

Ref. No. IIMT/PF/2022-23

Date: 05.06.2023

MR. ANKIT AGARWAL
Employee ID: 4335

APPOINTMENT LETTER

Dear Sir,

Please refer to your application for appointment and interview / interaction held thereafter. Based on the recommendation of selection committee, we are pleased to appoint you as **PA to Director** in the Department of Administration at IIMT College of Polytechnic, Greater Noida, on the following terms and conditions:

- 1. Effective Date** : Your employment will be effective from the date of joining.
- 2. Salary** : You will draw the total gross salary of Rs. 18500/- (Rupees Eighteen Thousand Five Hundred Only) per month.
- 3. Place of Posting:** Your place of work will presently be IIMT Group of Colleges, Greater Noida. However, the management may transfer you to any of its campuses. Consequent on such transfer, the rules and regulations of service applicable to such post or at the place of posting will become applicable to you.
- 4. Probation and Confirmation:** You will be on probation for a period of one year from the date of joining duties. The period of probation may be extended and / or if your performance is found unsatisfactory, then management at its sole discretion without assigning any cause / reason or notice may terminate your services. You will be considered for confirmation after satisfactory completion of the probationary period.
- 5. Responsibilities:**
 - (a) You will undertake to participate in and perform duties that the management may assign from time to time and discharge your duties diligently and efficiently to the best of your abilities.
 - (b) You are required to comply with the Institutions working hours, weekly offs, and paid holidays. However, you may be required to work additional hours on occasions such as inspections, meetings, visits etc or on weekly offs / holiday for completing pending work-related exigencies.
 - (c) You shall take care of Institute's property, goods or cash in your charge and shall render an account of the same when called upon to do so.
- 6. Increments:** Grant of annual increment will be governed by your overall performance (work and conduct) during the preceding year of service in terms of efficiency, regularity, punctuality, discipline, etc, and the result achieved. The annual increment may be withheld if the performance is found sub-normal / unsatisfactory or accelerated in case the same is adjudged to be commendable at the discretion of the management.
- 7. Resignation / Termination of Service:**
 - (a) You are required to give one month notice in the event of your resignation. In case you failed to serve the one month notice period then in that case your salary will be forfeited. Similarly, your services may be terminated by giving one month notice period or waive off notice period as per sole discretion of the Director.
 - (b) Upon termination of your employment, you shall immediately return to Institute any and all the documents, manuals, and any other confidential information. Otherwise your salary / dues may be forfeited and experience certificate may also be withheld.

(HEAD - HR)

(MR. ANKIT AGARWAL)

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- (c) The management has the liberty to accept the resignation and waive off the notice period without having the liability of paying the notice period. Any vacation period including winter and summer breaks shall not be considered in the notice period.
- (d) Your services shall be terminated without notice on any of the following grounds:
- You are convicted of a criminal offence by a competent court of law/authority
 - You are found guilty of dishonesty, negligence, indiscipline or misconduct, committing breach of any of the conditions of the employment or rules and regulations of the Institute.
 - If you misbehave, disobey or refuse to carry out the work assigned by your higher management or irregular in attendance
 - You are declared medically (physically and mentally) unfit by the medical practitioner appointed by the Institute.
8. **Security:** You will be required to deposit one month's salary with the office as partial security deposit.
9. **Acceptance of Outside Assignment:** It is agreed that you would continue to retain your honorary associations with various Institutes. You will provide the list of all such associations to us for our records. At the time of renewal of association with such associations, and before joining any new association or taking up any engagement honorary or otherwise, you are shall be seeking written permission from the Management.
10. **Remuneration for Outside Consultancy:** We allow our employees certain number of days for providing consultancy services, funded projects, etc. In such cases, 60 percent of the revenue that is earned can be retained by the employee and 40 percent of the revenue has to be remitted to the Institute after all expenses. Permission in advance, before accepting any such consultancy is, however, required from the Management.
11. **Secrecy Maintenance Agreement:** Except to your direct higher authority, you will not give out to any one any of the administrative and/or institutional matters of confidential/secret nature which it may be your personal privilege to know by virtue of your being our employee. All records belonging to the establishment shall remain in the office premises and you will ensure that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the management.
12. **Adherence to Rules & Regulations:**
- You will be governed by the Service Rules and regulations of the IIMT Group of Colleges, Greater Noida which are applicable presently to the employees and which may be added, modified, amended, altered, changed, or replaced by the management from time to time during the period of your services.
- (b) **Leaves:** Grant of leave will be regulated as per rules of the Institute in force from time to time.
13. **Abandonment & Automatic Termination:** Unauthorized absence from duty for a continuous period of 10 days (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 10 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice or intimation.
14. **Fitness:** The management may at its discretion get you medically examined by any certified medical practitioner during the period of your services. In case you are found suffering from any infections, disease or protracted illness and / or remain irregular in your attendance, the management shall have the right to terminate your services without notice.

Looking forward towards a fruitful association with you.



(Ajay Ram Puri)
HEAD - HR



Declaration: (MR. ANKIT AGARWAL)
I agree to abide by the terms and condition.