

Ref. No. : DPMIT/ATC/PF

Dated : 01-07-2020

Mr. Ankit Gupta S/o Anil Kumar Gupta
Opp. K. N. Modi Complex, Adarsh Nagar, Modinagar
Ghaziabad (U.P)- 201204

Subject : Appointment for the Post of Assistant Professor.

With reference to your application and subsequent interaction with Selection Committee, you are hereby offered the post of Assistant Professor on the following terms & conditions:-

1. You will be paid a monthly salary of Rs. 36,000/- P.M. (Basic Rs. 15,600/- in the scale of Rs. (15,600 – 39,100/-) plus allowances as per Institute's rules subject to revision from time to time.
2. You will be on probation for a period of one year from the date of your joining, which may be extended by one more year if needed. During the probation (including extended) period your services can be discontinued / terminated without assigning any reason and prior notice.
3. Your salary for a period, equal to your notice period shall be retained as Security Money with the Institute in four equal installments from your salary. This money shall be refunded to you when you exit from the Institute provided the due notice has been given and the academic session is not in progress at that time.
4. You will not be allowed to leave your service during the academic session. You have to obtain NOC from the Institute for applying to any other Government or Private Service.
5. You will be a full time employee of the Institute. In addition to taking Lecture/Tutorial/Practical Classes as assigned to you, your job responsibility will include:-
Students Assessment and Evaluation.
Assisting in Consultancy and R & D Services.
Developing Resource Material & Laboratory Development.
Co-curricular and Extra Curricular Activities.
Assisting in Departmental/Institute/Hostel Administration.
Any Other Work Assigned by the Institute Authorities.
6. In addition to feedback from students about your teaching, your performance will be evaluated on the basis of targets set on each of the items mentioned at serial no. five as above. The plan of your work and targets for the academic year should be submitted within a week of your joining the Institute.

Received
Ankit Gupta

V. K. Singh

7. As a part of your duty and otherwise, you will come across many confidential matters. You will not divulge the same to any person, firm or Institute or company during the tenure of your services with the Institute and thereafter.
8. Upon completion of your tenure or severance of relationship from the Institute for any reason whatsoever you will hand over to your Head of the Department/Principal all papers and documents which may at that time be in your possession relating to affairs of the Institute and will not retain any copies or extracts therefrom.
9. You will not be allowed to leave your service during the academic session. You have to get NOC from the Institute for applying to any other Government or Private Service.
10. You will have to abide with all the rules and regulations framed and decisions taken by the Management including Code of Conduct, Travel Rules, Leave Rules, R & D Policy, IPR Policy, Ethical Guidelines, Medical Policy, Superannuation Policy and any other Policies as implemented from time to time. In all matters of service, you shall be governed by the Rules and Regulations of the Institute.
11. The Management may terminate the service of the Faculty by giving one month notice in writing in the case of confirmed Faculty or by paying a sum equivalent to one month salary in the case of confirmed Faculty, which the Faculty is then drawing. Similarly if the Faculty wants to relinquish the job, you shall be required to give one month notice in writing failing which the amount equivalent to one month's salary will be recovered from your security deposit amount.

If the offer of appointment is acceptable to you on the above terms and conditions, please sign the copy of this letter as token of your acceptance and join your duties immediately.


(Vishnu Saran)
Chairman
Appointing Authority
On Behalf of Governing Body

*Received
Anshu Kishore*