JAYPEE INSTITUTE OF ENGINEERING & TECHNOLOGY

(Constituent Centre of Jaypee University of Information Technology, Waknaghat, H.P.)
A. B. Road, P. B. No. 1, Raghogarh, Distt. Guna (M.P.) Pin : 473226
Phone : 07544-267051, 267310-14, Fax : 07544 - 267011
Website : www.jiet.ac.in

JIET: ADMN: PERS: JIET 10034G: 08

May 01, 2008

Shri Shashibhan Singh
Vill Bansbari, Udaichandpur
Kerakat – 222 142
District – Jaunpur (UP)

Sub: Appointment as **PA**
w.e.f May 01, 2008

Dear Madam / Sir,

We have pleasure in offering you the appointment of **PA** in **Grade NT-6** in Jaypee Institute of Engineering & Technology (JIET), Guna (M.P) on the terms and conditions indicated below:

1. You will be paid salary in the scale of **Rs.4500-200-8500** with effect from the date of your joining i.e. **01 May, 2008** as per the details given below. Kindly note that your date of joining JEL and then deputation to JIET (Guna) i.e. **26 July 2006** shall be reckoned for the purpose of seniority:

e)	Basic	Rs.4,900/- pm
f)	DA 100%	Rs.4,900/- pm
g)	Books & Periodicals	Rs. 500/- pm
h)	Soft Furnishing	Rs. 300/- pm
e)	Conveyance Allowance	Rs. 500/- pm (50% in case of campus accommodation)

2. You will be paid HRA @ 30% of basic pay per month or accommodation would be provided by the Institute.

3. Your services can be terminated without assigning any reason by giving three month's notice in writing by either party or giving three month's Basic Pay in lieu of notice by either party.

4. You will retire at the age of 60 years and will automatically cease to be the employee of the Institute on superannuation on the last day of the month during which you attain the age of 60 years. However, the Institute may at it's sole discretion relax the aforesaid retirement age.

5. You shall faithfully serve the Institute, obey its lawful commands, keep it secrets, diligently and carefully learn and perform such work and business as may be entrusted to you regularly during such hours as may be prescribed and perform such duties as may be assigned.

6. You shall be subject to the Standing Orders, Service Rules and Regulations as well as the administrative orders of the Institute in force from time to time and shall obey all such orders and directions as you may receive from your superiors. In case of any dispute on interpretation of any part of this letter or the rules governing your service or otherwise howsoever arising, the decision of the Institute thereon shall be final and binding.

7. You shall devote your whole time to your duties and shall not carry on or be concerned in any other business or occupation, whatsoever.

8. You shall be responsible for the charge and care of the Institute's money, goods & stores and any property entrusted to you or in your hands and shall truly and faithfully account for or pay over or deliver to the proper person, money, goods, stores and property which shall at any time come to your hands, or under your charge, on account of the Institute.

9. You are, at present posted at JIET, Guna (M.P) but are liable to be transferred to any other location at the sole discretion of Institute.

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10. You shall be eligible for (a) Leave as per Institute rules, (b) Reimbursement of LTA, (c) Provident Fund benefits, (d) Medical Reimbursement etc. as admissible under Institute rules from time to time.

11. Your appointment in the Institute will be as a direct recruit and the Institute will not bear any liability on account of leave salary, pension contribution, etc. to your former employer, if any.

12. For all other matters you will be governed by the rules and regulations issued / amended from time to time by the Institute.

If you are willing to accept the appointment on the terms and conditions as stated above, please sign and return the duplicate copy of this appointment letter. You should report for duty to undersigned.

We wish you a very happy association with us.

Yours sincerely,
For Jaypee Institute of Engineering & Technology

Brig (Retd) SKS Negi
REGISTRAR

cc:
1. Office – for record.
2. Accounts Office – for information and needful.

I have read and understood / have been explained the above terms and conditions. All the terms and conditions are acceptable to me and I shall abide by them.

Place: Guna
Date: 01/05/08

Signature .....
Name.....Sugandh.....
Address.....JIET, Guna (MP).....

WITNESS
Signature.....SHISHIR THAKUR.....
Name.....JIET campus.....
Address.....Raghogarh.....