



JP INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, MEERUT

(College Code : 127)

Approved by A.I.C.T.E., New Delhi

Affiliated to Board of Technical Education UP, Lucknow

Date: 01/12/2020

To,

Ms. Shalini Tomar D/o Sri. Vijendra Kumar Tomar

Permanent Address:

Mob. No. - 8755696057

Dear Ms. Shalini Tomar,

Sub: Appointment Letter

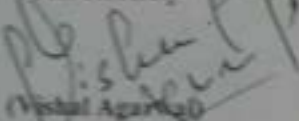
We are pleased to appoint you as Sr.Lecturer in Computer Science and Engg. Department on probation for two year on the following terms and conditions:

1. You will be paid a salary of Rs.17000/- per month.
2. Notwithstanding any of the clauses of this letter, the appointment can be terminated by institute without giving any notice or opportunity as per management's discretion, if any misconduct or poor performance or non performance or indiscipline or absence from duty without permission is found. That you shall not leave the job before eleven month from date of joining or during academic session.
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 paid for all seven working days of the week, meaning hereby that you will have to attend the duties if required on any holiday. It is also made clear that you may be called any time as per requirement.
4. You will be entitled for 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/Director 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.
6. You shall solely serve the institute and will not seek employment anywhere else whether gainful 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 unauthorized person by word of mouth or otherwise, at any time.
8. You shall use every care in respect of institute property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall be responsible for losses those arise from willful neglect of duty or default on your part.
9. If at any time in the opinion of the administration, which is final this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct, considered by the administration 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.
10. Your appointment is based on the information given by you in your bio-data. 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.
11. If at any time you wish to discontinue the service you shall serve a notice of one month or salary in lieu thereof and continue to perform your duty with full sincerity and diligently during this period. In case you discontinue the job without serving notice, you would be liable for the damages accrued to the students as well as institute.
12. If at any time you leave the institute after resignation a/c's shall be finalized within 30 days after the submission of all clearances.

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

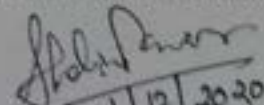
Please note that notwithstanding, anything to the contrary; this contract will be treated as having been concluded at Meerut for all purposes.

Yours sincerely


Vishal Agarwal
Joint Secretary, JP Group

Declaration:

I agree to abide by above terms and conditions


01/12/2020