LNMIIT
The LNM Institute of Information Technology

THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR
An institution of higher learning that is a deemed to be university under section 3 of the UGC Act, 1956
(Accredited by NAAC with Grade "A")

F. No: LNMIIT/Reg/Misc/63/2023-24 **Date: April 22, 2024**

Letter of Engagement

Dear Mr. Pramod Sharma,

On the recommendation of the Selection Committee and approval of the Competent Authority, we are pleased to offer you a position of **Tele-Caller** on Short Term Purely temporary **Contractual appointment for a fixed period from April 23, 2024 to September 30, 2024** on a consolidated remuneration of Rs. 25,000/- (Twenty Five Thousand Only) per month.

The terms and conditions of appointment:

1. Your appointment is being made on Purely temporary Contractual Basis for a fixed period from April 23, 2024 to September 30, 2024 only 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 mentioned by you in your Curriculum Vitae submitted at LNMIIT, and in case any information as mentioned 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 Dean Admissions.
    c) Any other duty/ responsibility as deemed suitable by the Dean Admissions / Institute authority.
    d) Mark your daily attendance in the morning and evening in the office of Dean Admissions.
    e) Duty time will be of 09 hours (including 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. Rs. 750/- shall be paid extra for working on Sunday's/ National Holiday's.
    g) Institute transport facility may be considered on request.
4. You will be reporting to the Dean Admission 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.

22/4/2024

(Dr. Pawan Kumar Paras)
Registrar

Copy for information and necessary action to:

1. PS to Director
2. Prof. Anupam Singh
3. Dr. Bharat Verma
4. Finance Officer