



NIEE INSTITUTE OF ENGINEERING & TECHNOLOGY

Approved by All India Council of Technical Education, New Delhi
Reg. No. 3013/2000/TE-1, Section 3, Act of 1947
Affiliated to Anna University, Chennai

Year 2019/2020

16/01/2020

Ms. Manika,
Rm. No. 204, Jindal Pavilion,
Sector-17, Gurgaon.

Dear Ms. Manika,

With reference to your application and subsequent interview, the Management of NIEE Institute of Engineering & Technology, Gurgaon, is pleased to offer you employment as a member of faculty on the usual standard terms and conditions.

17	Position	Faculty
18	Department	Department of Mechanical Engineering
19	Pay Scale	BS-18,000 (G)
20	Basic Pay	1,30,000
21	Date of Appointment	15.01.2020

Other allowances and benefits will be as per standard conditions as applicable from time to time.

Responsibilities

- 01. You will be responsible to report to Head of Department / Dean / Director / Vice-Chancellor with complete responsibility.
- 02. You will act within the framework of the organizational structure and policies and directives as may be issued from time to time.
- 03. All appointments are on probation and confirmation is made only after successful completion of the probation period.
- 04. You will be responsible for the overall management of your department / subjects.
- 05. You will participate in solving the administrative problems and other matters connected with the development of the Institute.

Other service conditions

- 01. You will be on probation for a period of one year from the date of appointment. If you are found satisfactory during the probation period, you may be confirmed in the post. If you are not confirmed, you may be terminated on the basis of the management's decision. The management has the right to terminate your services at any time without any notice.
- 02. In case of resignation, you will be liable to pay the management the cost of recruitment of a replacement for the vacant post.
- 03. The management reserves the right to transfer you to any other post or department of the Institute at any time without any notice.
- 04. You are not allowed to undertake any other employment or business during the period of your appointment. If you are found guilty of any such offence, you may be terminated without any notice.
- 05. The management reserves the right to terminate your services at any time without any notice.
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