



JP INSTITUTE OF ENGINEERING & TECHNOLOGY, MEERUT (U.P.)

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Uttar Pradesh, Lucknow (Formerly UPTU)
Approved by AICTE, New Delhi

Date: 01/10/2019

To,
Mr. Anil Tyagi/ Mr. Anand Kumar
Permanent Address: B-67, 2nd Floor, Street No-4, West Jyoti Nagar, Shalimar, B-64-1124
Mob. No: 981028891
Dear Mr. Anil Tyagi,

Job Appointment Letter

We are pleased to appoint you as **Assistant Professor in Civil Engineering Department** on probation for two year on the following terms and conditions:

1. You will be paid a salary of Rs. 120000 per month.
2. Notwithstanding any of the clauses of this letter, the appointment can be terminated by Institute without giving any notice or opportunity on the management's discretion, if any misconduct in your performance or non-fulfillment of discipline or absence from duty without permission is found. That you shall not leave the job before eleven months from date of joining or during probationary period.
3. 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. It is also made clear that your salary is payable only for working days of the week, excluding holiday but you will have to stand the duty if employed on any holiday. It is also made clear that you may be called any time to the Institute.
4. You will be entitled to leave & other benefits as per prevailing rules/policies of the Institute.
5. In addition to your job profile, you will undertake to participate in and perform such rightful duties that the Management/Institute may assign from time to time, like management of student activities, in Seminars, Conferences and other social, administrative / executive functions etc. You will discharge your duties diligently and efficiently to the best of your ability.
6. You shall solely own the Institute and will not seek employment anywhere else whether paid or otherwise without express sanction of the Institute.
7. You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any member of your family or any other person or otherwise, at any time.
8. You shall use every care to report of Institute property, goods used in your charge and shall render an account of the same when called upon to do so. You shall be responsible for losses, items, materials, withal neglect of duty or default in your part.
9. If at any time in the opinion of the administration, which is final for all purposes, you are found guilty of dishonesty, drunkenness, disorderly behavior, negligence, insubordination, absence from duty without permission or any other conduct, considered by the administration to be detrimental to the interest of the Institute, or in violation of any terms of this letter, your services may be terminated forthwith, without notice or salary unless directed.
10. Your appointment is based on the information given by you in your bio data. If at any time it is found that you are found to be incompetent or unqualified, your appointment shall be terminated without notice or salary unless directed.
11. If at any time you wish to discontinue the service you shall serve a written notice of one month or longer in law drafted and content to go to the duty with full sincerity and diligence during this period. In case you discontinue the job without serving notice, you would be liable for the damages incurred to the Institute as well as Institute.
12. If at any time you leave the Institute after resignation or exit, it shall be final and within 30 days after the termination of all dues from you.

You are requested to sign the enclosed duplicate copy of this letter of appointment duly signed in return 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.

Yours sincerely,

Mr. Anand Kumar, J.P.

Declaration:

I agree to abide by above terms and conditions