



VEER KUNWAR INSTITUTE OF TECHNOLOGY

College Code - 499/ 1573

Affiliated to - APJAKTU Lucknow (U.P.) and Board of Technical Education Lucknow (U.P.)

Progress Through Knowledge

Ref. No. VKIT/2023-24/579

Date 01/09/23

To,
Miss Anuja Devi
D/O Mr. Vinod Kumar
Village Siyali Post Dattiyana, Bijnor
Uttar Pradesh - 246701

Sub: Appointment Letter.

Dear Miss Anuja Devi

Consequent upon your interview and the recommendation of the selection committee the management is pleased to appoint you as **Lecturer** in Veer Kunwar Institute Of Technology ,Bijnor (U.P) **w.e.f 01/09/2023.**

1. Your services shall be governed by the Institute rules and code of conduct and any amendment made and enforced from time to time.
2. You will remain on probation for a period of one year, after which, if found satisfactory you will be confirmed on the above post.
3. During probation period your services can be terminated without any notice and without assigning any reason what so ever.
4. In case you want to leave during probation period, you will have to give one month notice or salary in lieu thereof. However, the appointment authority reserves the right to hold you till the current academic session ends or accept your resignation before completion of one month notice period.
5. Your increment / promotion in the future would depend on your teaching feedback, subject proficiency, punctuality, class handling, paper presentation and your attitude, during the period, your involvement in Institute activities, your conduct and behavior.
6. You are required to produce original certificates as proof of your qualification and date of birth, experience as well as evidence of research and published work claimed by you.
7. You will have to submit a discharge certificate from your present employer, if any.
8. If any declaration or information furnished by you is proved to be false or it is found that you have suppressed any material information, you will be liable to removal from services and such further action may be taken against you as Institute may deemed necessary.
9. No travelling or any other allowance will be paid for joining the post.
10. Continuance of service will depend upon satisfactory performance and observance of normally acceptable behavior and conduct and it will be subject to your being found medically fit and remain so during your services.
11. Tax and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
12. As a part of your duty and otherwise, you shall come across many confidential matter .You shall not divulge the same to any person, institute or company during the tenure of your services with this institute and thereafter.
13. All official papers and documents which may be in your possession at that time relating to affairs of the institute you will not retain any copies and shall be handed over to institute's Director.
14. You shall be present in institute during college working hours .You may also be required to devote time during off-college hours/Sunday/holiday etc .for work assigned by Director.
15. The institute would like to help in your career growth and in your personal achievement success.
16. If you accept this offer of appointment on the above terms and conditions you are requested to intimate the acceptance to the Institute

We wish you very happy association with us.



VKIT

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