

डा बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर
Dr B R Ambedkar National Institute of Technology, Jalandhar

(An Institute of National Importance under Ministry of Education, Govt. of India)

जी रोड, बाई पास, जालन्धर – १४४००८ पंजाब (भारत)

G T Road, Bye Pass, Jalandhar – 144008 (Punjab) India

पत्रांक संख्या/Ref.No./NITJ/Reg/ 25956- 82

दिनांक/Date: ..29/05/25

कार्यालय आदेश/OFFICE ORDER

In order to streamline and standardize the process of joining of new Faculty/Non-Faculty, the Institute has formulated detailed Guidelines/SOP to ensure a seamless and efficient joining process. These guidelines cover all necessary formalities, documentation and other essential steps required to be taken by the different sections of the Institute and concerned Joinee.

The detailed Guidelines/SOP are attached as Annexure-A for reference and compliance by the section concerned within the time limit as prescribed in SOP.

This will come into force with immediate effect.


Registrar

A copy is forwarded to the following for information and necessary action:-

1. All heads of the Departments/Sections.
2. Deputy Registrar (Establishment)
3. Deputy Registrar (Finance & Accounts)
4. PS to Director for kind information of the Director.

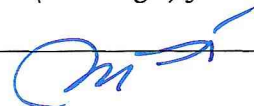

Registrar

Annexure-A

STANDARD OPERATING PROCEDURE TO BE FOLLOWED BY DIFFERENT SECTIONS AND NEW APPOINTEE DURING JOINING THE INSTITUTE ON FRESH APPOINTMENT.

Sr. No.	Details of the Activity/action to be undertaken before/at the time of joining	Action to be taken by
1.	Medical Fitness Certificate (MANDTORY FOR JOINING THE DUTIES) Immediately on receiving the appointment letter, the appointee concerned will arrange to prepare Medical Fitness Certificate from the Appropriate Authority (as per appointment letter) to be produced at the time of joining. No request for joining the Institute without Medical Fitness Certificate shall be entertained and the appointee concerned will not be allowed to join the Institute in any circumstances without Medical Fitness Certificate.	Appointee concerned
2.	Document preparation for joining the Institute: - The following documents may be arranged by the appointee to be produced/verified at the time of joining in the chronological manner as under: - - Joining Report - Medical Fitness Certificate (Mandatory) - Relieving Certificate from the present employer - Latest Passport size photograph - Marks sheet 10th onwards - Declaration of Marital Status - Oath of Allegiance - Character Certificate issued by Gazetted Officer/previous employer - Permanent Residence Certificate - Undertaking on Affidavit - Caste Certificate, if any	Appointee concerned
3.	Reporting for joining and Documents Submission: The appointee concerned will report in the Establishment Section for joining alongwith the documents at Sr. No. 2 above (complete in all respect) in chronological manner. The dealing Assistant/Supdt./AR/DR concerned will ensure all documents as per above required for joining and will verify from the original also at the time of joining for further acceptance by the Competent Authority.	Appointee concerned/ Establishment Section

4.	Additional documents to be given to appointee after submission of joining report. After submission of joining report alongwith all documents for further acceptance by the Competent Authority, the following proforma will be provided to the appointees on the day of reporting by the sections by taking acknowledgment/receiving on the same day as mentioned against each: -	
	i. Character & Antecedents Proforma:	Establishment Section
	ii. Dependency Proforma (E-6)	Establishment Section
	iii. House Rent Proforma (E-8)	Establishment Section
	iv. Accounts Details Proforma	Accounts Section (Salary Section)
5.	Joining Report Acceptance and formal orders thereof. After Acceptance of joining by the Competent Authority, formal orders for confirmation of joining and pay fixation shall be issued by the Establishment Section. A copy of the joining confirmation orders shall be endorsed to the faculty/non-faculty (appointee) concerned, DR(FA), AR(GA), Deputy Librarian, Supdt (SG-II) (Salary), Webmaster, DR (Purchase), HOD of the concerned department	Assistant Registrar (Establishment)
6.	After receiving a copy of the joining confirmation orders, the faculty/non faculty (appointee) concerned will approach the following offices for needful as mentioned against each:-	
	(i) NPS Registration	PPF Section
	(ii) Bio Metric/official email/ERP Registration	Webmaster
	(iii) Official ID Card	Deputy Librarian
	Note: - 1. Appointee concerned will have to fulfil the requisite documentation in above section within 7 days from the issuance of the Joining Letter by the Institute. 2. Section concerned after doing needful shall update the status to the Establishment branch within a week time (07 days) from the issuing of joining confirmation orders.	



