Gmail Ajay Pagare <pagareajay8@gmail.com>

Invitation to join Poornima Group (LOI) as Associate Professor in Department of Mechanical Engineering.

3 messages

HR Poornima University <hr@poornima.edu.in> Fri, Feb 3, 2023 at 3:45 PM
To: pagareajay8@gmail.com

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PIET Campus, ISI-02, RIICO Institutional Area, Sitapura, Jaipur 302022
A constituent of Shanti Education Society

PG/Manager/HRD/1114

Subject: Letter of Intent (LOI)

Dear Dr. Ajay Pagare,

With reference to our discussion regarding your association with Poornima Group, we are pleased to offer you for the position of **Associate Professor** in Department of Mechanical Engineering, Poornima Group, Jaipur with a **Gross Salary of INR 52758 per month** as per the terms and conditions laid down in Poornima Academic Manual (available on web).

1. This LOI is valid from today up till **Sunday, February 05, 2023** and joining will be on or before February 15, 2023**.**
2. Your formal appointment order will be issued after you complete your joining formalities as per norms.
3. In the meantime, we request you to confirm this offer by sending a one liner confirmation in reply to this email and do the joining formalities as soon as possible**.** In case of your no response until **05/02/2023** we will offer the position to the next candidate in waiting.
4. You will bring the following documents at the time of your joining:
    - Original and attested copies of your educational documents (all semesters, all years & Degrees) and experience certificates.
    - Copy of PAN card and Aadhar card;
    - Relieving letter/ certificate from your last employer;
    - Proof of your last salary;
    - 05 Passport size recent color photographs;
5. Your appointment is subject to verification of all original documents.
6. Please note that we have a policy to keep 03 original documents for six months to ensure that a faculty/ staff member does not leave the organization without giving one month notice. As an exception these documents will be returned immediately in case of marriage/ maternity leave/ joining any government organization on permanent roles only.
7. We have a strict policy of keeping security deposits to ensure that an employee doesn't leave without information & sufficient notice period. Hence you will have to forego your first 30 days salary as a security which will be refunded at the time of relieving (if done amicably as per norms).
8. Initially you will be appointed on probation for a period of 06 months depending on your performance and feedback from your reporting as well as reviewing officer. In case of poor performance during the probation period you may also be asked to leave with 07 days prior notice.

We look forward to your joining our organization. If you have any questions or need any additional information, please do not hesitate to contact me.

Regards,
Sunita Verma
Manager - HRD
Mobile:+91-8875666627



Ajay Pagare <pagareajay8@gmail.com> Mon, Feb 6, 2023 at 12:09 PM
To: HR Poornima University <hr@poornima.edu.in>

Respected Ma'am,

Greetings of the Day!!!

I am very glad that Poornima Group has chosen me after the interview process to serve my skill into the organization. **I am also ready and excited to join your Esteemed Group.** In Mechanical Engineering as an Associate Professor.

As per our telephonic discussion regarding salary you have been discussed with higher authorities and then finalized Rs.55000/- per month (Previous Salary offered in LOI which you mailed me is Rs. 52785/- PM)

****As we discussed, I will join the Poornima Group of Organization on or before March01, 2023.**

Thank You.

With Regards
Ajay Kumar Pagare
UIT (GEC) Bhopal & IET (GEC) Indore
DIPME, DCA, BE, ME, Ph.D.*
LM- ASME, IJERT, IJEMR
"Without hard work and discipline it is difficult to be a top professional."