



ITM POLYTECHNIC

(Promoted by Shree Krishna Educational Society)

AL-1, Sector-7, GIDA, Gorakhpur - 273 209 (Uttar Pradesh)
E-mail : itmpolytechnic@itimgkp.edu.in • Mob. : 7607777650, 7607777660

Ref: ITM/Poly/App/2022

Date: 30-08-2022

To: **Ms. Shivani Singh**

Sub: Appointment Letter

With reference to your application and subsequent interview, the management of **ITM POLYTECHNIC**, is pleased to appoint you on the post of **Lecturer – Physics** in the Department of **Applied Science** on the following terms and conditions:

1. You are requested to join your duty on:- 30-08-2022
2. You will be paid a total salary of Rs.17000/-PM
3. You will be on probation for a period of 12 months from the date of your joining and during the probation period, your services can be terminated at any time without assigning any reason.
4. On completion of Probation Period, termination of this appointment will be governed by one month's notice from either side or one month's salary in lieu thereof.
5. Your duties includes academic works, conducting co-curricular, extracurricular activities, maintaining disciplines in the students, accompanying with the students for educational tour, placement drives and examination work etc. and other academic and administrative assignments assigned to you by the Director and Head of Department.
6. You will obey and comply with all reasonable orders and instructions given to you by your seniors / H.O.D. / Director from time to time.
7. You shall not accept any other full or part time job whether for any other monetary consideration or not, not to do any business and not to acquire any financial interest anywhere without the permission of the Institute in writing during your tenure of service with the Institute.
8. **ABSENCE FROM DUTIES:** Your absence for a continuous period of 7 days(including absence when leave though applied but not granted) or overstay for a period of 7 days would make you to loose your lien on the job and your services automatically come to an end without any notice or intimation from the side of the Management.
9. If the above terms and conditions are acceptable to you, please sign the duplicate copy of this appointment letter as token of your acceptance.

Thanking you,

Yours sincerely,

Shyam Bihari Agrawal

(Shyam Bihari Agrawal)

Secretary