

to receive them and that even after you have ceased to be in the services of the Institute, you shall not disclose them to anyone.

3. It is agreed that it shall be open to the Institute from time to time to vary any term & condition of your appointment including but not limited to remuneration, benefit, facility or perquisite that may be extended to you on a review of the Institute's decision in this behalf.
4. If During the period of your employment with us if you solely / jointly achieve any invention, process improvement, operation improvement or other processes / methods likely to result in more efficient operation of any of the activities, Institute shall be entitled to use, utilize and exploit such improvement and you shall assign all your rights to the Institute for the purpose of seeking any patent rights in respect thereof or any other purpose. And you will perform all acts, execute all required documents without expenses to you which, in the judgment of the Institute, may be needful or desirable to secure to the Institute patent protection and any/all rights relating to invention or improvements.
5. Upon leaving the Institute, you will not take with you any drawing, blue-print or other reproduction or any other writing or copy of writing of any nature whatsoever pertaining to Institute
6. Since upon joining the Institute, you shall be an employee of the Institute, it will be solely upon the discretion of the Institute to assign you, in addition to your regular duties or even independently, any duty with regard to administration, admission, coordination, development, examination, research, recruitment, cultural & sports activities etc. in the interest of the Institute and its students.
7. During the probation period, your employment will be subject to termination by giving one month's notice or one month's salary in lieu thereof. If you intend to resign during the probation period, you are required to give at least one month advance notice or salary in lieu of notice.
8. The services can be terminated by the employer giving one month notice or salary in lieu thereof; you can also resign from the services by giving **one month** notice or salary in lieu thereof.
9. You shall perform all the duties with due diligence and highest professionalism and you would be yourself responsible for the services provided to the Institute, its employees and students etc.
10. Your services are liable to be terminated with or without any notice in case of any **malfeasance or misconduct** or in case of any offence involving moral turpitude for cause.

For purposes of this **Offer Letter**, 'cause' means criminal activity, dishonesty and breach of the employee's fiduciary duties to the Institute, breach of this Offer letter or failure to perform to the Institute's standard/requirement. Such termination shall not entail payment of the salary referred to in **Clause-7 & 8** above and shall lead to forfeiture of any performance guarantee/pay amount retained by the Institute.

- You shall not involve yourself either directly or indirectly in any activity(s) which is or which may be detrimental to the interest of the Institute, its students, faculty members, staff etc. and if found involved in such activity your services will be terminated forthwith-
medically fit.
12. The appointment and its continuance are subject to your being found and remaining medically fit.
 13. All disputes, if any shall be subject to the jurisdiction of courts at Lucknow only.
- At the time of joining, you are required to submit the following documents in the Office of Human Resource of the Institute:-

- 1) Self Attested Copies of Educational Qualifications.
- 2) Self Attested Copies of Work Experience, if any.
- 3) Five Recent Colored Passport Size Photographs.
- 4) Copy of Pan Card.
- 5) Photo ID (Voter ID Card/Aadhar Card/ Passport)
- 6) Address Proof
- 7) TDS/Income Tax details (Last three years)

You are also required to open a Saving Bank Account with the Punjab National Bank in the Campus and report your S/B Account Number to the Accounts Department of the Institute.

You are expected to comply with all the above conditions positively within a week of your joining the Institute, failing which your joining shall be considered incomplete and insufficient.

You are required to report your joining within a week of the receipt of this offer, failing which this offer shall stand revoked.


Dr. Sudhir Kumar
Chief Coordinator (HR)
BBD Educational Group, Lucknow