

**CENTRE FOR
INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH
INDIAN INSTITUTE OF TECHNOLOGY MADRAS, I.I.T. CAMPUS, CHENNAI-600 036**

No CR1920CH044FICC008158 /

Date 13/08/2019

To Ms. SUBA R
NO-4, MAHIMA DEPARTMENTS ,
FLAT 2, GRND FLOOR ,RAJANAMALAIPURAM

60028

Madam,

Sub: Short-term appointment to the post of **PROJECT ASSOCIATE** for the **CR1920CH044FICC008158** project on **Promotion of Social Entrepreneurship among Schools, Higher Institutions and Social Enterprises** in the **Dept.of Chemical Engineering**

With reference to your application, the Centre for IC & SR is pleased to engage you as **PROJECT ASSOCIATE** on purely temporary basis in the project funded by **FICC** on the following terms and conditions:

1. You will be governed by the conduct rules and any orders and rules in force from time to time as applicable to the Project staff.
2. You will be paid a **Consolidated Pay** of Rs. **21500/-** p.m. (**Rupees Twenty One Thousand Five Hundred Only**)
3. Your engagement in this project will be purely temporary and for a period from **01/09/2019** to **31/08/2020**
4. Your service in one project is independent of services rendered if any in other projects, since the funding agency and pay are different.

This temporary engagement in this project or in any other project will not confer on you any title to permanent employment, at the Centre. It may be discontinued at any time with **one month's notice** on either side during the tenure of the assignment, without assigning reasons and will come to an end as soon as the project is over or earlier if your services are not required for the project.

5. You will be relieved, from the project only after completing the due notice period after getting 'No Objection Certificate' for relief from the Co-ordinator.
6. You are not entitled to any travelling allowance for joining the post.
7. You will be eligible to the leave etc. as per leave rules applicable to the project staff.

Note: you will be enrolled into 'Medical Insurance Scheme' by the way of deduction from your pay Rs.175/- p.m. and transferring the same towards premium for the above scheme. This will not be applicable if you have registered for MS/PhD in the institute.

Note: This offer letter is provisional - subject to the production of M.A grade card by
13/09/2019.

8. At the time of your joining the following certificates in original (with Xerox/attested copies) have to be produced for verification and return.
1. S.S.L.C or School Certificate in proof of the date of birth.
 2. Certificates relating to educational, technical qualifications and previous experience, if any
9. You have to produce the following documents also:
- a) Attestation (form enclosed)
 - b) A declaration that you are not under bond or agreement or under obligation to serve the central /State Government/University or a public Authority / Undertaking/ Institution/ Autonomous body.
 - c) Relief certificate from you present employer, if any
 - d) An undertaking assigning all rights in respect of investigations and to abide by the rules and regulations of the Centre for Industrial consultancy & Sponsored Research (as per form enclosed)
 - e) If belonging to SC/ST, certificate in the enclosed form issued by a Competent Authority listed therein. The offer is provisional and is subject to the Caste/Tribe certificates being verified through proper channels and on the verification if it reveals that the claim to belong to scheduled Cast or Scheduled Tribe as the case may be found false, this offer will be withdrawn forthwith, without assigning any further reasons and without prejudice to such further action as may be deemed fit under the provisions of the Indian Penal Code for Production of false certificates.
10. If any declaration given or information furnished by you, is found to be incorrect or not in order or if you are found to have wilfully suppressed any information considered material, by the Centre, the Centre reserves itself the right to withdraw/ cancel this offer at any time without prejudice to such other action as it may deem necessary.
11. **Two copies of recent passport size colour photographs** of yours, are to be produced at the time of joining.
12. a) If you accept this offer, please communicate your acceptance in the enclosed form and join on or before **21/08/2019**. If you do not reply within this date, this offer is liable to be cancelled without further reference to you
- b) Kindly note that you have to report to the undersigned for joining.

Encl : as above

Copy to Prof. Nagarajan R -
Dept.of Chemical Engineering ✓

Yours faithfully,
P. Mahalingam
13/8/19
SENIOR MANAGER - HR
(Project Recruitment)
IC & SR

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