

National Institute of Technical Teachers' Training and Research
Shanti Marg, Shamla Hills, Bhopal - 462 002

(Under MHRD, Govt. of India)

Ph. Nos. 0755-2661600, 01, 02, 07, 08 Website: www.nitttrbpl.ac.in

BY REGISTERED / ACK. DUE POST

F.No./NITTTR/Dean AR/JRF/2019/

Dated: Aug. 2019

OFFER LETTER

This is with reference to the advertisement no. 1/2019 and online test & interview conducted on 9th Aug. 2019 in the Education Research and Management Department at NITTTR, Bhopal and approval of the competent authority thereon;is offered a position of Junior Research Fellow (on temporary basis) with consolidated emoluments of Rs. 28000/- purely on contract as per the rules and regulations of the Institute as laid down from time to time. The candidate will also be entitled for accommodation in the campus of the NITTTR, Bhopal or HRA Rs. 3000/- per month. The Appointment is initially for six months from the date of joining and may be extended till two years or may be terminated upon review of performance as mentioned in terms and conditions.

Job description:

The JRF will function as per the direction of Principal Investigator and team and will be responsible for the following:

1. Systematic documentation of all the activities and correspondence of the project.
2. Assist in literature search and review to the research team.
3. Assist in computerization of all records.
4. Scanning of documents and preparing summary.
5. Assist to PI in research instrument design.
6. Assist to PI in preparing the progress report.
7. Assist to PI in research instruments design and their validation.
8. Assist in data collection, tabulation and analyzing using software or manually.
9. Assist in analyzing the data, testing the hypothesis and final report preparation.
10. Assist in fixing the meetings and correspondence with stakeholders and respondents.
11. Assist in paper publication.
12. Assist in preparing presentations.

13. Any other work allotted by the research team.

Terms and conditions:

1. The position is temporary and purely on contract basis and shall be maximum of two years or project period and shall terminate as soon the project gets terminated or the work related to the position gets over or otherwise.
2. The incumbent will report to the Principal Investigator with which he/she is attached assigned to him/her. The working hours are 9.30 AM to 6.00 PM from Monday to Friday.
3. The incumbents shall be eligible for 8 days of leave in each calendar year. This leave will not be carried forward in case the engaged period is extended by the Institute. Also, no payment in lieu of unutilized leave will be paid by the institute. No other leave will be admissible and period of absence from the duty will be treated as leave without pay.
4. The incumbent shall be eligible for National holidays as applicable.
5. The incumbent will submit a Medical Certificate of fitness in the prescribed form from the Medical Officer mentioned below:
 - a. Civil Surgeon Bhopal
 - or
 - b. Any Medical Officer of Central/State Government
6. The incumbent will submit a discharge certificate by the last employer stating clearly that he/she is no longer connected with the employment in whatsoever manner with the said employer/organization.
7. The research projected involves in intensive travelling so during travelling incumbent may be paid TA/DA as per norms for travel inside the country in connection with project work assigned to him/her by the Project Investigator/ Committee.
8. The performance of the incumbent will be reviewed by Project Investigator and the review committee. In case of the performance of the incumbent is found unsatisfactory or found having conflict of interest as mentioned earlier, his/her services are liable for termination without assigning any reason at any point in time. In case, performance of the incumbent is found satisfactory, he/she will be given fresh letter of engagement for further period.
9. The incumbent shall not be entitled for benefits of allowances such as annual increments DA, HRA, Transport Allowance, LTC, Medical reimbursement.
10. The incumbents may have to work extra hours or on holidays, in case of exigency of work. No extra allowances will be admissible for the extra work.
11. The incumbent will follow prevailing rules, regulations, terms and conditions in discharging his/her duties. He/she will display utmost honesty, secrecy of office, sincerity and accountability while discharge his/her duties. the PI and the Director, NITTTR, Bhopal reserve the right to terminate the contact at any time giving one month's notice. The

incumbent may seek termination of contract by giving one month's notice to the Project Investigator.

The Contract appointment will automatically terminate upon death or disablement of the incumbent and there will be no compensation liability on NITTTR, Bhopal for such termination.

12. The police verification of the incumbent will be done as per rules.
13. The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS certificate will be issued to them.
14. The incumbent will submit on joining an affidavit on Non-judicial stamp of Rs. 100/- as given in Annexure-1.

If the appointee accepts the offer on the above terms and conditions her/she should report for duty to the PI within 30 days from the date of receipt of this letter. If he/she fails to report for duty within the stipulated period, the offer shall automatically stand cancelled.

With Best Wishes,

Dr. C. Thangaraj
Director

Copy to:

1. Sr. PA to Director
2. All Deans, Sr. Librarian through mail.
3. PI.
4. Accounts Officer

AFFIDAVIT

This affidavit is made on this day of, 2019. I Son/Daughter/wife ofResident of, do hereby solemnly affirm and certify that:

1. I am bonafide applicant for engaging on contractual basis as JRF for six or the project period of NITTTR, Bhopal, who is the employer.
2. I further affirm that I am fully aware of terms and conditions of the offer of contractual engagement with the NITTTR, Bhopal and I agree to abide by all the terms and conditions of the said offer.
3. I am to state that all the credentials/certificates and statement made by me while applying for the contractual engagement of (name of the position) are true and the certificates/ testimonials submitted by me are bonafide.
4. I am fully aware that in future, if it is detected that the above details given by me are found to be incorrect/false/fake, then I will be fully responsible for the same and PI, the Director NITTTR, Bhopal will be free to take legal action against me, both criminal and civil proceedings, as deem fit.
5. I am fully aware that the offer of engaging on contractual basis is only for a period of six month or the period as specified in terms and conditions of this employment shall not entitle me in any way legal claim for permanent employment and therefore I will not claim any permanent employment NITTTR, Bhopal on any grounds whatsoever.
6. I further affirm that on the above terms and conditions I am willing to accept the offer of engagement on contractual basis with Research Project of NITTTR, Bhopal, if found suitable otherwise.
7. That in event of any losses caused by me during the course of discharge of my official duties, I shall be kept indemnified to all the losses and claims whatsoever.

Date: _____ DEPONENT

Verification:- I, hereby declare that the contents from Paras 1 to 7 are correct.

DEPONENT

(Signature of the Applicant)

Place:.....

Name:

Complete Address:

Witness 1:

Witness 2:

Complete Address:

Complete Address: