**BIRLA INSTITUTE OF TECHNOLOGY**

**MESRA, RANCHI-835215, JHARKHAND**

**JOINING REPORT FOR FELOWS**

To, 

The Registrar

Birla Institute of Technology

Mesra, Ranchi-835215



Through Dean RIE



Respected sir,

With reference to the offer of selection, vide memo no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_ . I am reporting myself for duty as \_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ today the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in forenoon / Afternoon at \_\_\_\_\_\_\_ A.M./P.M. under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have accepted the assistantship of Rs. (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) with H.R.A. \_\_\_\_\_\_\_\_ % which is not negotiable.

I agree and accept to be and remain bound by the term and condition of the above selection order of the Birla Institute of Technology, Mesra relating to my service as amended from time to time.

Place: Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name in block letter**)**

**My Permanent Home Particulars**

Vill./Town : Post Office :

Police Station: District: State :

Mobile No:

**Local Address**

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Forwarded Forwarded

Signature Signature

Principal Investigator HOD

Date:

UNDERTAKING FOR PROJECT STAFF

With reference to memo no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on contract basis under the temporary research project entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sponsored by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ undertaken in the Dept. of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of this Institute. I agreed the joining on the specific terms and condition stated below.

1. The assignment is purely temporary for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ joining or the termination of the project, whichever is earlier.
2. The assignment carries a consolidated compensation of Rs. \_\_\_\_\_\_\_\_ plus \_\_\_\_ HRA (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) per month. No of other allowance shall be admissible if such allowance is not mentioned in the offer letter/sanction letter.
3. Institute shall have no liability for regularization of such contract assignment since funding is done by sponsoring agency. During the tenure of such contract assignment, he/she has every liberty to apply for any Institute/outside appointment, subjects to eligibility and such application may be forwarded directly by PI concerned, if required.
4. He/ She will only be eligible for leave as per Institute/ funding agency whichever is applicable. Before going on leave, the leave should be approved.
5. He/ She must perform the duties assigned to him/her by PI or by the Registrar under the instruction of from institute authorities.
6. He/ she will be working for the project in the Department, or any other place assigned.
7. He/ She will be provided with accommodation in hostel on payment basis subjected to the availability.
8. The assignment shall be terminated on the completion of the project as mentioned in clause
9. The contract assignment may also be terminated without assigning any cause be serving one month’s notice on either side unless otherwise agreed by the appointing authority and the project staff. The contract may also be terminated without assigning any cause on payment of one month’s consolidated compensation in lieu of notice.
10. He/ She will be allowed to join only if he/she furnishes all of following documents to the office of the Dean (RIE).
11. Two copies of recent passport size photos
12. Acceptance / Joining form
13. Release order from present employer.
14. Photocopies of self-attested certificate concerning qualification and experience.

Signature with date:

Name :

Encl.: As per the point 9.