7	Simultaneously, following action shall be taken by the concerned section within a week time (07 days) from the issuing of joining Confirmation orders	
i.	Verification of Category Certificate (wherever applicable) : Establishment Section will make sure to verify the category certificate from respective issuing authority.	Establishment Section.
ii.	Character & Antecedents Proforma: Appointee concerned is required to submit the proforma within one week of receiving the same. Further, Establishment Section will make sure to forward the same to concerned District Magistrate within one week from receiving the same from concerned appointee.	Appointee concerned and Establishment Section
iii.	Service Book: Concerned branch of Establishment Section will make the Service book of the newly joined employee and the same will be got attested from the Registrar.	Establishment Section
8	Seed Money: Appointee concerned will have to report in Dean (R&C) office to apply for the seed money.	Appointee concerned and Dean (R&C) office
9	Furniture: For timely procurement and allocation of furniture, HODs of the concerned departments are required to provide the details of faculty appointed in their respective departments to the Deputy Registrar (Purchase). The Deputy Registrar (Purchase) will then proceed with the necessary purchases based on the Institute's requirement.	HOD Concerned & DR (Purchase)

Deputy Registrar/Assistant Registrar/Controlling Officer of respective section will ensure adhering the SOP pertaining to their section so as to avoid any communication gap between the appointee and section concerned.

IMPORTANT NOTE: -

1. **Document at Sr No.4(i) (character and antecedent's verification) and Sr No. 6 (i) NPS Registration form is required to be submitted within above stipulated time, failing which the salary of that employee for the next month will be withheld and the same will be released on receipt of the same.**





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G T Road, Bye Pass, Jalandhar – 144008 (Punjab) India

Ref No. NITJ/ESTT/Misc./2026/ 10947-50

Date: 22/07/2026

Officer Order

Subject: Partial Modification in the Standard Operating Procedure (SoP) for Joining of Newly Appointed Faculty/Non-Faculty Members

With the approval of the Competent Authority, the partial modification to Point No. 5 of the Standard Operating Procedure (SoP) for joining of newly appointed Faculty/Non-Faculty members, circulated vide Office Order No. NITJ/Reg/25956-82 dated 29.05.2025, is hereby communicated for information and necessary action.

The revised provision is as follows:

Point No.	Titled	Existing	Revised
5	Joining Report Acceptance and formal orders thereof	After acceptance of joining by the Competent Authority, formal orders for confirmation of joining and pay fixation shall be issued by the Establishment Section. A copy of the joining confirmation orders shall be endorsed to the Faculty/Non-Faculty (appointee) concerned, DR (F&A), AR (GA), Deputy Librarian, Supdt. (SG-II) (Salary), Webmaster, DR (Purchase), and the Head of the concerned Department.	1. Joining Order: After acceptance of the joining report by the Competent Authority, the Establishment Section shall issue the Joining Confirmation Order in bilingual (Hindi and English). A copy of the order shall be endorsed through e-mail to: Office of the Director, Office of the Registrar, All Staff, All Faculty Members, All Offices, All Heads of Departments, All Deans, All Associate Deans. 2. Pay Fixation Order: The Pay Fixation Order shall be issued separately by the Establishment Section in bilingual (Hindi and English) and circulated through e-mail to: Office of the Registrar, Deputy Registrar (Finance & Accounts), Superintendent (SG-II), Salary Section, Person concerned

The concerned Offices (i.e. Establishment Teaching/Non-Teaching) are requested to take note of the above modification and ensure necessary action for compliance with the revised provision.

[Signature]
22/7/26
Deputy Registrar
(Establishment)

Copy to:

1. PS to Director- *for kind information*
2. PA to Registrar- *for kind information*
3. Assistant Registrar (Establishment-Teaching/Non-Teaching)- *for kind information & necessary action*
4. Computer Centre/Webmaster – *for necessary action to upload the above order as an annexure to the Standard Operating Procedure (SoP) already available on the Institute website*