



'SAMS' INSTITUTE OF TECHNOLOGY

The only ISO 9001:2000 Certified Management Institute in North-Eastern India

Approved by **A.I.C.T.E.** Ministry of HRD, Govt. of India Affiliated to **Board of Technical Education, Lucknow**

Offer Letter

Date:-20/02/2018

Dear Mr. Pramod Kumar

We are pleased to offer you the position of **Assistant Professor in Electrical department** in our Organization. The terms and conditions also jobs and responsibility of your appointment will be communicated to you on acceptance of our offer.

Probation/Confirmation: You will be on a Probation period for the six months. Based on your performance your services will be confirmed with the Organization after six months. During the probation period your services can be terminated within seven days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side and after completing provision period your salary increases (depend upon your performance).

Date of joining -16/08/2017

Please note that this offer is valid subject to your acceptance of the term/conditions of employ with us and may be withdrawn/modifies if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the term and conditions of employment or the Company's Code of Conduct. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

On the day of your joining, we request you to carry the following for completing the joining formalities, in absence of any paper your joining will not be valid in the organization.

- 1] 6 passport sized photographs.
- 2] PF number PF trust address from your previous employer.
- 3] One copy of each of the following:
 - A] Std. X Mark sheet.
 - B] Std. XII Mark sheet.
 - C] Mark sheets of all years of graduation & post graduation.
 - D] Graduation and Post graduation Degree certificates
 - E] Relieving letter from your previous employer.
 - F] Detail of your last revised compensation e.g. Your last pay slip.
 - G] Aadhar Card.
 - H] Pan Number.
 - I] Police Verification Report.
 - J] Character Certificate by District Magistrate.

* NOTE- If the aforesaid documents will not be submitted within one month after the acceptance of this letter, then it will be considered as an invalid.

With Regards

HR Department *20/2/18*
SAMS GROUP OF INSTITUTION