address/mobile number so as to facilitate Communication with you, and all communications sent to you at correct address/correct contact details.

7. your place of posting is National Institute of Technology, Delhi at present it is made clear to you that your service will liable to be transferred from one place to another / or from one branch office or a unit to another in existence and to be incepted in future or any other state.

8. This appointment shall be subject to your being found and certified physically and mentally fit.

9. In case if you wish to leave this job before end of contractual period, you will have to give prior notice of minimum 30 days (one month), before you could be relieved from your duties.

10. That if you are found guilty of any misconduct, you shall be liable appropriate disciplinary action inclusive up to dismissal.

For Scientific Security Management Services Pvt. Ltd.

Scientific Security Management Services Pvt Ltd DELHI

Authorized Signatory

राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

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Date:- 23-03-2026

TO WHOM IT MAY CONCERN

This is to certify that Mr. Anil Kumar Poonia, S/o Sh. Krishan Kumar, is currently working at Central Library National Institute of Technology Delhi as a Jr. Library & Information Assistant on an outsourced basis from 11.02.2026 to till date. He also served as a Library Trainee (purely on a temporary basis) from 11.02.2025 to 10.02.2026 on a consolidated remuneration of Rs. 20,000/- per month.

During his tenure, he has actively contributed in the various sections of the library including Acquisition, Technical Processing, Circulation, E-Resources and Database Management. Apart from regular traditional library activities he has assisted in managing various Research support tools (Like Scopus, Turnitin, Grammarly etc.), Collection development of Rajbhasha Hindi books, Patron Assistance, and other Library Administrative Works.

He is found to be diligent and sincere in his work. I wish him success in all his future endeavours.

23/03/26

Deputy Librarian

उप पुस्तकालयाध्यक्ष / Deputy Librarian
राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
National Institute of Technology Delhi