



# SANJAY INSTITUTE OF TECHNOLOGY & MANAGEMENT

Approved by AICTE, New Delhi, and Affiliated to Indian Institute of Technology, Mumbai.  
21st Mile Sector No.02, P.O. Chaurampham, Telsat, Chhatara, Mathura (U.P.)  
Pin No. 201002-247220, U.P. India. Telephone: 0562-241024, Website: www.sanjayinstitute.ac.in

Ref: COM/UG/Department/0913

Aug 04, 2013

Mr. Anand Singh  
163B, Ghansi Road,  
Taj City, Agra, U.P. 202001

Dear Sir,  
This Agreement for the post of "Lecturer" in the Department of Mechanical Engineering in Sanjay Institute of Technology & Management, Mathura.

After the selection process and subsequent issuance of call, you are pleased to offer you the post of "Lecturer" in the Department of Mechanical Engineering of Sanjay Institute of Technology & Management on the following terms and conditions:

- The job would be deemed a non-tenured salary of Rs. 1,40,000/- per month as per annum for a period of one year from the date of joining.
- On satisfactory completion of your probation, you may be eligible to receive AICTE per table in lieu of satisfactory performance. Probation period will either be extended for further period of one year or your service may be terminated without any further notice at the discretion of the management.
- You will be required to participate in teaching certain subjects, conduct of laboratory classes and seminars, participating in various co-curricular work, teaching students in training and placement activities, conducting examinations and internal assessment and conduct other curricular and co-curricular activities as may be decided by the Institute. Transfer from one post to another shall be at the discretion of management.
- In case of unapproved leave or approved absence without any provision for payment leave shall not be treated as your vacation without any notice and your appointment may be terminated.
- In case you desire for any job transfer/leave/advance/leave within the college you have to seek your application through proper channel and with due written approval.
- In case you need to resign you will be required to give three months' notice in three months' remuneration if you desired to leave. Satisfactory alternative during the notice period. Resignation during the period of one semester is generally not permitted in the interest of students' stability.
- You will be required to take proper permission from Chairman (Administrative) and submit the same to your superior in the form of a letter.
- Good conduct, punctuality, attendance and discipline are the expected norms for you in the institute.
- Subject to your responsibilities, you may be allotted extra duties with your condition of being paid extra and otherwise in your position in the Institute/College in the form of a letter of the college.
- Sanjay Institute offers the post of Lecturer in Mechanical Engineering in the Department of Mechanical Engineering and apply for same at Sanjay Institute, Mathura. You are required to give your attention and apply for same at Sanjay Institute, Mathura.
- Your tenure will be stated by the Institute's management as per the appointment letter to you. If you wish to re-apply to you, you are required to sign and submit the declaration form of an offer on a separate page accompanied to your application or to inform the Institute.

Yours faithfully,

Signature

Accepted & Accepted  
  
Anand Singh

- 1. Mr. Anand Singh
- 2. Mr. Anand Singh
- 3. Mr. Anand Singh