



भारतीय प्रौद्योगिकी संस्थान गांधीनगर

पालज, गांधीनगर 382 355, गुजरात, भारत

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IITGN

प्रे कु चोपड़ा, कुलसचिव  
P K Chopra, Registrar

By Speed Post/Email  
IITGN/RO/ADMN/2018/058

21 May 2018

Dear Ms. Mehta ,

This is with reference to your personal interview conducted on 07 May 2018 at IIT Gandhinagar. We are pleased to inform you that you have been selected to be engaged as a "Trainee in Student Affairs" at IIT Gandhinagar on the following terms and conditions.

1. The assignment is on a purely temporary and contractual basis, for a period of one year starting from 02 July 2018.
2. You will be paid a consolidated (all inclusive) stipend of Rs. 18,000/- (Eighteen Thousand Only) per month during the above mentioned period.
3. You may avail shared bachelor accommodation in the campus on payment of usual charges.
4. During the contract period of traineeship, you will be working full time for IIT Gandhinagar and you will be eligible for casual leave of one day per month but not exceeding 08 days in a calendar year.
5. You will be working with the Student Affairs team and assisting them with all types of jobs related to Student Affairs office (including database management, office correspondence, scholarships/fellowships, processing of payment vouchers, student event coordination and so on). The Institute may, however, modify your responsibilities at its sole discretion.
6. You will be working for six days a week (Monday — Saturday) in regular office hours and in different shifts, if required.
7. You are also entitled to receive nominal OPD medical facilities (without any reimbursement) from the Institute.
8. You will need to sign an agreement on a general stamp paper of Rs. 100/- for which a draft copy of an agreement is enclosed.
9. This offer is subject to the successful completion of your Graduation Degree. You are required to produce mark sheets and certificates to this effect. The appointment is provisional until the mark sheets and certificates are submitted, and this should be no later than 31 July 2018.

If the offer of traineeship is acceptable to you on the terms and conditions stated above and in the draft of the contract, then please confirm the acceptance at the earliest and report for duty on 02 July 2018, failing which this offer will automatically stand cancelled.

With best wishes,

P K Chopra

Ms. Chetna Mehta  
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