AMITY UNIVERSITY
PATNA

27th September, 2023

Mr. Kaushik Dey
House No.- B6/104,Kedar Ghat
Post Pitambarpura, Bhelupur,
Uttar pardesh-221001.
Mob. - 9506172400
Email: kaushikdey70@gmail.com

Appointment letter

Dear Mr. Dey,

This refers to your application for employment and subsequent interview you had with us; we are pleased to appoint you as **Assistant Librarian at Amity University, Patna.** Your employment will be effective from the date of joining i.e. 27th September, 2023 at the following address:

Amity University, Patna
Near Rupaspur Police Station, Rupaspur, Bailey Road,
Patna, Bihar, Pin Code- 801503

The terms and conditions of your service will be as follows:

1. You will draw a total monthly salary of **Rs. 26,000** (Rupees Twenty Six Thousand only). The breakup of your salary is given in Annexure – I. The management reserves the right to suitably bifurcate/ restructure the salary/ emoluments under various heads at its sole discretion.

2. Your salary/ emoluments are subject to statutory deductions applicable from time to time. You shall bear your own taxes that shall be deducted from your salary.

3. Grant of annual increment(s) to you will be governed by your overall performance and results achieved by you to the satisfaction of the management. In case your performance or results achieved are not found to be satisfactory by the management, your increment can be withheld/stopped by the management at its sole discretion.

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4. The information relating to your pay, allowances and other perquisites etc. is considered as confidential information. Therefore its disclosure without prior sanction will be considered as misconduct.

5. You will not be eligible for any travelling allowance for joining or at the time of separation.

6. You will be on probation for a period one year from the date of your joining. However your probation may be extended at the sole discretion of the management. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation.

7.Your place of posting will, at present, be at Amity University, Patna. You are liable to be transferred from one department to other department /post/sister concern / associate/ University/ office, whether in existence or which may come into existence hereafter, in any part of India and or abroad, as the case may be.
Consequent on such transfer, the rules and regulations of the place of your transfer will be applicable to you.

8. During the period of probation, your services are liable to be terminated without any notice or assigning any reason or any compensation in lieu of any notice. After confirmation, your services can be terminated by giving at least 30 days' (Thirty days) notice or salary in lieu thereof, except on disciplinary grounds in which case no such notice or payment in lieu thereof shall be necessary. You may also leave your services by giving at least 60 days' (Sixty days) advance notice in writing or salary drawn in lieu of the notice period, but in no case, you shall leave your assignment during the ongoing academic sessions, thereby impacting upon the student's academic interest.

9. In case, management decides not to relieve you during the semester, it shall be within the rights of management to hold your full and final settlement of accounts till the completion of particular academic semester.

10. Your services are liable to be terminated on the ground of committing misconduct or committing any offence that may be mentioned in any law(s) of the land /loss of confidence, disloyalty, inefficiency, ill health, medically unfit, unauthorized absence or obtaining leave on false information, misrepresentation of facts, commission of an act

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involving moral turpitude. In case of termination of services on the ground as mentioned in this para, no notice or salary in lieu thereof will be paid by the management.

11. The University will expect you to work with high standards, initiative, efficiency, quality, competency, creativity and innovativeness and economy and you shall sincerely work to meet such expectations.

12. You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in service, and such discovery, process or improvement shall belong absolutely to and be the property of the University. You shall not have any claim or interest over any existing or future work created or developed by you during the course of your employment which covered under the definition of the term "Intellectual Property" and Amity University and its affiliates shall be the sole and absolute owner with all the rights to govern, use or assign it and the same shall be entitled to be registered in the name of the University.

13. You will not enter into any commitments or dealings on behalf of the University without having its written permission from the management or be a party to any alteration of any principle or policy of the University or exceed the authority or discretion vested in you without previous written sanction of the management.

14. You will be responsible for safe keeping and return in good condition and order of all the properties of the University which may be in your use, custody or charge. For loss of any property of the University in your possession, the University shall have a right to make assessment of the loss and recover the damage from you and to take such other action as it deems proper.

15. During the period of your employment with the Amity University, you will not engage, concern, interest directly or indirectly in any other occupation, business or employment whatsoever without the prior consent in writing of the University and you shall devote your time, abilities, and competencies exclusively in performance of your duties. You shall, in all respects, obey, conform and comply with the University management's order and University rules and regulations and faithfully serve the University and put your best endeavor to promote the interest and progress of the University.



