LNMIIT
The LNM Institute of
Information Technology
(Deemed-to-be-University)
"A" Grade accredited by NAAC

F. No: LNMIIT/Reg/Misc/63/2022-23 **Date: August 10, 2022**

Offer Letter

Dear Mr. Pramod Kumar Sharma

On the recommendation of the UG Admission committee and on approval of the competent authority we are pleased to offer you a position of **Tele-Caller** on Short Term **Contractual appointment for a fixed period from August 16, 2022 to November 10, 2022** on a consolidated remuneration of Rs. 20,000/- (Twenty Thousand Only) per month. You are required to join your duties immediately, as per the following terms and conditions:

1. Your appointment is being made on Contractual Basis for a fixed period from August 16, 2022 to November 10, 2022 and will automatically come to an end on the expiry of the specified period.
2. Your appointment is being made on the basis of your particulars, such as qualifications, etc., as given by you in your Curriculum Vitae for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.
3. Your charter of duties will include the following:

    a) Attending phone calls and visitors.
    b) Assist the Admission team under the supervision of the Associate Dean (Admission and Placement).
    c) Any other duty/ responsibility as deemed suitable by the Associate Dean (Admission and Placement)/ Institute authority.
    d) Mark your daily attendance in the morning and evening in the office of Associate Dean (Admission and Placement).
    e) Duty time will be of 08 hours (excluding the lunch break of 01 hour).
    f) Initially your timing will be 09:00 AM to 06:00 PM, which may be changed as per the requirement of the Institute. To reward your time and efforts on the Institute holiday, Rs. 750/- shall be paid extra for working on Sunday's/ Institute Holiday's.
    g) Subsidized Institute transport facility may be considered on request.

4. You will be reporting to the Associate Dean (Admission and Placement) for day-to-day activities.

If the above terms and conditions are acceptable to you, please send your confirmation and report on duty as early as possible.

(Dr. Vikram Sharma)
Acting Registrar

Copy for information and necessary action to:

1. PS to Director
2. Associate Dean (Admission and Placement)
3. Finance Officer