Subject: Inviting applications for few vacant IRD Girls Hostel Accommodation from single female project staff of IRD working on yearly contractual basis under sponsored research projects / consultancies jobs.

Applications from eligible single female project staff of IRD working on yearly contractual basis as JRF/SRF/RA/Project Associate, Project Scientist and above under sponsored research projects / consultancies jobs are invited for allotment of the few hostel rooms on sharing basis. 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 Girls Hostel Accommodations will be subject to availability of the accommodation 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 Project Associate and above including JRF/SRF/RA etc.
- 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 six months.
- No request for further extension of allotted hostel accommodation shall be considered once the term 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/CI.
- In case, the occupant does not vacate the hostel accommodation on their last day/date then an amount of Rs.350/-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
- All the allottees are required to mark the attendance with timings in a register provided at the Security Unit there while entering and going outside the premises as follows in other hostels. The occupants are required to submit a copy of their joining letter/ allotment letters and identity card at the Caretaker for records.
- Only female visitors are allowed to meet the concerned occupant during the office hours with prior intimation to the Caretaker as follows in girl's hostel.
- The allottees are not allowed to alter any original fixture provided in the rooms / premises or deface the same.
- Unauthorized use of accommodation or misconduct will lead to the cancellation of the accommodation.

The interested eligible project employees may submit their request for allotment for the above IRD Girls Hostel accommodation on sharing basis to Assistant Registrar (IRD) on the prescribed application form IRD/REC-9 available at IRD Unit / IRD Website on or before 31/12/2022 by (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.

Assistant Registrar, IRD

Distribution

1. IRD Notice Board
2. IRD Website
3. IRD Webmaster
4. Caretaker: IRD Girls Hostel Accommodation
5. Assistant Registrar, IRD Accounts
6. Dealing Assistant (Salary), IRD Accounts

Cc:-

- Secy. to Associate Dean (R&D)
- Secy. to Dean (R&D)

- For circulation to all faculty by email to circulate amongst project staff.
- For deduction of HRA and other applicable charges etc. as per norms