Malaviya National Institute of Technology

Jawahar Lal Nehru Marg, J A I P U R – 302017 (Rajasthan)

Prof. Alok Ranjan
Dean (Admin)

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2713322
0141-2529029 Fax

Date: 01.03.2012

EMPLOYMENT CONTRACT

Dear **Mr. Uma Shankar**

Your are offered appointment for the post of **Technician** on contractual basis for one year in the Malaviya National Institute of Technology (MNIT) Jaipur on the following terms and conditions:

1. **Appointment**
    1. You shall be appointed to the position of **Technician** purely on contract and the tenure of the appointment shall be one year from the date of entering in to this employment contract. This is subjected to the performance review of your work after first six months by the Head of the Department/Incharge officer.
    2. You will join against this offer as early as possible but not later than **31.03.2012**. For any further relaxation in joining, the prior approval of the competent authorities of MNIT Jaipur is must and mandatory.
    3. You shall be performing your duties as assigned by the Head of the Department/Incharge Officer as per the Institute timings. However, for specific reasons and urgent works, you may have to work beyond the Institute Hours as per your supervisor/Incharge officer's instructions and for such additional duty hours no additional remuneration shall be paid.
    4. Your contractual employment with MNIT Jaipur is subject to:
        a. The accuracy of the testimonials and information provided by you; and,
        b. You're being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date; and,
        c. You're being free from the award of any judicial or legal sentence/sentences preventing you to accept and serve as per this offer.
2. **Remuneration and other entitlements**
    1. As a Contractual Employee of the MNIT Jaipur you will receive a monthly fixed salary of **Rs. 15,000.00 (Rupee Fifteen thousand) only.**
    2. You shall not be entitled for any Bonus for the period you serve this Institute.
    3. You will be responsible for the payment of taxes with respect to all payments towards your contractual employment with MNIT Jaipur, that are deducted at source as per the prevailing rules. All tax liabilities arising on account of payments, will be borne by you.
    4. The remuneration paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of overtime and other allowances.
    5. The casual leaves shall be admissible to you as per MNIT Jaipur rules on an annual basis. However, in case the employment duration being for less than one year the same shall be admissible on prorate basis.
    6. No other kind of regular leave and terminal benefits will be admissible.
3. **Code of Conduct**
    1. You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by MNIT Jaipur through its competent authorities and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of MNIT Jaipur.

2. You shall not, except with the written permission of MNIT Jaipur through its competent authorities, engage directly or indirectly in any other business, occupation or activity in any capacity, which will be detrimental, whether directly or indirectly, to MNIT Jaipur's interests.
3. You shall not disclose or divulge any confidential information related to the MNIT Jaipur which may come to your knowledge or possession during the tenure of your employment, and which should not be disclosed or made public save in the course of the proper execution of your duties.
4. You undertake not to make copies or duplicates of confidential or sensitive property or material including but not limited to keys, access cards, diskettes, photographs or such other proprietary information relating to MNIT Jaipur.
5. You will be governed by the Code of Conduct and all other rules, regulations, policies and orders issued by MNIT Jaipur from time to time in relation to conduct, discipline and service conditions as applicable.

4. **Working Hours**

MNIT Jaipur practices a 40-hours work week for all employees and staff. Actual work timings and shifts may vary from time to time based on service requirements. You will be advised by your Officer Incharge/ Competent authorities of the Institute of the working hours, break period and weekly rest day(s) for you.

5. **Termination of Employment**

1. Either MNIT Jaipur or you may at any time terminate this agreement by giving in writing to the other party one month's notice during serving tenure or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have been accrued to you during the period or remaining period of notice.
2. MNIT Jaipur reserves the right not to relieve you of your services in the event that all MNIT Jaipur documents / property in your custody have not been properly handed over by you to an authorized representative.
3. Absence for a continuous period of five days without prior approval of your Officer Incharge at MNIT Jaipur, (including overstay of leave / training), can lead to your services being terminated without notice or explanation.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

We welcome you and wish you every success in your career with MNIT Jaipur.

Yours sincerely,

for MNIT Jaipur

Prof. Alok Ranjan
Dean (Administration)

I accept the terms and conditions of this letter

28/03/12

(Signature with Date)