



NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY, GREATER NOIDA

नोएडा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान, ग्रेटर नोएडा

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

Ph.: (0120) 2328062, 6498711; Fax: (0120) 2328132
e-mail: director@niet.co.in; Website: www.niet.co.in

Ref: NIET/.....*pf*.....

Date 17.7.19

To,
Ms. Neha Sharma
Flat No- 108, Tower 9, Paras Tierca
Sector 137, Noida

We welcome you to our innovative and dynamic team

Dear Sir / Madam

With reference to your application and subsequent interview, 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 under mentioned terms and conditions:-

AD HOC APPOINTMENT

- Position : Assistant Professor
- Department : Pharmacy
- Total Consolidated Salary : 35,000/-
- Date of Appointment : 17.07.2019

Adhoc appointment is temporary appointment as recommended by selection committee.

The above salary includes all the allowances, HRA and benefits, as per Institute's policies as applicable from time to time.

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

Responsibilities:

- You will be responsible to report to Head of Department / Deans / Director General / Director(s) and other competent authority of the Institute only.
- 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.
- All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.
- Your acts shall be solely for the development of your department and students.
- You will participate in solving the administration problems and also encourage students in all the development activities.

Other terms and conditions:-

- The employee may leave, when on an Adhoc post by giving a notice of 7days. Similarly the management may terminate the employee without giving any reason by giving 7 days notice or by giving salary for the notice period.
- Within the notice period the candidate would appear for an interview with the regular Selection Committee (as per THE STRUCTURE RECOMMENDED BY THE AFFILIATED UNIVERSITY). On recommendation of the aforesaid Selection Committee, the candidate would then be on probation for a maximum period of 2 years.

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NDIDA INSTITUTE OF ENGINEERING & TECHNOLOGY, GREATER NOIDA

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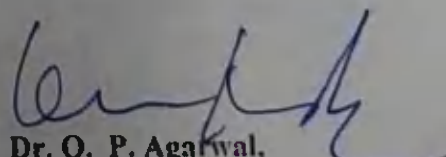
- Depending on the performance, the employee may be considered for post on regular basis. On a regular post, the employee may leave by giving notice of three months, or the management may terminate the employee without giving any reason by giving three months notice or by giving salary in lieu of the notice period.
- You are not allowed to undertake any private Tutions or other Job of any nature whatsoever during your incumbency in the institute. Depending upon the need, prevailing in the Institute, however you can be asked to undertake any private job only on the specific permission of management in writing.
- in matters not herein specified, you will be governed by such rules of the Management as are in force from time to time.
- 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 the notice of management that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without giving any notice, as you have played the fraud by concealment.
- 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.
- 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.
- 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.
- If at any time during your employment, you are found guilty of any act of misconduct or willfull breach of continuous negligence in terms of the appointment letter or rules or dereliction of duties, disobedience of the instructions given to you from time to time, the management by giving one month notice or by giving payment in lieu of the notice period, put an end to your service and terminate the employment and you shall be liable for all the loss and damages caused to the college.
- At the time of joining you will have to show the appointment letter and other original certificates of education and professional qualifications. Attested photocopies of the certificates along with the copy of PAN Card & Aadhar Card will have to be submitted in the Institute's Office.

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

With best wishes.

I have read the By-laws/rules and regulation of the college
And understood the same. I agree with them.

Sign of the Employee


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