# Jaypee Institute of Information Technology

*(Declared Deemed to be University u/s 3 of the UGC Act)*

**Delivered by hand**

**HR/JIIT/62/Appt/2025/KB** **03 May 2025**

**KALPANA BHATNAGAR**
C-119, Galaxy North Avenue
Gaur City Noida Extension
U.P -201318

**SUB: APPOINTMENT AS OFFICE ASSISTANT W.E.F 03 MAY 2025**

Dear Ms. Kalpana Bhatnagar,

We have pleasure in offering you the appointment of **Office Assistant in** the **Registrar's Office w.e.f 03 May 2025 in Jaypee Institute of Information Technology, Sector -62 on** the terms and conditions indicated below:

1. You will be paid salary in the scale of **8000-500-18000** with effect from the date of your joining i.e. **03 May 2025 as** per the details given below;

| **SCALE OF PAY (GRADE-NT-6)** | **8000-500-18000** | |
|---|---|---|
| BASIC | 8000.00 | |
| DA (100%) | 8000.00 | |
| HRA (30%) | 2400.00 | @ |
| CCA | 300.00 | |
| SOFT FUR. | 750.00 | |
| BOOKS & PERIODICALS ALLOWANCE | 750.00 | |
| CONVEYANCE ALLOWANCE | 1250.00 | |
| PF (12%) (EMPLOYER SHARE) | 1920.00 | ** |
| LTA | 667.00 | # |
| MEDICAL | 667.00 | |
| SPECIAL ALLOWANCE | 7181.00 | |
| SPECIAL ALLOWANCE-II | 7350.00 | |
| **G. TOTAL (ROUNDED OFF)** | **39234.00** | |

@ Not applicable in case of campus accommodation.
**Tax, PF (Both employee & employer's share) and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
# Allowed once in a year.

2. Tax, PF (Both employee & employer's share) and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
3. You shall be subject to the Standing Orders, Service Rules and Regulations as well as the administrative orders of the Institute in force from time to time and shall obey all such orders and directions as you may receive from your superiors.
4. **You will on probation for a period of One Year w.e.f 03 May 2025 and which may be extended at the discretion of the Management. Your service will not be deemed to be confirmed in regular cadre unless confirmed in writing.**
5. (a) During the period of probation or extended period of probation, you may resign or your services can be terminated by the institute without assigning any reason by giving a notice or pay (Basic Pay & D.A.) equivalent to the one month, in lieu thereof.

   (b) After absorption in the regular cadre, your services can be terminated without assigning any reason by giving three months notice in writing by either party or giving three months (Basic & D.A) in lieu of notice by either party.

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**KALPANA BHATNAGAR**

(c) The Competent Authority may approve the resignation with immediate effect or from any date prior to the last date of the notice period, on completion of academic/assigned responsibilities, as may be decided by the management and without any liability of the Institution for the notice pay in case no further assignment can be provided by the Institution for the entire notice period.

(d) During your service if you absent yourself from the duties for a period of more than 30 days without information to the institute and without obtaining the required sanction from the competent authority for your absence, then your services shall automatically stand terminated from the date of your first absence and without any further notice.

(e) **You will retire at the age of 60 years** and will automatically cease to be the employee of the Institute on superannuation on the last day of the month during which you attain the age of 60 years.

6. You shall faithfully serve the Institute, obey its lawful commands, keep its secrets, diligently and carefully learn and perform such work and business as may be entrusted to you regularly during such hours as may be prescribed and perform such duties as may be assigned.
7. You shall devote your whole time to your duties and shall not carry on or be concerned in any other business or occupation, whatsoever. However, on approval of the competent authority you may take up consultancy assignments as per the service rules of the Institute.
8. You shall be responsible for the charge and care of the Institute's money, goods & stores and any property entrusted to you or in your hands and shall truly and faithfully account for or pay over or deliver to the proper person, money, goods, stores and property which shall at any time come to your hands, or under your charge, on account of the Institute.
9. You are, at present posted at **JIIT, Sector -62, Noida** but are liable to be transferred to any other location or Institutes under Jaypee education System at the sole discretion of management.
10. You shall be eligible for (a) Leave as per University rules, (b) Reimbursement of LTA, which shall for the first time be eligible after completion of one year service with the Institute and further, once in a year, (c) Provident Fund benefits as per Government rules, (d) Gratuity benefits as per the Institute rule.
11. Your appointment in the Institute will be as a direct recruit and the Institute will not bear any liability on account of leave salary, pension contribution, etc. to your former employer, if any.
12. This appointment is subject to your being found medically fit by a registered physician (MBBS or above).
13. You shall be abide by the terms and conditions of User Agreement pertaining to IT & Other resources of the JIIT.
14. Notwithstanding anything that is being defined in the terms and conditions (salient points) as given in the aforesaid paragraphs, the detailed, rules, guidelines and procedure given in the service rules and regulations of the institution as may be modified from time to time shall be binding. In case of any dispute on interpretation of any part of this letter or the rules governing your service or otherwise, howsoever arising, the decision of the Institute thereon shall be final and binding. The legal disputes if any shall be settled within the jurisdictions of Gautam Budh Nagar.

If you are willing to accept the appointment on the terms and conditions as stated above, please sign and return the duplicate copy of this appointment letter. You should report for duty to undersigned.

We wish you a very happy association with us.
Yours sincerely,
For Jaypee Institute of Information Technology

**V.N JHA**
**HEAD-HR**

Accounts Office - For information and needful please.

I have read and understood / have been explained the above terms and conditions and service rules and regulations. All the terms and conditions / service rules and regulations are acceptable to me and I shall abide by them.
Place:
Signature.....
Date:
Name.....
Address.....



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