



- Depending on the performance, the employee may be considered for post on regular basis. In a regular post the employee may leave by giving notice of three months, or the management may terminate the employee without giving any reason by giving three months notice or by giving salary on basis of the notice period.
- You are not allowed to undertake any private tuition or other job of any nature whatsoever during your incumbency at the institute. Depending upon the need, prevailing in the institute, however you will be asked to undertake any private job only on the specific permission of management in writing.
- In matters not herein specified, you will be governed by such rules of the Management as are in force from time to time.
- This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If at any time in future, it comes to the notice of management that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without giving any notice, as you have played the fraud by concealment.
- All tax liabilities arising out of your compensation should be borne by you and it will be as per Income Tax Rules. You are required to submit provisional calculation of your Income Tax Liability for every year along with photocopies of your eligible investment deduction details.
- Amount of leave shall be at the discretion of the Management. You will abide by the rules and regulations of the institute as may be in force from time to time.
- You are required to sign and submit a copy of this letter of appointment as a token of your acceptance of all terms and conditions.
- If at any time during your employment, you are found guilty of any act of misconduct or willful breach or continuous negligence in terms of the appointment letter or rules or dereliction of duties, disobedience of the instructions given to you from time to time, the management by giving one month notice or by acting without notice of the notice period, put an end to your service and terminate the employment and you shall be liable for all the loss and damages caused to the college.
- At the time of joining, you will have to show the appointment letter and other original certificates, diplomas and professional qualifications. Attested photocopies of the certificates along with the copy of PAN card & Aadhar card will have to be submitted in the Institute's Office.

We welcome you to our organization and look forward to your contribution to the growth of the organization.

I have read the HC rules and regulation of the college and I agree with them.

*[Signature]*

*[Signature]*

Dr. O. P. Agrawal  
 Managing Director  
 (Appointing Authority)  
 on behalf of  
 Governing Body NIT