



IIT Roorkee

Faculty Onboarding Guide

Welcome to IIT Roorkee

Congratulations on your appointment as a faculty member at one of India's premier institutions! We are delighted to welcome you to the IIT Roorkee community. This guide is designed to help you navigate the joining formalities and settle in smoothly. Please follow the steps outlined below to complete your onboarding process.

Step 1: Report to the Department

- Report directly to your respective department.
- Submit your **Joining Report** to the **Head of the Department (HoD)**.

You may join the Institute on any working day. The office hours are from 8:45 AM to 5:30 PM, with a lunch break from 1:00 PM to 1:45 PM. Saturdays and Sundays are observed as weekly holidays. The links to the Institute's Holiday Lists for 2025 and 2026 are provided below: https://iitr.ac.in/Careers/static/Institute/List_Of_Holidays/holidays_list_Eng.pdf
https://iitr.ac.in/Careers/static/Institute/List_Of_Holidays/Holiday_2026_English.pdf

Step 2: Visit to the Recruitment Cell for document verification.

(contact person: Intercom: 4563)

Documents Required (Originals):

- Ph.D. Certificate
- Postgraduate (PG) Degree Certificate and Mark Sheet
- Undergraduate (UG) Degree Certificate and Mark Sheet
- Class XII (HSC) Certificate and Mark Sheet
- Class X (SSLC) Certificate and Mark Sheet
- Caste Certificate (if applicable)
- Experience Certificate (post-Ph.D.)
- Relieving Letter from previous employer
- Bank Account Details
- PAN Card

- Aadhaar Card
- National Pension System (NPS) Details (if applicable)
- Date of Ph.D. Defense Proof

Forms Issued during Verification:

- Form to generate Employee Number
- Declaration of Official Language (Hindi) knowledge
- Medical Examination Form (to be completed at Institute Hospital)
- Oath of Allegiance
- Service Book (with DOB proof for spouse/children)
- Medical Booklet Form (bring photos and Aadhaar of all dependents)
- Joint Declaration (if spouse is a government employee)
- Group Health Insurance Willingness Form
- NPS Form
- Immovable Property Return Form

Step 3: Medical Examination

- Visit the Institute Hospital for a medical check-up.
 - The hospital will forward your medical report to the appropriate authorities.
 - Contact – Institute Hospital:
 - Intercom: 4320
 - Email: cmo@iitr.ac.in
- Institute Hospital Link : <https://iitr.ac.in/Hospital/index.html>

Step 4: Post-Document Verification, (within a week) following will be issued:

- Joining Memo.
- Credentials for Establishment Services portal (ESAS), Institute Email-ID, i-connect (To apply online request for Leaves, Address Proof Certificate, NOC for passport renewal etc, Booking Guest house, Finance & Account, SRIC portal) and channel-i
- Medical Booklet(s)
- ID-Card

Other details:

Accommodation:

Initial Accommodation

- A one-week stay at the IITR Guest House will be arranged upon arrival.

Transit Accommodation

- Visit Himgiri Apartments/Teachers Hostel to view available housing units.
- Choose three preferences and email your choices to:
 - dinfra@iitr.ac.in, ar.estate@iitr.ac.in, and cw.himgiri@iitr.ac.in (for Himgiri apartments)
- - CC: Your HoD (include your joining report signed by HoD)
- The Institute will try to allocate one of your preferred units.

Regular Accommodation

- Apply against the advertisement issued by the Institute Works Department, periodically.

Relocation expenses:

Submit your application for Relocation Expenses through your HoD to Establishment 'A' Section. Once approval from the Competent Authority is granted by Establishment 'A', the TA claim form along with supporting documents such as bills, tickets, and boarding passes should be submitted to the Bills Section. Reimbursement will be provided for self, spouse, children, and dependent parents, in accordance with applicable rules. An income certificate is required for dependent parents. Parents will be considered dependent if their total income from all sources does not exceed Rs.1,67,400 per annum.

Faculty Initiation Grant(FIG) & Additional grant:

Please visit the following page: <https://www.iitr.ac.in/sric/>

(downloads → SRIC New faculty Kit)

Useful Links

- [Channel-i](#)
- [Departments](#)
- [Dean of Faculty Affairs](#)
- [Establishment Services](#)
- [Establishment Services portal](#)
- [Faculty SRIC Kit](#)
- [Form of accessibility of information manual/handbook \[Section 4\(1\)\(b\)\]](#)
- [Guest House Booking](#)
- [I-connect](#)
- [Institute's Central Administration](#)
- [Internal Complaints Committee](#)
- [Minutes of Meetings of BoG, Finance Committee, Building and Works and Senate](#)
- [SRIC Webpage](#)
- [Telephone directory](#)

Conclusion

We hope your journey at IIT Roorkee is enriching and successful. Should you need help at any stage, feel free to contact the relevant offices listed above. Once again, welcome aboard!

We wish you all the best in your academic and professional journey at IIT Roorkee!