



# RAMA-EESH CHARITABLE TRUST (Regd.)

6 DDA (SFS), HALIZ KHAS, NEW DELHI-110 016

Tel.: 0120-2322657/58/59 E-mail: info@ramceshinstitutions.org Website: www.ramceshinstitutions.org

Ref. No.: RCT/RIT/APPT/2019-20

*Private & Confidential*  
Dated 14<sup>th</sup> October, 2019

## APPOINTMENT LETTER

Dear Mrs. Seema Gupta,

In reference to your application and interview, we are 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 14<sup>th</sup> October, 2019. The appointment is subject to the approval by A.K.T.U. The following are the terms and conditions of appointment:

- Position** : Assistant Professor
- Salary** : Pay Scale 15600-39100, plus allowances as admissible by the Trust from time to time.
- Duration of employment**: Your employment is for one year on probation.
- 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.
- 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.
- 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.
- 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. No other leave is 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.

*Seema*

8. **Rules and Regulations:** You will be bound by the rules, regulations and any amendment from time to time in relation to conduct, discipline, leaves and holidays or any matters relating to service conditions. During your service you will not accept any assignment, paid or unpaid, from any other organization /individual without the prior approval /clearance by the Management. You shall devote your whole time to duties assigned and shall not on your own account or otherwise directly or indirectly carry on or be concerned in any trade or business or job whatsoever which is likely to interfere with the efficient discharge of your duties or to be otherwise prejudicial to the interest of the Institute. You shall not apply or appear for interview etc. for any job outside without the prior written permission of the Principal /Management. In case it is found that you have applied or appeared for interview without the prior written permission of the Principal /Management appropriate action will be taken. No experience certificate will be issued in this case.
9. **Termination of appointment:** Your services can be terminated at any stage without any notice if it is found that the information /testimonials provided by you are false; there is absence from the duties without permission for ten days; there is FIR /Chargesheet against you for any criminal act, for violating the rules and regulations and code of conduct or for unsatisfactory performance or non availability of the post or insubordination and mis conduct. The appointment can be terminated by you or by the Management by giving one month notice or paying equivalent of one month salary in lieu thereof. Resignation in the middle of the academic year shall not be accepted. In case of resignation or termination is given in the middle of the session two months' notice or two months' salary in lieu therefore will have to be paid. This appointment will automatically terminate on the expiry of the period of appointment unless renewed in writing.
10. A copy of code of conduct is attached.
11. You should submit the following documents at the time of the joining.
- Copies of all certificates /degrees.
  - Medical Report physical fitness from a certified doctor.
  - Experience certificate, if any
  - Photograph (2)
  - Relieving letter from the previous employer, if applicable.
12. In case any dispute, both parties will try to solve the same amicably. However, if it is not resolved, then the matter will be referred to an arbitrator. The legal jurisdiction of this appointment will be New Delhi.



**Chairman**  
**Rama-Eesh Charitable Trust**

I hereby accept this appointment and will comply with the terms and conditions of appointment and rules and regulations and code of conduct of the Institute. I will not leave in the middle of the academic year.

  
**Name of Employee: Mrs. Seema Gupta**  
**Address: B-193, Pocket-A,**  
**INA Colony Sarojini Nagar,**  
**South West Delhi, Delhi-110023**