[illegible]

[illegible]

Ref No. [illegible] Date [illegible]

To

[illegible]

[illegible]

[illegible]

Subject - Appointment letter

Dear [illegible]

We are pleased to appoint you in our organization on the following terms and conditions

1. Designation: [illegible]
2. Your appointment will be effective from date of joining i.e. [illegible] failing which this appointment will stand automatically withdrawn.
3. You will be required to produce your original certificates in support of your Date of Birth, Educational Qualifications, Experience Certificate, and Published Papers with photocopies thereof.
4. You undertake to work with full sincerity and faithfulness.
5. You may have access to the confidential information of the organization, such information must not be divulged without our authorization.
6. You will have to comply with the organization general rules and regulations.
7. You will be on probation of one year, which may at the discretion of the Management, be extended to another year.
8. You will strictly abide by the code of conduct of the organization.
9. You will obey the time table and schedule of all duty hours owned by the organization.
10. You will not, without prior written permission, accept teaching assignment, part time or a visiting faculty at other institutions.
11. You are entitled to resign by giving a one month prior notice or in the case of termination, the organization will provide you with the required notice or pay till lieu of notice.
12. You will be entitled to avail leave in accordance with the rules of the organization.
13. You are permitted to use the Institution's transport from the nearest point of pickup on shared basis. Currently the Management is providing the facility free of cost, which will not be taken as a matter of right and Management can withdraw the facility at any time or deduct if the management charge from your salary.
14. You will do your best to maximize the fortune of the organization.

Please sign this letter to acknowledge your understanding and acceptance of the terms and conditions of the organization.

We look forward to a long and fruitful association with you.

Yours faithfully

Signature of Candidate

Chairman

Authorised Signatory

Copy to:

1. Employee Self-Service Portal (Online)
2. Accounts Department
3. Personnel File