



# KASHI INSTITUTE OF TECHNOLOGY

Managed by : JAIN EDUCATION SOCIETY

23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi - 221 307 (U.P.)

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Reception : 07233001424

Date: 02/09/2019

To,

Mr. Piyush Kumar Singh  
Address: H.NO. ML01/L09/03  
Anand Nagar Colony Kandwa,  
Varanasi.  
Pin. No. 221106 (U.P)

**Subject: Appointment letter.**

Dear, Mr. Piyush Kumar Singh

With reference to your application and subsequent interview held on 31<sup>st</sup> July 2019, we are pleased to offer you appointment as "Lecturer" in "Polytechnic Department (ME)" Kashi Institute of Technology as per the terms mutually agreed upon. The terms and condition in brief are mentioned below.

- a) You will be on probation for a period of one year.
- b) During the probation period you will be placed in the consolidated salary
- c) You are advised to report for duty on or before 28.08.2019.
- d) You are not permitted to leave during academic session. In case you leave, you will have to pay one months' salary. In case college asks you to leave, college will pay one months' salary to you.
- e) In case you are terminated due to legal action/in-disciplinary act, college is not liable to make any payment.
- f) In case of Lab instructor (LI) they are not expected to discontinue the service during the academic session of a semester. If the LI does so he / she will have to return one month salary and then the original certificate will be returned.
- g) If a LI for some reason is to leave the service, at the end of semester program, he/she can resign in first week of June and third week of December.
- h) A staff can be asked to do duty as an invigilator in online exams which can include coming on Sunday.
- i) Staff will have to be result oriented. They are expected to put in extra time when it requires.
- j) All the terms and conditions regarding your job, service rules, code of conduct in Kashi Institute of Technology will be as per the bye laws of the society and rules framed time to time, and will be binding upon you.

Looking forward towards long lasting association.

Yours Sincerely,



I accept the above offer of appointment  
Signature of candidate.....  
Name in block letters.....  
Date: