

**श्री विश्वनाथ कालेज ऑफ पॉलिटेक्निक**

ए.आई.सी.टी.ई. नई दिल्ली से मान्यता प्राप्त एवं बी.टी.ई. लखनऊ से सम्बद्ध

**कलान सुल्तानपुर, (उ.प्र.)**

मो.: 9450178027, 9839582749

पत्रांक: EX.C.P.O.L/Off/2022/130दिनांक : 07/10/2022**APPOINTMENT LETTER**

To

Mr. Shiv Prakash Pandey,  
Vill.-Tala Majhawara, Post- Jalalpur,  
Sadar, Jaunpur (U.P.) 222136

**SUBJECT: Appointment as a Lecturer In the 'Shri Vishwanath College Of Polytechnic Kalan, Sultanpur (U.P.).**

Dear Sir,

With reference to your application for the post of Lecturer in the above mentioned institution and subsequent personal interview, we are pleased to appoint you as a Lecturer with the following terms and conditions:

- You shall be paid a salary of Pay band : 15600-39100/-.
- You are required to join the institute at the earliest but not later than two week from the date of issue of this appointment letter.
- You will be governed by the service and conduct rules of the institute/Society/Affiliating Board enforced form time to time.
- The nature of appointment will be on probation for one year which may be extended up to one year more, if management is not satisfied with the services in the first year. During probation period management reserves the right to terminate the services of the employee without assigning any reason. While the employee must furnish one month prior notice in case of leaving the job or one month salary in lieu thereof.
- After completion of satisfactory probation period, this appointment can be terminated on one-month notice from either side, or payment in lieu thereof.
- In addition to your regular job, you will undertake to participate in and perform such rightful duties that the chairman / director may assign from time to time like arrangement of and participation in seminars, conferences and other activities you will discharge your duties diligently and efficiently to the best of your ability and to the satisfaction of management.
- You shall solely serve the institute and will not seek employment / part time work anywhere else whether gainful or otherwise without express sanction of the Management.
- All copyright patents, papers published or discoveries / ideas developed by you during your employment shall vest with the institute.
- You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise at any time.



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- You shall take every care in respect of institute property, goods or case in your charge and shall render an account of the same when called upon to do so.
- You shall not leave the station without having written permission of authorized officer of the college.
- You shall not apply or appear for interview etc. for any job outside the college without the prior written permission of authorized officer of college. If you have already applied before joining this college, it will be your duty to inform the principal at time of appointment and seek his written permission, if you are required to appear for interview later on.
- If at any time in the opinion of the Management which are final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, and indiscipline, absence from duty without permission or any other conduct considered by the management to be detrimental to the institute, your services will be terminated without assigning any reason. Forthwith, without any notice or one month's salary in lieu thereof. This order will be final and you will have no right to challenge the decision of the management in any court of law.
- If at any time you wish to discontinue the service you shall serve a notice of one month ensuring that your last working day does not fall during mid-session and continue to perform your duty with full sincerity and diligently during this period.
- If at any time you leave the institute after resignation, the account shall be finalized after the submission of no dues certificate and all clearances from concerned department which have to be submitted by you within 30 days of your date of resignation after which no claims of any sort will be entertained.
- Your appointment is based on the information giving by you in your Bio-data.
- If at any time the information given is found to be incorrect or concealed your service shall be terminated with immediate effect without giving any notice or salary in lieu thereof.
- You shall not leave job during mid-session.
- This offer of the appointment letter is purely temporary subject to approval of state Govt. and affiliating Board.

Thanking you.



I agree and accept the above term and conditions.

( Applicant's Sign)

(Bhola Nath Singh)  
Manager/Secretary

Copy to:

- Accounts Department.
- Personal file

Manager  
Sri Viswanath College of Polytechnic  
Kalan, Sultanpur, U.P.