

2nd August 2019

To,
Mr. Ashok Kumar Singh
Kanpur Uttar Pradesh

With reference to your application and subsequent interview with us, we are pleased to appoint you to the post of " Workshop Instructor" in our organization on the following terms and conditions.

Date of Joining : 13th August 2019

Salary : Rs. 12000 per month

Place : Your place of work will be at Polytechnic at MPGI, Bithoor, Kanpur

Termination/Resignation : Your services can be terminated on one month's Notice on either side.

During the period of your employment with the Society, you will be on probation period for six months and you will devote full time in the work of the Society, further, you will not take up any other employment or assignment or any office honorary or for any consideration in cash or kind or otherwise without the prior permission of the Society.

1. You will not (except in the normal course of the Society's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press including magazine publication relating to the Society's products or any matter with which the Society may be concerned, unless you have previously applied to and obtained the written permission from Society.
2. You will be required to maintain utmost secrecy of Project documents, commercial offers, design documents, project cost & estimation, technology, software packages license, Society's policies, Society's patterns & Trademarks and Society's Human assets profile.
3. You will be required to comply with all such rules and regulation as the Society may frame from time to time.
4. Any of our technical or other important information which come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.



Maharana Pratap Group of Institutions

Kothi, Mandhana, Kanpur (U.P.) • Tel.: 0512-2770015

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5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty without permission or any other conduct considered by us deterrent to our interest or violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the shall be entitled to recover the damage from you.
6. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your Bio-Data at the time of your interview and subsequently discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
7. You will be responsible for safekeeping and return in good condition and order of all Society property, which may be in your use, custody or charge. Please sign and return the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to the MPGI family and look forward to a fruitful collaboration.

With best wishes,

For MaharanaPratap Group of Institutions.

Gaurav Bhadouria
(Joint Secretary)

Accepted