INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit

No. IITD/IRD/MS-96/22746 Dated: 11/12/2023

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 26/12/2023 (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 (Intra)
Dean (R&D)
Associate Dean (R&D)

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

Assistant Registrar, IRD