



**BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI**

Advt. No.06/2024-25

Date: 12th March, 2025

NOTICE

Vacant quarters in the Institute campus are available for allotment. Employees of Mesra campus may apply to the undersigned for quarter allotment latest by 17:30 Hrs on or before 19th March, 2025 (Wednesday). All are required to apply afresh in the prescribed application format attached with this notice.

The respective Heads of Academic Departments/In-charges of various sections are hereby requested to circulate this notice and application form among the concerned faculty and staff members of their department/section. The application form can also be downloaded from our Institute website.

Please note that the number of available quarters are limited, and allotment shall be made strictly on the basis of "Modified guidelines for allocation of quarters to BIT Employees dated 01 Jun 2019".

Following documents to be mandatorily attached with the application form:

1. Latest Salary Slip
2. Proof of last promotion/up-gradation if any.

List of vacant quarters are appended below:

SI No	Quarter Number	Who can Apply
1	B-II/05, C-I/02, C-I/03, B-I/02	Faculty/Officers in Pay Level AL- 14/L-14 or above and equivalent
2	C-II/52, C-II/46, C-II/03	Faculty/Officers in Pay Level AL- 11/L-11 or above
3	D-I/14, D-II/30	Faculty/Officers in Pay Level AL- 10/L-10 or above
4	E-I/50, E-I/36	Staff with Pay Level 3 to Pay Level 9
5	FL-08, F/1, F-I/14, F-I/15, F-II/01, F-II/02, GR-II/1, GR-II/2, GR-II/5, GR-II/6, SG-12, SG-13	Staff with Pay Level 2 & below
6	GR-I/11, G-II/03	Security Staff only

AR Estate & Member Secretary
Quarter Allotment Committee

Copy to:

- (1) All Deans/ All Head of the Depts. /In-Charge of Depts. / Sections along with format of application for circulation amongst staff members.
- (2) All Utilities (Estate/Garden/Electrical Maintenance/ Water Supply/ Hospital/ Guest House etc)
- (3) Chairman (Quarter Allotment Committee)
- (4) Registrar for information
- (5) PS to V.C for V. C's kind information
- (6) File(s)
- (7) Email to all Faculty members

Enclosures:

1. Application form
2. Modified guidelines for allocation of Quarter to BIT Mesra Employees dated 01 Jun 2019