

INDIAN INSTITUTE OF TECHNOLOGY DELHI  
Industrial Research & Development Unit

No. IITD/IRD/M-96/ 339668

Dated:14/11/2024

Subject: Inviting applications for few vacant IRD Project Staff Apartments from project staff working on yearly contractual basis under sponsored research projects.

Applications from eligible project staff of IRD working on yearly contractual basis as JRF/ SRF/RA / Project Associate, Project Scientist and above under **Sponsored Research Projects** are invited for allotment of IRD Project Staff Apartments (one room set). The project staff working on casual appointment basis are not eligible to apply.

**The allotment shall be on the following terms & conditions:**

- The allotment of IRD Project Staff Apartment will be subject to the availability of the apartment and seniority of the project staff.
- The allotment will be made to only those who are appointed through regular selection on yearly contractual basis holding the post of JRF/SRF/RA etc. under ongoing **Sponsored Research Projects**.
- The deductions towards rent, electricity charges, water charges and license fee etc. shall be as per approved norms.
- The allotment shall be made after recommendations of the PI for an initial period of one year extendable up to maximum of **five years under all circumstances** subject to tenure of appointment and duration of the project.
- IRD Apartment will be allowed to the eligible project staff for a maximum period upto 5 years during his/her length of services rendered under the sponsored research project (s).
- No request for further extension of allotted project staff apartment shall be considered once the tenure of appointment is over or the services of particular project staff are terminated. The request for further extension will be with prior approval of the Competent Authority on the recommendations of PI.
- In case, the occupant does not vacate the project staff hostel accommodation on their last day/date then an amount of Rs.1000/-per day initial period for one month will be charged extra. The payment for the penalty will be deducted from the last month salary during NO DUES process.
- No subletting of accommodation is allowed at any stage. If any case is found, then the allotment shall stand cancelled and suitable action as deemed fit will be initiated by the Competent Authority
- The occupants are required to submit a copy of their joining letter/ allotment letters/Undertaking and identity card to the Caretaker for records.
- The allottees are not allowed to alter any original fixture provided in the rooms. / premises or deface the same and on vacation of premise, all original condition as given will be observed.
- Unauthorized use of apartment or misconduct will lead to the cancellation of the apartment allotment.

The interested eligible project staff may submit their request for allotment for the above IRD Project Staff apartment to Assistant Registrar (IRD) on the prescribed application form IRD/REC-9 available at IRD Unit / IRD Website on or before 25/11/2024 (5PM). No request received after the due date will be entertained. The allotment will be subject to seniority of the project employee and availability of accommodation.

Distribution

IRD Notice Board  
IRD Webmaster  
Caretaker: IRD Project Staff Apartment  
Deputy Registrar, IRD Accounts  
Dealing Assistant (Salary), IRD Accounts: -  
Institute Engineer  
Dean (Infra)  
Dean (R&D)  
Associate Dean (R&D)

Assistant Registrar, IRD

For deduction of HRA and other applicable charges etc. as per norms

## IRD UNIT

## Application for IRD Project Staff Accommodation

Application for accommodation against : \_\_\_\_\_  
the Advertisement Reference No & dated

Name of Applicant & Employee Code : \_\_\_\_\_

Gender : Male / Female

Date of Birth : \_\_\_\_\_

Father's/Mother's Name : \_\_\_\_\_

Spouse Name : \_\_\_\_\_

Details of Employer of Spouse : \_\_\_\_\_  
(if employed)

Project No. and Designation : Project No. \_\_\_\_\_

Designation \_\_\_\_\_

Proof of Marriage (Attach a copy of : \_\_\_\_\_  
Marriage Certificate issued by the  
Govt. Authorities)

Validity of Appointment : \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

Date: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

Recommendations of PI/CI:

**Signature of PI / CI :** \_\_\_\_\_

Deptt./Centre: \_\_\_\_\_

Date: \_\_\_\_\_

**A.R. (IRD)**

**A.D. (R&D)**

**Dean (R&D)**