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: Fax : (0343) 2547375
: E-mail : registrar@admin.nitdgp.ac.in
: Website : www.nitdgp.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

COL. (Retd.) P. S. SANDHU
Registrar

No. NITD/Per.Sec/4P-978

Date: 16.08.2013

To
Shri Debasish Mandal
QTR. DS-11/B, NIT Durgapur Campus
Mahatma Gandhi Avenue
Durgapur-713 209.

Sub: Appointment to the post of Assistant Registrar

Sir,

It is our pleasure to inform you that you have been selected for appointment to the post of **Assistant Registrar** of this Institute with effect from the date of your eligibility vide Order no. NITD/Reg/OR/2013/09 dated 17.05.2013 under **Restructuring** approved by the Board of Governor, NIT Durgapur in its 27th meeting held on 26.04.2013, the terms and conditions are mentioned below:

1. **NATURE OF APPOINTMENT** : You will be permanent employee of the National Institute of Technology, Durgapur. The superannuation will be as per the rules of the Institute for non-academic employees.
2. **PAY**: To be fixed as per rules in the Scale of Pay of Rs. 15,600-39,100/- GP-5400/- (PB-3)
In addition to pay other allowances admissible under rules of the Institute with effect from the date of eligibility.
3. **LEAVE**: Leave will be governed by the Leave Rules of the National Institute of Technology, Durgapur.
4. **DUTY**: You have to perform such duties as may be assigned to you by the competent authority of the Institute.

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5. **MEDICAL EXAMINATION :** The appointment is subject to the production of fitness from the Institute Medical Unit. The Institute will arrange for the Medical Examination on a date or hour convenient to the Medical Unit.
6. **TERMINATION OF SERVICES:** Appointment may be terminated on three month's notice or three month's salary in lieu thereof on either side.
7. **PLURAL MARRIAGE:** An employee of the National Institute of Technology cannot contract plural marriage without the period approval of the competent authority. A declaration in the enclosed proforma may, therefore, please be sent to this office. In case you have more than one wife/husband living , the Institute reserve the right to withdraw this offer of appointment.
8. **GENERAL CONDITION:** Other conditions of service will be governed by the relevant NIT Acts and statutes and any Rules and orders of the National Institute of Technology in force from time to time. It will be obligatory on the part of an employee to get himself /herself acquainted with the various NIT Acts and statutes and rules & orders and their amendments, from time to time.
9. In case you are willing to accept the offer on the terms and conditions mentioned above, please report for duty to the Registrar, National Institute of Technology, Durgapur-713209 immediately on issue of the appointment letter .
10. You are requested to return the second copy of this letter duly signed by you as token of your acceptance of the above post.
11. Terminal benefits will be guided by the Institute rules.
12. Please acknowledge the offer.



Col (Retd.) P.S. Sandhu
REGISTRAR

Copy to:

1. Chairman, BOG, NIT Durgapur
3. Director Secretariat
4. Registrar Secretariat
5. All Deans/HODs
6. Dy. Registrar(A/Cs)
7. Manager (HES)
8. Personnel Section
9. Office Copy