



Noida Institute of Engineering & Technology

Established 2001

AICTE Approved Institute and Affiliated to U.P. Technical University, Lucknow
☎ (0120) 2320062, 2320132 • Fax : (0120) 2320132

Ref. : NIET/

Date

To,
Ms. Chandana Maye
230, MG, Pocket-4, Sector-82
Noida

We welcome you to our innovative and dynamic team

Dear Ms. Chandana

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 -

01	Position	Lecturer
02	Department	Pharmacy
03	Pay Scale	8000-275-13500
04	Basic Pay	8000/-
05	Date of Appointment	02.02.2010

Other allowances and benefits will be 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:

- 01 You will be responsible to report to Head of Department / Deans / Director General / Director(s) and other competent authority 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 You will be on probation for a one year and your services may be discontinued either by the management or by yourself without assigning any reason on either side. After successful completion of your probation, you may be allowed to leave with a notice period of three months, however, depending upon the situation, the Management can ask you to leave by giving one month's notice
- 02 If found necessary probation period may be extended at the discretion of the Management or may be dispensed with earlier during probation or the extended period of probation.
- 03 Depending upon the performance you may be considered for above post on regular basis
- 04 You are not allowed to undertake any private Tutions etc. job 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
- 05 In matters not herein specified, you will be governed by such rules of the Management as are in force from time to time
- 06 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.
- 07 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.
- 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 this 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.

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

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