Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad

Ernest Samuel Ratnakumar J, Registrar

Ref. No.: HR/NTR/04102019/(AMHR)

Date: 05-10-2019

THROUGH EMAIL

Mr. Vikas Sharma
1955, New Colony Kunda Amer
JAIPUR (RAJ.) – 302 028

Dear Mr. Vikas Sharma,

With reference to your application and subsequent interview held on 23-09-2019, this is to inform you that you have been appointed as **Assistant Manager - HR**, Pilani Campus on a temporary basis for a period of one year from the date of joining your duty with a starting basic pay of **Rs. 58,000/-** per month in **Level 9** plus dearness allowance as per rules of the Institute. At the end of this period, your performance and progress would be reviewed and if the same are found satisfactory your appointment may be continued further.

If, by mutual agreement, your appointment is extended in future, your continuity of service and benefits accruing to you may be computed from the date of joining the present appointment, consistent with the Institute rules.

You will be governed by the service rules of the Institute for service benefits like medical reimbursement, fee benefit, Contributory Provident Fund @ 12%, Leave Travel Concession, Leave, etc. Your services shall normally be terminable on one month's notice on either side or one month's salary in lieu thereof. You may be transferred to any other campus of BITS Pilani, if need arises.

You will be entitled to full vacation of 30 days, if you serve for the whole academic year or a fraction thereof proportionate to your service in the academic year.

You will report to the Manager - HR or any other authority designated by the Institute. You are requested to sign a copy of this letter as token of your acceptance and send it back to the undersigned within two weeks of the date of this letter. Please submit the following at the time of joining:

1. Joining Report.
2. Copy of PAN and Aadhar Card
3. Attested copies of all Certificates, Diplomas or Degrees starting from High School/ Higher Secondary to the highest degree obtained.
4. Certificate of sound health and physical fitness from the Chief Medical Officer, BITS Medical Centre and,
5. Relieving Certificate from your present employer and experience certificate from previous employers.

If no information is received from you in time, it will be assumed that the offer is not acceptable to you.

Yours faithfully,

(Ernest Samuel Ratnakumar J)

COUNTERSIGNED

I accept the offer as per your above letter and I propose to join duty on _____.

Place: _____
Date : _____

Signature: _____
Name: Vikas Sharma

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