

Approved by AICTE & CDA, New Delhi and Affiliated to AKTU, Lucknow & CSJMU, Kanpur (U.P.)

Ref.: AES/AITM/2020-2021/90

Date: 07.12.2020

To,
Ms. Sumit Devi
Kanpur

Sub: Offer of Employment

Dear Ms. Sumit,

Thank you for the keen interest you have shown in joining our organization. With reference to the interview and the discussions you had with us recently, we are pleased to offer you a career at Axis Institute of Technology & Management. Please accept our heartiest congratulations and warm welcome to the Axis family.

The Terms and conditions of your employment are as below:

- 1. DESIGNATION** : Assistant Professor
- 2. PLACE OF WORK** : Axis Institute of Technology & Management, Rooma Campus, Kanpur (a constituent of Axis Educational Society)
- 3. SALARY** : Rs. 22000.00 per month

4. REPORTING/JOINING

Your appointment will be effective from the date of joining, which shall be as soon as possible, but not later than 10th Dec, 2020, failing which this offer letter will automatically stand withdrawn. On your day of joining at the Rooma Campus you are requested to report to Mrs. Vibha Verma, HR at 9:30 am.

5. COMPENSATION

The compensation will be paid as per AICTE norms and as discussed during discussions with you.

6. PROBATION

You will be on probation initially for one year from the date of joining. During your probation period, the management reserves the right to terminate your services by giving 15 days notice without assigning any reason thereof.

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7. TERMINATION / RESIGNATION CLAUSE

After successful completion of probationary period this employment can be terminated by either side, by giving one month notice or one month salary in lieu of the notice period. However, at the time of leaving you will ensure that all your on-going activities are successfully completed to the satisfaction of your superiors. If one wants to resign due to some other reason, then one can tender resignation well in time i.e. in the month of **MAY & DECEMBER** the 1st & even semester respectively otherwise he/she will not be entitled to get salaries of following months.

8. RETIREMENT

You will retire in the normal course from the service of the institute on attaining the age of superannuation as per AICTE norms/affiliating university(I.P. Government rules as applicable).

9. FULL TIME EMPLOYMENT

You shall, during your employment with the institute, devote whole time and attention to the institute's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service, other than institute's business and services, unless with prior written permission of the institute.

10. SECRECY

You shall not divulge, communicate or pass on any information in any form, related to any aspect of the institute to anyone outside the institute. Your individual remuneration is purely a matter between you and the institute and has been arrived at on the basis of your specific background and professional merit. We expect you to maintain this information and any future changes in it, as strictly personal and confidential.

11. PROFESSIONAL ETHICS

You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You will deal with the institute's money, material and documents with utmost honesty and professional ethics.

12. INSTITUTE'S COPYRIGHT

All works such as development, modification, improvisation in the form of programmes, policies, studies, reports, manuals, products etc., carried out for the institute, with your involvement shall be the property of the institute. The copyright for such work shall be with the institute and you will not have any claims on the same.

13. POLICIES

You will be governed by the institute's policies on office timings, leave, travel, transfers, and misconduct etc., presently in force or as introduced/intended from time to time.

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Kindly note that any action of yours, contrary to any of the above mentioned clauses shall render you liable to termination with immediate effect, not withstanding any other terms and condition of your appointment.

Your appointment is based on the information provided by you. If any information given by you to the Institute proves to be false or if you are found to have suppressed any material information, in such an event you will be liable to termination of your services with immediate effect, not withstanding any other terms and conditions of your appointment.

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each:

- i). Proof of Age either copy of passport or school leaving certificate
- ii) Educational and research related testimonials.
- iii) Address proof (driving license/passport/voter ID card/ bank passbook/nation card)
- iv) Experience: Certificates/Relieving letter and appointment letter of the last organization.
- v) Proof of salary drawn during last three months.
- vi) Six passport size color photographs
- vii) Copy of PAN Card

Please sign the duplicate copy of this letter to accept the offer and send it back to us as token of acknowledgement along with your proposed date of joining. Your appointment letter will be given to you upon joining the institute.

We will be proud to have you as a member of our team to enable us in maintaining the leadership status of Institute.

With best wishes,

Yours Sincerely,

For: Axis Institute of Technology & Management



Vibha
HR Manager

I have read and understood the above terms and conditions of the employment and hereby agree to accept and abide by them. I shall be reporting for duty on.....

Signature:

Name in full:

Address:

Email:

Phone:

Date:

Place: