



NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY

Established 2001

AICTE Approved Institute and Affiliated to U.P. Technical University, Lucknow

☎ (0120) 2320062, 2320132 • Fax : (0120) 2320063

Ref. : NET/PF

Date : 20.05.09

To,
Prof. Avjit Mazumdar
15P Balshub Ghata Bye Lane,
P.O. Noida,
Kolkata-700047

We welcome you to our innovative and dynamic team

Dear Mr. Mazumdar

With reference to your application and subsequent interview held on 06.04.2009, the Management of Noida Institute of Engineering and Technology (NIET), Greater Noida, is pleased to offer you employment as a member of faculty on the aforesaid mentioned terms and conditions:-

01.	Position	: Director
02.	Department	: Pharmacy
03.	Pay Scale	: 18,400-406-22,400 (Total Emoluments: Rs. 80,000)
04.	Basic Pay	: 10,900.00
05.	Date of Joining	: On or before 05.10.2009.

Your work responsibilities and other rules and regulations and general information of the terms of appointment are as follows:-

Responsibilities:-


01. You will be responsible to report to The Managing Director of the Institute only.
02. You will act within the frame-work of the organization structure and policies and directions as may be laid down by the Management from time to time.
03. All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.
04. Your acts shall be solely for the development of your department and students.
05. You will participate in solving the administration problems and also encourage students in all the development activities.

Other terms and conditions:-

01. If found necessary probationary period may be extended at the discretion of the Management or may be dispensed with earlier during probation or the extended period of probation.
02. Depending upon the performance you may be considered for above post on regular basis.
03. The allowance, benefits and other terms and conditions of your employment will be as per Institute policies as applicable from time to time.
04. In matters not herein specified, you will be governed by such rules of the Management as are in force from time to time.
05. This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without any notice.
06. Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax Rules. You are required to submit provisional calculation of your Income Tax Liability for every year along with photocopies of your eligible investment / deduction details.
07. You will be on probation for a period of one year and service may be discontinued either by the Management or by yourself without assignment of any reason on either side, after giving one month's notice or payment in lieu thereof. However, after one year of probation you may be allowed to leave with a notice period of three months or equivalent salary thereof.
08. Grant of leave shall be at the discretion of the Management. You will abide by the rules and regulations of the Institute as may be in force from time to time.
09. You are required to sign and submit a copy of this letter of appointment as a token of your acceptance of our terms and conditions.
10. At the time of joining you will show the appointment and original certificates of education and professional qualifications. Attested photocopies of the certificates along with the copy of PAN Card will have to be submitted in the Institute's Office.
11. You will be provided with free telephone and vehicle facility for official duty.
12. You will be provided with one time bus charges for transfer of your belongings from Mumbai to Gr. Noida and reimbursed your Air ticket charges.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

To,
Prof. Avjit Mazumdar
15P Balshub Ghata Bye Lane,
P.O. Noida, Kolkata-700047


(Dr. O.P. Agarwal)
Managing Director
(Appointing Authority on
Behalf of Governing Body NIET)

Website : www.niet.ac.in

e-mail : contact_niet@yahoo.co.in

Campus Address : 15, Knowledge Park II, Institutional Area, Greater Noida - 201 306

Head Office : 47/A - 4, Jawahar Quarters, Begum Bridge, Meerut

Delhi Office : RA-50, Indra Puri, New Delhi - 12, Ph. : 011-25836233, 25831688