Global Institute of Technology

GIT/2024-25/Empl.ID/EC/776 Date: 10.02.2025

To,

Mr. Shyoji Ram Saini,
858-A, Barkat Nagar,
Jaipur-302015.
Email ID:srajmera.92@gmail.com
Mob.: 9024476079

Subject: - Appointment Letter for the post of **Assistant Professor**

Dear Mr. Shyoji Ram Saini,

With reference to your application and subsequent interview dated on 7th February, 2025 and our LOI No. GIT/2024-25/HR/23 Date: 07.02.2025 in connection with your appointment in this Institute, we have the pleasure to offer you the post of "**Assistant Professor**" in Computer Science and Engineering in the **Pay Band-3 with Grade Pay of Rs.6000/-**on the following terms and conditions:

1. Initially, you will be on probation for a period of one year from the date of your joining. The said period of probation is further liable to be extended for six months solely at the discretion of the management. During or at the expiry of the said period of probation or the extended period of probation, the management will have the right to terminate your services without any notice or without assigning any reason. You will continue to be on probation till your services are confirmed in writing.
2. After confirmation, your services shall be liable to be terminated on one month's notice or salary in lieu thereof except on disciplinary ground in which case no such notice or payment in lieu thereof shall be necessary. Similarly, you may also resign from the services of the Institute after giving one month's notice or payment of an amount equal to one month's pay in lieu thereof.
3. Even after confirmation, if you are found absent from duty for three consecutive days without obtaining prior permission in writing of the HOD/Dean/Principal or if you proceed on leave without obtaining prior permission or over-stay the sanctioned leave for three days without first getting it sanctioned, then your services shall be liable to be terminated without any further reference/notice to you.
4. The payment of your salary will be subject to the deduction of Income Tax and other statutory deduction as per rules applicable to you.
5. Your appointment and continuance in the employment in the Institute will be subject to your being found medically fit and the Management shall have the right to get you examined or re-examined by the authorized Doctor/Medical Officer, whose finding will be final and binding upon you.
6. You will be the whole-time employee of the Institute and shall not engage yourself in any work or engage yourself anywhere else, either honorary or otherwise except with the written permission of the Management.
7. You will not accept or demand any subscription or any publishing house or book-seller.
8. You will not prepare or publish any book or books or assist anybody else, directly, or indirectly in such a publication unless so expressly permitted.
9. You will not canvass for any publication or any publishing house or book-seller.
10. You will not enter into any monetary transactions with any student or his/her parents/guardians and shall not misuse your position as an Assistant Professor for your personal gains and shall not conduct yourself in such a manner that you have to incur a debt beyond your means.
11. That you shall not accept, permit any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging, or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come in your contact in the capacity of being an Assistant Professor in the Institute.
12. You will conform to all rules and regulations in force from time to time in the Institute and shall abide by all other lawful orders/instructions/directions of the Management.

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13. You shall not propagate through teaching lesson or otherwise, communal or sectarian outlook or incite or discriminate any student on the grounds of caste, creed, language, place of origin, social and welfare background.
14. You shall not practice or incite any student to practice casteism, communalism, untouchability; or cause to incite any other person or to cause any damage to the property of the Institute either movable or immovable. You will not behave or encourage or incite any student, lecturer/professor or any other member/employee of the Institute to behave in a disorderly manner in the premises of the Institute or outside in connection with any matter connected with the Institute. You will not organize or attend any meeting during duty hours except when you are required or permitted by the Management of the Institute to do so.
15. You will not indulge or encourage any form of malpractice connected with the examination either in this or in any other Institute.
16. You will not make any sustained negligence in your academic performance during the academic session.
17. You will not keep nor bring to our Institute any information, material, documents, floppies, pen drive, chart etc. in your possession, containing any information which is or would be considered confidential or property of the Institute. Also don't keep such information and proprietary material in your possession after you are relieved. Please also delete any and all such information from your Desktop/Laptop/Personal Computer/Personal Laptop and Data Banks. We expect you to take precautions and necessary actions to ensure a clean, honest and fair transaction to your new position.
18. In case of any change in the address during the course of your employment in the Institute, it shall be your duty to intimate the same in writing to the Registrar within one week from the date of such a change. You will intimate your address during vacation before the commencement of the summer/winter vacation/festival holidays.
19. In case any act or omission constituting misconduct is alleged against you, you shall be placed under suspension pending enquiry, and will not be entitled to any salary/suspension allowance during the period of such suspension.
20. Your services will be liable to be transferred from one Institute to another and/or from one post to another purely at the discretion of the Management.
21. You will be responsible for the safe custody of the attendance registers, books and other articles entrusted to you and in case of any damage or loss, the Management of the Institute will have the right to make good the same from your salary/emoluments besides taking disciplinary action as deemed fit or proper.
22. You will report to Head of Department of Computer Science and Engineering for all purposes.
23. You will be covered by leave, holidays, and the working hours' policy of the Institute. Leave will be administered on Academic Calendar (year) basis i.e. from July to June.
24. You will be required to undertake travel for the work of the Institute within Rajasthan and India for which you will be paid travelling expenses as per rules of the Institute.
25. If you conceive any new or advanced methods of improving processes/formula/system related to the operation and functioning of the institute, such developments will be fully communicated to the Principal of the Institute and will be and remain the sole right/property of the Institute.
26. **Your monthly CTC salary will be Rs.38000 per month**. It includes all government liabilities, insurances, transport, dearness, gratuity etc. You will not be eligible for any type of other benefits.
27. You will be retired on attaining the age of 60 years though the Management may grant extension of one or two years on ad hoc basis or even retire you earlier in case you fail to perform your duties efficiently.
28. The above terms and conditions of employment are subject to change, and you will be communicated as and when the changes are affected.
29. You are required to complete the Academic Session every year. If you fail in doing so, i.e. if you leave the Institute during the Academic Session, the management will have every right to deduct the amount equivalent to one and half month's salary from your full & final payment. In other words, if you submit your paper of resignation at least 10 days before starting the class of your subject, only one-month notice shall be applicable. If you resign after starting scheduled classes of your subject, deduction of salary equivalent to one and half month shall be done.

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