

JOINING REPORT

From :- _____

Date : _____

To,
The Dean (R & D)
Indian Institute of Technology,
Powai, Mumbai-400076
Sir,

With reference to your appointment letter No.DRD/Rectt/Project/ _____ /2007 dated _____, 2007. I hereby declare that the terms and conditions mentioned therein are accepted to me and I report for duty as _____ for the _____ sponsored / consultancy project undertaken in the Department _____ from the forenoon of the _____ day of _____ 2007. Marital status _____

Hostel Accommodation if required Yes No

Hostel 10 Hostel 11 Tansa House Tulsi Block Type II B Vihar House

Sr. No.	Name & Age	Relationship
1.	_____	_____
2.	_____	_____
3.	_____	_____

Yours faithfully,

Signature of the Head /
Incharge of the Deptt./Section

Signature of the
Prin. Investigator

INDUSTRIAL RESEARCH & CONSULTANCY CENTRE
Office of the Dean (R & D)

(For Office use only)

No.DRD/Rectt/Project/2007

Date : _____, 2007

With reference to your appointment letter No.DRD/Rectt/Project/ _____ /2007 dated _____ and his / her acceptance thereof, _____ is permitted to join duty as temporary _____ for the _____ sponsored/consultancy project undertaken in the Deptt./Centre of _____ from the forenoon of _____.

Employee Code No. _____.

Asstt. Registrar (R&D)

ANNEXURE –I

INSTRUCTION SHEET

You are requested to bring the following documents in original along with Xerox copies without which you will not be permitted to join. You are requested to report to the Deans office to complete the joining formalities.

Qualification Certificates (From SSC/SSLC Onwards)

Date of Birth Certificate (i.e. SSC/SSLC)

One Character Certificate (not more than six months old)

Experience Certificate (s) (if any) as per your application

Relieving Certificate from the previous employer

Caste Certificate (only in case of SC/ST)

Certificate from Academic Section regarding
Discontinuation of Scholarship

* For IIT (B)

* Students

*

8. Certificate from Hostel Co-ordinating Unit regarding
vacation of Hostel Accommodation if desirous to take
the project accommodation.

*

*

9. An application with complete bio-data (see attachment)

10. One passportsize photograph

11. Blood Group : Please fill up Blood Group in the Joining Report Form and
Identity Card Form as without this we can not generate your Employee code.

12. Fill up the Joining Report Form and attached forms completely. Incomplete
Forms will not be accepted.

Eligibility for Hostel Accomodation :

Qualification requirement for all the accommodation is JRF/above level i.e. B.Tech
/BE/PG in any stream.

Vihar House : Full time Project Staff those in pay scale of 3000-5000, 3700-5700 or
higher and Consolidated emoluments not less than Rs.8,000/- per month irrespective of
marital status.

Tulsi Blocks : All full time married project staff living with their spouses.

Tansa House : All full time single male project staff.

Hostel 10 & 11 : All full time single female project staff.

Type II B : Full time Project Staff on Consolidated emoluments not less than
Rs.10,000/- per month irrespective of marital status.

**INDUSTRIAL RESEARCH & CONSULTANCY CENTRE
OFFICE OF THE DEAN (R&D), IIT BOMBAY
POWAI, MUMBAI - 400 076**

RECENT
PASSPORT
SIZE
PHOTO

APPLICATION FOR APPOINTMENT IN PROJECT

1. Post Applied For : _____

2. Circular / Advt. No. : _____

3. Name in Full : _____
(in Capital letters & underline Surname)

4. Address for Correspondence : _____

_____ Pin _____

Email : _____ Phone _____

5. Date of birth : _____ 6. Nationality : _____

7. Whether SC/ST/OBC : _____ 8. Male /Female : _____

9. Married / Single : _____ 10. Blood Group : _____

11. Educational / Professional Qualifications (Starting from +2)

Certificate/Degree	CollegeUniv./Institute	Year of Passing	% of Marks	Class Obtained

12. Experience (Previous Employment)

Organisation	Position Held	Date of Joining	Date of Leaving	Salary Drawn

I hereby declare that all information are true to the best of my knowledge and belief.

Date : _____

Place : _____

Signature of the Applicant

**INDUSTRIAL RESEARCH & CONSULTANCY CENTRE
OFFICE OF THE DEAN (R & D)**

ANNEXURE -II

LEAVE RULES FOR TEMPORARY / CONTRACTUAL PROJECT STAFF

Sr. No.	Nature of the leaves	89 Days Appointments	One Year Appointments
1.	Casual Leaves	2 Days on Prorata Basis	8 Days on Prorata Basis
This leave is monitored at the Department by the PI.			

2.	Earned Leave	5 Days on Prorata Basis	30 Days on Prorata Basis
There is no carry forward of balance leave for 89 days appointment with or without break. In case of extension of one year appointment without break, only 15 days of balance leave may be carried forward and with break, no carryforward of balance leave.			

3.	Maternity Leave	No Maternity leave	135 Days.
For One Year appointment, 135 days maternity leave may be granted which should include delivery. This leave has to be taken at a stretch. The leave will be granted only up to the tenure of appointment.			

4.	Paternity Leave	No Paternity Leave	No Paternity Leave
----	------------------------	--------------------	--------------------

5.	Medical Leave	No Medical Leave	No Medical Leave
----	----------------------	------------------	------------------

Asstt. Registrar (R&D)

**** *Pro-rata means 2.5 days leave for one completed month of service.**