

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Instruction sheet for Post Doctoral Fellow

Instructions before joining:

1. Please make sure you accept the offer and convey your date of joining by reply email. You are requested to discuss your physical joining date with your guide and the head of the concerned department. It may be noted that online joining is not permissible.
2. The Institute is running short of Institute accommodations; hence, Institute accommodation is not possible. You will be getting House Rent Allowance (HRA) in lieu of the Institute accommodation. If you need transit accommodation in the Guest House before you move to your own accommodation, you have to contact the Institute Guest House (managergh@iitb.ac.in & Tel. No. 022-25768946). They will provide you accommodation as per prevailing rules/ rates.
3. Once you move to your own accommodation, you may submit address proof (such as a Rent Agreement, Allotment Letter, etc.) in your name along with an HRA application to F&SS. The HRA Form will be available in F&SS.

Instructions at the time of joining:

1. The Joining Form, I-Card Form, HRA Form, etc., are available with F&SS, and the same are available with your Department Office.
2. A joining form complete in all respects, along with copies of Qualification/ Experience Certificates, Savings Bank Account details, PAN card, and AADHAR card, is required to be submitted to F&SS.
3. Submit the I-card form in the Security section after due verification from F&SS.
4. The Intellectual Property Rights (IPR) policies of IIT Bombay will be applicable throughout your appointment at the Institute. For detailed information, please refer to the link provided below: <https://rnd.iitb.ac.in/ip>
5. Contact the System Administrator of your Department, OR Contact the Computer Center (Posted other than in the Academic Department) for an LDAP ID and Password.
6. To get an SAP (ERP) ID and password, visit asc.iitb.ac.in and log in with LDAP ID and Password. Click on the link 'SAP User License Details' and then click on the print and submit button. Please print the form, sign it, and submit it to the Application Software Center (ASC) Office.
7. The IPDF is entitled to the reimbursement of premium up to Rs. 20,000/- per annum for a health insurance policy for self and dependents (wife and two children).
8. Apply for Leave online (ERP/SAP) & join after leave, in case of available balance and as per your need. More information is available on asc.iitb.ac.in
9. External IPDFs are entitled to an extension on completion of 1 year, subject to satisfactory progress in the first year. They have to submit a progress report to their PIC/HoD and forward it to the Dean (FA) for approval. An office order for extension will be issued on receipt of approval.
10. On completion of Tenure / or in case of Resignation, kindly contact F&SS to complete closing formalities (NDC).
11. Last month's consolidated salary will be paid only after completion of closing formalities in case of resignation/ Completion of tenure.