DM SECURITY & MANAGEMENT

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EPF Code No. : RJRAJ2514502000
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Main Ramgarh Mode Chouraha, Jeevan Dhara Medical Ke Upar, Amer Road, Jaipur-302002
Mob. : 8290177955, 8306247955

Ref.No :- 170/2025-26 Date-29-08-2025

Appointment Letter

Dear Mr. Pramod Kumar Sharma S/o Harichanran Sharma
Add- B-30 Saraswati Enclave. Opp. Balti Factory , Agra Road Jaipur 302031 (Raj)
Mob. No- 7023852536
Emil.Id- pramod.sharma8922@gmail.com

Reference to your application and interview for providing services of service point on job basis for assignment at LNMIIT. We are pleased to offer you appointment for the post of Caretaker -Boys Hostel in our organization on the following terms and conditions:

1. You will be paid in accordance to work order P. No./ LNMIIT/PUR /2025-26 the schedule remunerations for job assignment are as follows:

BASIC	ALLOWANCE	TOTAL	PF@12%	ESI@0.75	IN HAND	PF@13%	ESI@3.25	CTC
7410	11996	19406	889	146	18371	963	631	21000

2. You will be hired on contract basis and shall be solely a contractual employee of M/s DM SECURITY AND MANAGEMENT and will have no claim/ lien on The LNM Institute of Information Technology (LNMIIT).
3. You shall be covered under the provisions of Provident Fund Act & ESI (if applicable)
4. Service Conditions:- The position of Hostel Caretaker is classified under essential services. You may be assigned to morning, afternoon, or night shifts as per the requirement of the Institute. Your duty hours may vary depending on operational needs . Leave will be granted on a monthly basis, in accordance with the Institute's official holiday calendar.
5. Besides the holidays as per the institute, you will be entitled for 1 casual leave per month not exceeding 12 in a year calculated and carried forward up to a year after which any such leave shall lapse.
6. You will maintain secrecy of the information of the work of LNMIIT which may come to your knowledge during the course of association with us. This obligation of maintenance of secrecy in your assigned job shall continue even after your discontinuation with us.
7. You will adhere to orders and follow instructions given to you either from our office or by LNMIIT officials.
8. At time you may be required to work irregular hours, including Sunday an appropriate time off will be considered for work performed outside normal operational hours.
9. In case of non-performance as per instruction from LNMIIT, this appointment can be terminated with immediate effect.
10. You will be required to give one-month notice in advance before leaving else, proportionate salary will be forfeited.

We hope to have a fruitful association with you. This letter is issued in duplicate. A copy of which should be returned duly signed as a token of your acceptance. This agreement is effective from 29/08/2025 or your date of joining. This offer is valid for 10 days beyond this offer shall expire to execute.

Read, understood & accepted by

Yours Sincerely

For DM SECURITY AND MANAGEMENT

SECURITY & MANAGEMENT JAIPUR

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