



RAMA-EESH CHARITABLE TRUST (Regd.)

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Private & Confidential
Dated 19th July, 2020

Ref. No.: RCT/RIT/APPT/2020-21

APPOINTMENT LETTER

Dear Mrs. Neha Mittal,

The Trust is pleased to appoint you as an **Assistant Professor** in Ram-Eesh Institute of Vocational and Technical Education, at 3, Knowledge Park – I, Greater NOIDA w.e.f 19th July, 2020. The appointment is subject to the approval by B.T.E. /A.K.TU. The following are the terms and conditions of appointment:

1. **Position** : **Assistant Professor**
2. **Salary** : Pay Scale 15600-39100, plus allowances as admissible by the Trust from time to time.
3. **Duration of employment**: Your employment is for one year.
4. **Workload and hours of work**: The workload will be followed as per AICTE norms. You will be expected to be present in the Institute during the normal working hours. Besides teaching you should be available to conduct and organize cocurricular programmes and perform other duties assigned by Principal /Management even beyond the normal working hours or even on holidays.
5. **Performance appraisal and duties**: The most important requirement of your job will be your teaching effectiveness and efficiency, punctuality, commitment to the Institute and maintaining a good rapport with the Principal, staff, students and the Management. You are also expected to undertake research work. You can be assigned any other work by the Principal and Management besides teaching. You will conform to all rules and regulations of the Institute and shall carry out all such orders and directions received from Principal / Management. The performance appraisal will be done by Principal / Management every year before issuing extension of appointment granting increment.
6. **Tax liability**: You will be responsible for all tax liabilities on your income during the period of your service. Tax deduction will be made at source as per the regulations of the Income Tax department.
7. **Leave**: Leave cannot be claimed as a matter of right. Casual leave may be allowed at the discretion of the Principal / Management to the maximum of 12 days in a calendar year. Salaries for the summer vacations will be paid on completion of 365 days of continuous service. Any leave except CL, earned leave, duty leave and holidays will not be considered for entitlement of summer vacation. Duty leave for participating in University evaluation work to the maximum of 8 days in a year which must be got approved by the MD /Chairman before availing it. Any Casual leave must be got approved in writing from the Principal before availing it. Any Casual admissible except holidays announced by the Management. You shall not be absent without having first obtained the written permission of the Principal. Any absence without prior approval shall be treated as leave without pay and absence for 10 days will be treated as break in service.