CALCUTTA INSTITUTE OF TECHNOLOGY

Approved by Department of Higher Education Govt. of West Bengal & AICTE, New Delhi
Affiliated to MAKAUT (Formerly WBUT) & WBSCT&VE&SD

Estd. : 2004

F23/CIT/HR/APPN/2024-25/ Dated: 12th August, 2024

Mr. Arindam Mukherjee
147/2,Prince Golam Hossain Shah Road,
Jadavpur.Kol-70032
PH NO - 9330021904

Sub: LETTER OF APPOINTMENT

Dear Mr. Mukherjee,

On the basis of the recent interview and subsequent discussions, we are pleased to appoint you as **"Training & Placement Officer"** at **Calcutta Institute of Technology, Banitabla, Uluberia , Howrah – 711 316,** under the following terms & Conditions:-

1. Your date of Joining will be 19th August, 2024 or on a date as mutually decided upon.
2. You will be paid a consolidated salary of **Rs. 65,000/- (Rupees Sixty Five Thousand only)** per month. Net Salary will be derived after statutory deductions as applicable.
3. Your primary job responsibility will be -
    a. Co-ordinating for placement related activities, arrangement for campus placements, public relations, soft skills training, etc. for the students of this Institution.
    b. Arranging the On Job Training, Summer Training & Final Placement of the students.
    c. Develop a Placement Preparation Module which provides guidance / preparation to the students for campus placement.
    d. Maintaining a constant interaction with top industry managers (both Functional / HR) across the leading companies of Corporate India
    e. Driving tie-ups with top notch companies for manpower / training / research / consulting requirements
    f. Additional responsibilities as assigned from time to time.
4. Your appointment is purely on Adhoc basis for one year for the time being and may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever at any time without notice .
5. The Institution does not guarantee any permanent appointment upon completion of your probationary period.
6. You will be reporting to the Principal CIT & Secretary, URSCHARD.
7. You will abide by the Service Rules and regulations of the Institute, which are presently in force or may be amended from time to time.
8. You will perform duties and exercise such powers as entrusted to you from time to time, by and or on behalf of the Institute.

9. This appointment may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof without assigning any reason whatsoever.
10. You may lose service benefits to be determined by the authority in case you leave before completion of probationary period.
11. You will treat the affairs of the institute as you may cognizant in the due course of your responsibilities as "Strictly Confidential" in rendering your service. You will ensure that the interest of this institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the institute adversely in any manner.
12. You are to submit the following documents at the time of joining:
    a) Self-Attested photocopies of all certificates pertaining to your age, qualification, experience etc.
    b) Residential address proof, Aadhar Card. PAN Card.
    c) Two copies of your recent stamp size colour photographs
    d) Last pay certificate & release letter from your previous employer.

If the above terms & conditions are acceptable to you, please return the copy of this letter duly signed and accepted as a token of your formal acceptance of this offer of employment.

We look forward to your joining this Institution for a long, successful and pleasant association.

Yours faithfully,

12/8/24

Dr. Himadri Mandal
Principal- In- Charge

Principal-in-Charge
CALCUTTA INSTITUTE OF TECHNOLOGY
Banitabla, Uluberia, Howrah-711 316

CALCUTTA INSTITUTE OF TECHNOLOGY ★ ESTD-2004 Banitabla Uluberia Howrah 711 316

Acceptance of the APPOINMENT

I have read and understood the above terms and conditions as laid down in the appointment letter and agree to abide by the same. I agree to join on 1st August, 2024.

Signature

Name:

Date:

Copy to

1) Administrative Officer, Corporate Office
2) Accounts Department, URSCHARD
3) Office Copy.