

VIPH/Appointment/

Dated : 16-01-23

Mrs. Vinita Malviya

Prayagraj

Subject : Appointment Letter

Dear Mrs.Vinita Malviya,

The Managing Committee is pleased to appoint you as Librarian w.e.f. 16-01-23 on following terms and conditions :

1. You shall be on probation for a period of one year and if your performance on the job is found satisfactory during the probation period, of which the management will be sole judge, you can be confirmed after completion of probation period. Otherwise your services can be terminated forthwith either during or at the end of stated period of probation without any other or compensation in lieu thereof.
In case you intend to leave during probation period you are liable to give one month notice in writing to the institute. In case you intend to relieve before one month period you will have to pay an equal amount to the number of days against short fall of the required notice period.
2. Your appointment is made on the clear understanding that you have provided all the relevant documents (Degree, Certificate, Marks Sheet, Experience certificates, Relieving certificate, ID Proof, Photographs) and the information is true to the best of your knowledge. Should it be found afterwards that you have given wrong information, your services will be terminated without any notice.
3. You will be paid fix emolument of Rs.18,300.
4. Income Tax and security deposit of one month salary would be as per the rules in force.
5. Your leave will be governed by the rules and regulations as amended by the management from time to time.
6. Your working hours will be as per the duty roster allotted to you by Principal. However, you will have to put in extra hours to complete the task assigned to you.
7. You shall be punctual and not remain absent without permission of Principal, failure to do so that day will be treated as LEAVE WITHOUT DUTY.
8. All leave to be pre sanctioned by the Principal.
9. Casual leave can be availed from 03 months of joining and earned leave after the completion of probation period.
10. You shall not work in any other institution or be online registered for any other college after joining in this institution.