



CODE : 1618

Bhaavya Technical Institute

(Approved by AICTE, New Delhi & Affiliated to B.T.E. Lucknow)

Ref. No. BTI/HR/APPT/2019/076

Date: 07/02/2019

APPOINTMENT LETTER

To,

Mr. Vikas Singh,
S/o. Shri Mahāraj Singh,
R/o. H.No. 31, Radhey Garden,
Rohita, Agra-282009

SUBJECT: Appointment for the position of Lab Instructor

Please refer to your application for employment with us and your subsequent interview, the management of Bhaavya Technical Institute is pleased to appoint you in the Institute on the following terms and condition with immediate effect.

1. You shall be designated as **Lab Instructor** in the Department of **Electrical**.
2. You shall get a consolidate salary of **Rs. 8500.00** per month. Your remuneration will be reviewed from time to time at the discretion of the management.
3. You shall be on probation for one year. At the absolute discretion of the management of the Institute, the probation period may be extended for a period as deemed fit.
4. You shall have to give one month notice or salary in lieu of notice period, if you wish to resign. Similarly the management of the Institute will have right to terminate your services by giving one month's notice or salary in lieu of notice period without assigning any reason thereof. However during probation period no notice pay shall be paid by the Institute.
5. At the time of joining, you shall be required to produce original certificate in support of your qualifications and experience as mentioned in bio data form submitted at the time of Interview. You may be required to undergo medical examination or complete other formalities if required at the discretion of the management.
6. You shall be subject to such rules, regulations and policies as may be prescribed by the management of the Institute from time to time.
7. You shall perform all duty assigned by the management of the Institute/Director or any other person authorized by him, properly and sincerely.
8. You shall not involve in any activity whether paid or unpaid and whether on working days, holidays when you are on leave which might interfere with or adversely affect the proper performance of your work.
9. You shall retire on attaining the age of Sixty Five Year or at such age as reviewed from time to time as per rule of the Institute.
10. You shall maintain the confidentiality of data, documents; Information etc. received in course of your employment and shall not disclose to anyone without the express permission of the management. All such data, documents and Information shall be delivered to the management of the Institute as and when required or in the event on the termination of your employment, however caused.

We welcome you to Bhaavya Technical Institute and wish you all the best in your career with us.

Thanking You

Yours sincerely

(Er. D.R. Bansal)

Bhaavya Technical Institute
Tehra, AGRA

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