

माँ सरयू एजुकेशनल सोसाईटी

गोला बाजार, गोंडखण्ड २२१०

Date. 19/09/2022
Ref no/MSSES/2022/017

To
Mr. SriniwasPandey
Jayantproject ,Singrauli
Pin no: 486890

LETTER OF APPOINTMENT

1. With reference to your application for employment and the subsequent interview you had with us, we are hereby pleased to appoint you as Principal on the following terms & conditions:
2. You are requested to join on or before 19 september 2022
3. You shall be on probation for a period which is minimum of one year and if your performance and effectiveness on the job is found satisfactory during the probation period, of which the Management will be the sole judge, you shall be confirmed after completion of probation period, otherwise your services can be/shall be terminated forthwith either during or at the end of the said period of probation, without any other notice or compensation in lieu thereof.

In case during the probation period you intend to resign from the service of the Institute then you are liable to give one month's notice in writing to the Institute. In case you intend to be relieved before one month notice period then you have to pay an amount equivalent to the number of days against short fall of the required notice period.

4. Your appointment is made on the clear understanding that you have supplied Certificates/testimonials with all necessary information to enable us to judge your fitness for employment and that the information you have supplied is true to the best of your knowledge and belief. Should it be found afterwards that you have given wrong or insufficient information, mis-representing the facts, your services are liable to be summarily terminated without any notice or compensation in lieu thereof.
5. Your leave will be governed by the rules and regulations as amended by the Management from time to time.
6. Settlement of your full and final account after resignation/termination will be subject to your submission of no dues certificate from all concerned.
7. You will abide by the rules & regulations of the Institute which are in force and which may come into force from time to time and shall perform your duties diligently without any complaint as per the duty schedule.
8. You shall obey the instructions of your superiors and shall carry out all the jobs which shall be assigned to you from time to time from your superiors.
9. After confirmation of your appointment, in case you intend to leave the employment, you will be required to give a notice or salary in lieu of notice for three month. Similarly your services may be terminated anytime without assigning any reason and the Management will also give the above notice/salary in lieu thereof.

Mob- 9125748889

Email ID- maasarayueducationalsociety@gmail.com

10. *The management shall, however, reserve the right to refuse or accept your resignation in case of any disciplinary proceedings is pending or contemplated against you. However the relieving will be only after completion of the in-hand assignment.*
11. *During service you will discharge your duties diligently, judiciously and conduct in a most befitting manner.*
12. *You are required to attend your duties as per work requirement.*
13. *Upon termination/cessation of your employment, you will immediately hand over to the Institute all specifications, assignments, books, documents, records or any other property in your possession belonging to the Institute or relating to its business and shall not retain or make any copies of these items.*
14. *During your engagement with the Institute, your services are liable to be transferred from one place to another place of the Institute either in existence or which may come into existence in future anywhere in the Indian Union and its territories. The management shall also be entitled at any time during the course of your employment with us, to lend/transfer your services to any of our affiliates, subsidiaries, sister companies, any of our or their branches and you shall comply with all directions and instructions in that behalf.*
15. *You shall not, either during your engagement with the Institute or thereafter, divulge to any person whatsoever, any formula, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs of the Institute, or any of its dealings, transactions or affairs which come to your knowledge during the course of your employment or use any of the same for your own benefit. Any invention, improvement or design conceived by you while in our employment which is within the existing or contemplated scope of the business of the Institute, shall become the Institute's exclusive property and you cannot use or duplicate the same without our prior consent in writing.*

For BABA JEET NARAYAN PHARMACY COLLEGE

माँ सरयू एजुकेशनल सोसायटी
नोला, बोरखपुर
Authorized Signatory

I have gone through the above terms & conditions of my service and accept them fully without any reservation. I also agree by the Rules and Regulations which are in force or which may be amended from time to time