

**Terms & Conditions for engagement of a person purely on Contract Basis in the  
Indian Institute of Information Technology, Design & Manufacturing Kurnool  
(IIITDMK)**

1. The term of engagement on contract basis shall ordinarily be for an initial period not exceeding one year which is extendable by another one year at the discretion of Competent Authority subject to satisfactory performance and subject to the requirement of the Institute. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 2 years after superannuation.
2. The monthly remuneration will be consolidated amount (as mentioned in advertisement).
3. There will be no annual increment/percentage increase during the contract period. No House Rent Allowance shall be admissible. Paid leave of absence at the rate of 15 days in a year for six days working in a week and 8 days in a year for 5 days working in a week on pro-rata basis may be allowed. Accumulation of leave beyond a calendar year is not allowed.
4. He/ She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time.
5. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all the time.
6. In case he/she remains absent from duty, a proportionate deduction from the remuneration will be made. Further, the engagement may also be terminated. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
7. He/ She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity or any other benefits available to the government.
8. He/ She shall not have any claim to any post under the institute on the basis of this engagement as Contract employee.
9. He/ She shall be required to maintain decorum and office discipline as expected from a responsible officer.
10. He/ She shall be required to sign the non-disclosure agreement.
11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have wilfully suppressed any material information, he/she shall be liable to termination of the contract.
12. The Institute reserves the right to terminate the contract at any time in case: a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The Institute chooses not to renew the contract at the end of the initial period of engagement.

13. In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days prior notice to the Institute.

14. Confidentiality clause During the period of engagement with IIITDMK, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Institute to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/advice to any person other the Institute on any matter during the period of his/her engagement with the Institute. The contractual employee should sign Non-Disclosure Undertaking (Form A).

15. The other terms and conditions as mentioned in advertisement shall also apply.

**FORM-A**  
**NON-DISCLOSURE UNDERTAKING**

To,

The Registrar,  
IIITDMK

Sir,

1. I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this office confidential information and keep it strictly confidential.
2. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. To hold such confidential information in-trust and confidence both during and after the term of engagement.
4. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with IIITDMK which would otherwise conflict with my obligations towards IIITDMK.
5. To abide by data security policy and related guidelines issued by IIITDMK.
6. Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement
7. To maintain highest standards of ethics & integrity during the period of engagement.
8. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Institute any records/material, equipment, documents or data which is of confidential nature.
9. I shall keep IIITDMK informed of any change in my address or contact details during the period of my engagement.
10. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
11. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Signature  
Name Address & Contact No.

Dated