

IIMT

COLLEGE OF POLYTECHNIC

Greater Noida



Approved by: AICTE, Ministry of HRD, Govt. of India, A/111100/EN/1/1/P.B.T.E., Lucknow

Ref No. IIMT/19/2021

Date: 12.04.2021

Mr. Nitin Sharma

Dear Ma'am,


SUB-APPOINTMENT LETTER

Please refer your request application for appointment and on the recommendation of selection committee, we are pleased to appoint you in our organization as **Lecturer** in the **Mechanical Engineering Department** on the following terms and conditions.

1. You will be paid a salary of **Rs. 22000/-** (consolidated) per month.
2. You will be governed by the standing General Service rules as amended from time to time and shall be bound by the administrative orders of the institute in force from time to time.
3. In addition to your job profile, you will undertake to participate in and perform such rightful duties that the management may assign from time to time, like arrangement of and participation in Seminars, conferences and other activities, administrative / executive functions etc. You will discharge your duties diligently and efficiently to the best of your ability. We expect commitment from your side at the time of official requirements to make yourself present during holidays also.
4. If at any time you wish to discontinue the service you shall serve a notice of three months and continue to perform your duty with full sincerity and diligently during this period and if you fail or neglect in performing your duties sincerely then you shall be terminated with immediate effect and you will be liable to pay 3 months salary and damages. If the notice is not served and you discontinue the job then you would be liable to pay an amount equal to three months salary and you would be liable for the damages accrued to the students if any.
5. The management has the liberty to accept the resignation and waive off the notice period without having the liability of paying the notice period.
6. All copyrights, patents, papers published or discoveries / ideas developed by you during your employment shall vest with the Institute and you will be bound to execute all such documents as may be necessary to complete such vesting in favour of the Institute.
7. You shall solely serve the institute and will not seek employment / deliver part-time lectures anywhere else whether gainful or otherwise without express sanction of the management.
8. You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise in any form, at any time.
9. You shall use every care in respect of Institutes property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall however not be responsible for losses that do not arise from willful neglect of duty or default on your part.
10. If at any time in the opinion of the management, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or misconduct in form considered by the Management to be detrimental to the interest of the Institute, or by violation of any terms of this letter, your services are liable to be terminated forthwith, without notice or salary in lieu thereof.
11. Your appointment is based on the information given by you in your curriculum vitae. If at any time the information given is found to be incorrect or concealed, your services shall be terminated without notice or salary in lieu thereof.
12. If at any time you leave the college after resignation a/c's shall be finalized within 30 days after the submission of all clearances.
13. You will be eligible for leave, as per college rules, subject to the approval from competent authority.
14. If you are on unauthorized leave and absence for more than three days without any intimation to the college then it would be deemed that you are not interested in continuing with the organization and you would be automatically ceased to be an employee of the organization in such a case you will be terminated from the services of the organization with or without intimation.

You are requested to return the enclosed duplicate copy of this letter of appointment duly signed as token of your acceptance. Please note that notwithstanding, anything to the contrary; this contract will be treated as having been concluded at Meerut for all purposes.


(Ajay Ram Puri)
Head - HR

Declaration: 
I agree to abide by the terms and condition.