

c) In case, you resign from the service, you will be required to give one month's notice or pay one month's salary in lieu thereof. Further if the notice of resignation is given between months of May to August, the Management may relieve you at any time depending upon the requirement of the institute and may not pay any salary for the period served by you during these months. Further if you resign during semester you may be relieved at the end of the semester.

5. **Vacations:** You will be entitled for summer / winter vacations and other leaves as per the Institute bye laws.

6. **Medical Certificate:**
You are required to submit a medical certificate of fitness from a medical officer not below the rank of Chief Medical Officer.

7. **Travelling Allowance:**
No travelling allowance will be paid for joining or relinquishing the post.

8. **General:**
(i) If the offer is acceptable to you then please join your duties on 23.03.2022 or latest by 31.03.2022 after which the offer may stand cancelled.
(ii) Please bring all your original credentials at the time of joining along with one photocopy each and two passport size photographs.


23/3/2022
Registrar

Copy to:-
Director, MITCOP
Accounts Section
Personal File

ACKNOWLEDGEMENT

I,hereby accept the offer of appointment and related service conditions.

Signature:
Name:
Address:
.....