

# R. B. GAUTAM GROUP OF COLLEGES

4<sup>th</sup> Mile Stone, Hathras Road, Sadabad (Hathras)

Date: 08, 12, 2018

Mr. AMIT KUMAR  
Designation:- Principal

Subject:- Appointment Letter

Dear Sir,

1. You are placed in the grade by 37400/- + DA + HRA as per UGC grade system.
2. Not with standing any of the cause of this letter, the appointment can be terminated by management by giving a notice of one month. Now even the manager reserve the right to wave off the notice period. That you shall not leave the job before completion of one year as also in the middle of session.
3. You will be governed by standing general service rules as amended from time to time and shall be bound by the administrative orders of the Institute in force from time to time. It is made clear that your salary is paid for all seven working days of the week, meaning were by that you will have to attend the duties if required on any holiday.
4. In addition to your teaching job, you will undertake to participate in and perform such rightful duties that the Chairman may as sign from time to time, like arrangement of and participation in seminars, conferences and other activities administrative executive functions etc. you will discharge your duties diligently and efficiently to the best of your ability.
5. You shall solely serve the institute and will not seek employment/deliver part, time lectures anywhere else whether gainful or otherwise without express sanction of the management.
6. All copyright, patents, papers published or discovered ideas developed by you during your employment shall vest with the institute and you will be bound to execute all such documents as may be necessary to complete such vesting in favour of the Institute.
7. You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise in any form at anytime.
8. You shall use every care in respect of Institute property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall however not be responsible for losses that do not arise from with full negled of duty or duty default on your part.
9. Your appointment is based on the information given by you in your curriculum vitae. If at any time the information given is found to be incorrect or concealed, your services shall be terminated without notice or salary in lieu thereof.
10. If at any time in the opinion of the management, while is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duties without permission or misconduct in form considered by the management to be determined to the interest of the Institute, or by violation of any terms of this letter, your services are liable to be terminated forthwith, without notice or salary in lieu thereof.
11. You will be paid salary latest by 15<sup>th</sup> of each month.
12. It would be your sacred duty to teach the students diligently, sincerely and devotionally to attains 100% result. Your further increment would depend only on academic performance of the Institute.
13. If at any time you leave the college after resignation a/c's shall be finalized within 30 days after the submission of all clearances.
14. If at any time during academic session you wish to discontinue the service you shall serve a notice period of two months and continue to perform your duties with full sincerity & diligently during this period.
15. You will be required to sign a legal bond to fulfillment of the above conditions.

Declaration

I agree to abide by terms & conditions.



for  
Chairman  
R. B. Gautam Group of Colleges  
4<sup>th</sup> Mile Stone, Hathras Road,  
Sadabad (Hathras)