Birla Institute of Technology & Science, Pilani

Pilani | Dubai | Goa | Hyderabad | Mumbai (**An Institution of Eminence**)

Colonel Soumyabrata Chakraborty (Retd)
Registrar

Ref. No.: HRS/NTR/LTME/090223

Date: 5 April 2023

Mr. Tej Bahadur Yadav
LNMIT
Rupa ki Nangal, Post-Sumel, Via-Jamdoli
Jaipur - 302031

Appointment Letter (Private & Confidential)

Dear Mr. Tej Bahadur Yadav,

We are pleased to inform you that it has been decided to provisionally appoint you as **Laboratory Technician** in the Department of Mechanical Engineering at Pilani on a temporary basis against Regular position **for a period of one years from your date of joining.** At the end of this period, your performance will be reviewed and if the same is found satisfactory, your appointment may be confirmed as Regular.

Your salary details are as given below:

Level	4
Basic Pay (Rs. / p.m.)	27900
Increment due date	1 Jan 2024

Annual Increment: 3% of the Basic Pay

You will be governed by the service rules of the Institute for service benefits like Dearness Allowance, Medical Reimbursement, Contributory Provident Fund, Leave Travel Concession, Leave, Fee benefit and Medical benefit as per the Institute rules.

You shall be governed by the Institute Rules & Regulations as applicable from time to time. During the course of employment with the institute, your services are liable to be transferred at other locations of the Institute.

You shall superannuate on attainment of 60 years of age or may be allowed to continue till the close of the academic session in which you attain the age of 60 years, subject to institute rules & regulations.

Notwithstanding any of the clauses of this letter, this 'Temporary against Regular Position' appointment is terminable on one month's notice on either side or one month's salary in lieu thereof. 'Regular' appointment is terminable on 3 months' notice on either side or 3 months' salary in lieu thereof.

At the time of your joining, please carry the following documents:

i. Joining Report
ii. Originals of all Certificates, Diplomas or degrees and marksheets starting from High School/Higher secondary to the Highest degree/diplomas obtained along with one self-certified copy of each
iii. PAN, Aadhar Card & Two recent Passport Photos
iv. Experience certificates from previous employers, relieving letter from previous employer, and
v. Certificate of sound health and physical fitness from the Superintendent of Medical Center, BITS Pilani.

Yours faithfully

Registrar

COUNTERSIGNED

I, Tej Bahadur Yadav accept the offer and will report for duty on_____.

Date_____
Place: Pilani

Signature_____
Name: Tej Bahadur Yadav