



DAYANAND DINANATH GROUP OF INSTITUTIONS EDUCATION SOCIETY

To: **Dr. Anand Kumar**
Head, HR Department
Mahatma Gandhi
College, Mysore
Chennai, Karnataka
575004, India

Date: **21/11/2023**

OFFER/APPPOINTMENT LETTER

We are pleased to offer you an appointment as **W.D. Form III** management as per the offer made to offer appointment as per the post of **Assistant Professor** in the **Mahatma Gandhi Institute of Technology, Jagalur (Agartal, Tripura (IITR))** on the pay scale of **11,300-20,000** with an offer of **RS. 1,00,000** on the following terms and conditions:-

1. The nature of your appointment is regular full time.
 2. This appointment can be terminated on termination of the Form III contract, as per the clause 11 of the offer.
 3. As a full-time employee, you will engage yourself in any other employment activity outside the Institute and you will be required to abide by the laws and regulations of the Institute and you will be required to pay 500 rupees per month, which may vary, towards housing, medical, and other benefits as per the Institute's policy.
 4. You will be required to report to the Institute at the beginning of the program of the Institute.
 5. In case of your being inadequately or inadequately or reduction of your job responsibilities appointment, including the loss of interest and discipline of the Institute, management can be terminated with or without payment of a compensation at the discretion of the management.
 6. As per the offer, your degree holder, you may be required to complete the course of 18 months, the total time taken to complete the course will be 24 months for the Institute.
 7. During the period of appointment, you shall be required to:-
 - a. Exhibit to the Institute your attendance record of absence during FYI year II subject to 10 days in a year to complete the job.
 - b. Earned leave, P.L. and Sick leave P.L. will be accumulated throughout the year as per the provision of the offer and compensation of about 11 days during the FYI period will be made after all provisions of attendance records and issues. 15 days of a year towards during the year of absence is payable on pro-rata basis. The cost will be payable for full day of absence of educational purposes. The cost will be made on salary basis for the course fee only.
 - c. You will be entitled a full-time 100% time period after completion of the course. During this period you will be paid the monthly salary as per scale of P.T.O. Government, P.T.O. pay scale.
 - d. This offer/ appointment letter is subject to approval subject to approval of your local and government approval from your local bank on general office use.
- You are required to sign your name before **21/11/23** and return the letter to the Institute.

Yours faithfully,

Chairman

Mahatma Gandhi Institute of Technology, Jagalur (Agartal, Tripura (IITR))

