NOTICE

ENGAGEMENT OF DRIVERS THROUGH THIRD-PARTY PAYROLL (CONTRACTOR/SERVICE PROVIDER) ON A PURELY CONTRACTUAL BASIS

The Indian Institute of Technology Kharagpur intends to engage Drivers through a Contractor/Service Provider on a purely contractual basis for a period of 89 (eighty-nine) days, subject to the following terms and conditions.

Mode of Selection: Walk-in selection comprising a Trade Test (Written), followed by a Skill Test for candidates who qualify in the Trade Test.

Date and Time: 02nd December, 2026 (Wednesday), 09:00 AM

Venue: Transport & Automobile Section, IIT Kharagpur

Note: Advance copies of applications are NOT to be sent.

TERMS AND CONDITIONS FOR ENGAGEMENT OF DRIVERS

1. Scope and Nature of Engagement

(a) The Drivers shall be engaged and deployed through the Contractor/Service Provider on a purely contractual basis for a period of 89 (eighty-nine) days.

(b) Such engagement shall be purely temporary and shall not confer any right or claim whatsoever for regular appointment, absorption, regularisation, or continuation of service in the Institute beyond the stipulated contractual period.

(c) The engagement shall be governed by these Terms and Conditions and the agreement executed between the Institute and the Contractor/Service Provider.

2. Eligibility Criteria

The Drivers deployed by the Contractor/Service Provider shall fulfil the following eligibility criteria:

(a) The candidate must be a citizen of India.

(b) Age preferably 25 years as on 31 Oct 2026

(c) Academic Qualification: Secondary

(d) Must possess a valid Light Motor Vehicle (LMV) and Heavy Motor Vehicle (HMV) driving license

(e) Minimum of three (03) years of relevant driving experience.

(f) The candidate must be medically fit and free from any physical or medical condition that may adversely affect the safe operation of vehicles.

3. Verification and Documentation

The following documents shall be submitted by the candidates at the venue prior to trade test:

(a) All certified copies of certificates and documents in support of the eligibility Criteria

(b) Police verification certificate.

(c) Medical fitness certificate issued by a Government Hospital.

4. Duties and Responsibilities

(a) The Driver shall be responsible for the following duties:

i. Driving official vehicles safely and responsibly in accordance with the Motor Vehicles Act and applicable traffic rules and regulations.

ii. Maintaining the cleanliness and basic upkeep of the vehicle.

iii. Reporting for duty punctually at the time and place specified by the authorised Institute officials.

iv. Maintaining vehicle logbooks and other prescribed records accurately and honestly.

v. Complying with all instructions issued by the authorised officers of the Institute.

(b) The Driver shall not use any official vehicle for personal purposes or for any unauthorised activity.

(c) The Driver shall immediately report any accident, vehicle breakdown, damage, or other untoward incident to the concerned authorised officer.

(d) Any other duties allotted by the Competent Authority

5. Working Hours

(a) The working hours and duty schedules of the Drivers shall be determined by the Institute, depending on its operational and administrative requirements.

(b) The Drivers shall perform duties as assigned by the authorised officers of the Institute, subject to applicable labour laws and statutory provisions relating to working hours and overtime, wherever applicable.

6. Remuneration and Statutory Compliance

(a) Wages shall be paid to the deployed Drivers by the Contractor/Service Provider at rates not less than the applicable minimum wages notified by the competent Government authority from time to time.

(b) The wages shall be disbursed directly into the respective bank accounts of the Drivers through electronic bank transfer by the Contractor/Service Provider.

(c) The Contractor/Service Provider shall ensure timely deposit of the applicable Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) contributions, including both employer's and employee's shares, in accordance with the applicable statutory provisions.

7. Weekly Day of Rest and Holidays

(a) The Drivers shall be entitled to a weekly day of rest in accordance with the applicable labour laws and statutory provisions.

8. Conduct, Discipline and Statutory Compliance

(a) The Drivers shall maintain proper conduct, discipline and courtesy while performing their duties and shall maintain strict confidentiality regarding official movements, assignments and information of the Institute.

(b) Consumption of alcohol or any intoxicating substance while on duty, driving under the influence of alcohol or drugs, rash driving, or violation of traffic rules shall be viewed very seriously and may lead to immediate removal of the concerned Driver from duty and appropriate action against the Contractor/Service Provider, including termination of the contract.

(c) Any act of misconduct, negligence, indiscipline, or insubordination by the deployed Driver shall be viewed seriously. The Institute reserves the right to direct the Contractor/Service Provider to replace or withdraw such Driver and take appropriate action, including termination of the contract, wherever warranted.

9. Termination of Contract

(a) The contract may be terminated by either party by giving fifteen (15) days' prior written notice.

(b) Notwithstanding the above, the Institute reserves the right to terminate the contract or discontinue the engagement of any Driver with immediate effect, without prior notice, in cases of misconduct, violation of applicable rules, negligence, or unsatisfactory performance.

(c) The Institute reserves the right to terminate the contract at any time without assigning any reason.

10. No Employer–Employee Relationship

(a) The Drivers shall remain employees/personnel of the Contractor/Service Provider, and their engagement through the Contractor/Service Provider shall not be construed as regular employment under the Institute or the Central Government.

(b) The Drivers shall not have any claim whatsoever for regularisation, absorption, permanent appointment, pension, gratuity, or any other benefits available to regular employees of the Institute, except for such statutory entitlements as may be applicable under the law.