



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन विभाग
ADMINISTRATION SECTION

पो. आई.आई.टी. कानपुर -208016 (उ.प्र), भारत
PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2009/IITK/364
Date : March 30, 2009

OFFICE ORDER

Subject: **Review of cases of employees on contractual basis for confirmation.**

The scheme of recruitment of non-teaching staff on contractual terms was considered by the Board in its 2008/1st meeting on 7th January 2008. The Board in its above meeting had advised the Director to constitute a Committee for reviewing the present Scheme of Recruitment of Non-Teaching Staff on contractual terms. Accordingly, an Office Order No. DIR/IITK/2008/OO/150 dated 1st February, 2008 was issued by the Director constituting a Committee comprising of the following:-

- | | | | |
|----|---|---|-----------|
| 1. | Prof. R C Malhotra, Former Director, IIT Kanpur | - | Chairman |
| 2. | Prof. D V Singh, Member, Board of Governors, IITK | - | Member |
| 3. | Prof. S G Dhande, Director, IIT Kanpur | - | Member |
| | Shri Sanjeev S Kashalkar, Registrar | - | Secretary |

The Committee met on two occasions and submitted its report to the Board of Governors for consideration and approval. The Board of Governors in its 2009/1st meeting held on 28.02.2009 has approved the scheme of recruitment of non-teaching staff and their engagement in the Institute on contractual basis. A copy of the scheme document is enclosed as Annexure-1.

All the concerned Institute employees are requested to take a note of the above. The employees on contract basis who have completed five years as on March 31, 2009 are directed to fill up the enclosed form and get it filled and forwarded through their respective Head/In-charge of Department/Section/Unit in a confidential sealed cover to the Administration Section for consideration and necessary action.

S. S. Kashalkar
Sanjeev Kashalkar
Registrar

Encl: As above

Copy to:

1. Director
2. Deputy Director
3. All Head/In-charge of Departments/Sections/Units
4. Deputy Registrar (Admin.)
5. Web Master
6. Notice Boards



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**FORMAT TO BE FILLED BY THE EMPLOYEES SERVING ON CONTRACTUAL TERMS
RECRUITED BY A STATUTORY COMMITTEE IN A REGULAR PAY SCALE**

1. Name :
2. P. F. No. :
3. Designation :
4. Department :
5. Date of joining on current post :
6. Pay scale and Basic Pay :
 - (a) Pre-revised pay scale :
 - (b) Revised pay scale : Pay Band : Grade Pay :
7. Nature of work being performed :
8. Details of Award/Punishment, if any :

Signature of the Employee

TO BE FILLED BY THE HEAD/ IN-CHARGE OF DEPARTMENT/SECTION/UNIT

1. Overall appraisal with respect of the above employee during the tenure:
2. Recommended for confirmation : Yes/No
3. If not recommended, please specify the reason(s) :-

Signature of HoD/In-charge