

Ref.No :GCRG/Appt/2022-23/.....I.O.S

Date : 23/08/2022

To,
Mr. Birendra Kumar Yadav
Balua Deoria, U.P.

Subject:Appointment Letter for joining as a Lecturer in G.C.R.G. College of Polytechnic, Vill-Parvatpur, Chandrika Devi Road,
Bakshi-Ka-Talab, Lucknow.

Dear Sir/Madam,

With reference to your application for the post of Lecturer In G.C.R.G. College of Polytechnic and subsequent personal interview, we are pleased to offer you to join as an Lecturer In G.C.R.G. College of Polytechnic with the following terms and conditions:

- He/She is required to join the Institute on the date mentioned in the offer letter or before the commencement of academic session 2022-23 whichever is later.
- He/She will be governed by the Service and conduct rules of the Institute / Society Affiliating University enforced from time to time.
- You shall solely serve the Institute and will not seek employment / part time work anywhere else whether gainful or otherwise without express sanction of the Management.
- All copyright patents, papers published or discoveries / Ideas developed by you during your employment shall vest with the Institute.
- You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise at any time.
- You shall use every care in respect of institute property, goods or case in your charge and shall render an account of the same when called upon to do so.
- If at any time in the opinion of the Management which are final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, and indiscipline, absence from duty without permission or any other conduct considered by the management to be detrimental to be terminated forthwith, without notice or one month's salary in lieu thereof.
- If at any time you wish to discontinue the service you shall serve a notice one month ensuring that your last working day does not fall during mid-session and continue to perform your duty with full sincerity and diligently during this period.
- If at any time you leave the Institute after resignation, the accounts shall be finalized after the submission of no dues certificate and all clearances from concerned departments which have to be submitted by you within 30 days of your date of resignation after which no claims of any sort will be entertained.
- Your appointment will be based on the information given by you in your Bio-data if at any time the information given is found to be incorrect or concealed your service shall be terminated with immediate effect without given any notice or salary in lieu thereof.
- You shall not leave job during mid-session.
- This offer of the appointment letter is purely temporary subject to approval of State Govt. / affiliating University.

You are requested to report for duties on or before 23/08/2022 and submit the duplicate copy of this letter duly signed by you as acceptance letter of the conditions stipulated in this appointment letter.

Thanking you.


(Director)

Copy to:

- Personal File
- Accounts Department