MANIPAL INSTITUTE OF TECHNOLOGY

MANIPAL

(A constituent unit of MAHE, Manipal)

MIT/HR/ACA/2022 9th March, 2022

Mr. Bajrang Lal Choudhary
14, Mukyhya Gram Kishorpura
Th. Sanhaner, Jaipur - 303 904
Ph: 8104787768
E-mail | bajrangchoudhary1947@gmail.com

Dear Mr. Bajrang Lal Choudhary,

Sub: Contract appointment - Admin Assistant at Academic Section, MIT, Manipal

The Manipal Institute of Technology, Manipal is pleased to appoint you as **Admin Assistant** at Academic Section, Manipal Institute of Technology, Manipal on contract basis for a period of one year from the date of joining subject to the following terms and conditions;

1. This appointment will be initially for a period of one year which may be renewed thereafter for further period by mutual consent.
2. You will be eligible for the salary & allowances as detailed below during the contract appointment.

Components	Salary Structure	
	Monthly	Annual
Basic Pay	15200.00	182400.00
House Rent Allowance	2280.00	27360.00
Conveyance Allowance	2280.00	27360.00
Variable Allowance	5240.00	62880.00
Sub Total (A)	**25000.00**	**300000.00**
PF (Employer's Contribution)	1824.00	21888.00
Gratuity	730.00	8760.00
NPS	1500.00	18000.00
Sub-Total (B)	**4054.00**	**48648.00**
CTC (A+B)	**29054.00**	**348648.00**

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3. You will be eligible for 12 days of Casual leave and 10 days of Compensatory leave during this period.
4. You are eligible for Provident Fund, Medicare facility, Group Term Life Insurance benefit.
5. You are not eligible for any other service benefits during this period.
6. You will be governed by the Service Rules of MAHE.
7. You will report to the Associate Director - Academics, MIT, Manipal
8. Your duty may be reoriented from time to time in keeping with the rules of the MAHE.
9. You are prohibited from engaging in private work or consultation or in any other remunerative occupation during the period of service in MAHE.
10. You are liable to be transferred to any of the constituent institutions/sister institutions under the control of MAHE.
11. This engagement may be terminated at any time by giving one month notice in writing or by payment of one month salary in lieu thereof from either side.
12. Unless and until the contract is renewed in writing (based on mutually agreed scope and terms), the same will automatically end on the above mentioned date.

At the time of reporting for duty, you have to produce the following documents.

a) Proof of date of birth
b) Physical fitness certificate from a medical practitioner
c) Originals of qualification/experience certificates along with copies of the same
d) Four copies of your recent passport size photographs.
e) PAN Card & Aadhaar Card
f) Address proof
g) Relieving order from the previous employer if any
h) Copy of the PF passbook

Please sign and return the duplicate of this letter in confirmation of your having understood and accepting the aforesaid terms to the undersigned on or before March 12, 2022.

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You may report for duty to the undersigned to take further instructions regarding your duties and responsibilities on before April 01, 2022 failing which this appointment order will stands cancelled.

We hope that you will enjoy working with us and find your time rewarding.

Welcome to Manipal Family.

Cdr. (Dr) Anil Rana
Director

Copy to:

1. The Director Finance, MAHE, Manipal
2. The Deputy Director - HR, MAHE, Manipal
3. Joint Director, MIT Manipal
4. Associate Director - Academics, MIT Manipal

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