16. You will, neither during the period of your service in the University, nor thereafter, disclose, divulge or communicate to any other person or persons whatsoever, any information relating to the activities of the University.

17. You will be required to give a declaration that you are joining Amity University on a straight appointment and not holding any lien with your previous employer(s).

18. This appointment is on the basis of details of qualifications, experience, degrees, certificates, diplomas and other relevant data given in your application/ resume and or provided by you to the University and your confirmation/continuation of appointment will be subject to verifications of such data, particulars, credentials, testimonials etc. The management has the right to terminate your services at any time in case any information, data, particular, certificate, testimonial etc. provided by you is found false.

19. You shall retire from the services of the University on attaining the age of sixty years. No employee shall have any claim to be continued in service of the University thereafter. However, management may extend your services after your retirement up to the age of sixty five years, at its sole discretion.

20. You will be governed by the service rules and regulations of the University including conduct and discipline and administrative orders as are existing or to be framed or to come into force by the University management from time to time in future.

21. You are required to submit self-attested certificates in support of your education, professional qualification, experience, date of birth, relieving letter from the immediate past employer, medical fitness from the authorized medical practitioner etc. for verification together with one set of copies thereof and two passport size recent photographs for records.

22. You will intimate to the management in writing any change of your address within three days from the date of such change failing which any communication sent to your last recorded address shall be deemed to have been served on you.

23. Your present assignment may undergo change from time to time to suit the University/ organizational requirements and accordingly you will be re-designated and/ or re- assigned.

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24. You are requested to sign and return the duplicate copy of the appointment letter as a token of your acceptance of the terms and conditions as laid down therein.

25. The management looks forward a fruitful association with you and expects full dedication and commitment from you.



(Authorized Signatory)

Please sign the duplicate copy of this in token of your having understood and accepted the same.

(Signature of employee)

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PATNA

Annexure-I

Employee Code: 311825

Name: Mr. Kaushik Dey

Designation: Assistant Librarian

Date of Joining: 27th September 2023

Pay Heads	Amount (Rs.)
Basic Pay	10400
HRA	5200
Special Allowance	10400
Total	**26,000**



Authorized Signatory

AMITY UNIVERSITY
PATNA

27th September, 2024

Mr. Kaushik Dey
Amity University, Patna

CONFIRMATION LETTER

Dear Mr. Dey,

Please refer to Clause No. 6 of your appointment letter dated, 27th September, 2023.

1. Your performance during your probationary period has been found satisfactory. We, therefore, hereby confirm your services with effect from **27th September, 2024** in terms with your said appointment letter.

2. All the other terms and conditions of your said Appointment letter will remain unaltered/ unchanged.

3. We look forward to your continued dedicated high performance and valuable contributions and wish you all the best for a rewarding career with the organization.

4. Please sign the duplicate copy of this letter as a token of your acceptance and return it to us.



Authorized Signatory

AMITY UNIVERSITY
PATNA

CONFIDENTIAL

March 18, 2025

Mr. Kaushik Dey
Assistant Librarian,
Amity University, Patna.

SALARY INCREMENT

Dear Mr. Dey,

In view of your hard work and dedication, we are pleased to grant you increment as per following details: -

	Present Salary	w.e.f. 1st Jan 2025
Gross Salary	Rs. 26,000/-	Rs. 29,000 /-

We are sure that you shall continue to work with the same zeal, dedication, loyalty and commitment as heretofore.

With best wishes,

Yours sincerely,

(Authorized Signatory)

AMITY UNIVERSITY
PATNA

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April 14, 2026

Mr. Kaushik Dey
Assistant Librarian,
Amity University,Patna.

SALARY INCREMENT

Dear Mr. Dey,

In view of your hard work and dedication, we are pleased to grant you increment as per following details: -

Present Salary	Increment w.e.f. Jan 01, 2026	Total Salary
Rs. 29,000/-	Rs. 2,450 /-	Rs. 31,450/-

We are sure that you shall continue to work with the same zeal, dedication, loyalty and commitment as heretofore.

With best wishes,

Yours sincerely,

AMITY UNIVERSITY PATNA

(Authorized Signatory)

Amity University Patna

Pay Slip of Employee For June 2026

Kaushik Dey					
Employee Details		**Payment & Working Days Details**		**Location Details**	
Emp No.	311825	**Bank Name**		**Site/Location**	Amity University Patna
Designation	Assistant librarian	**Account Number**		**P.F.No.**	
Grade	Consolidated	**Calendar days**	30.00	**ESIC No.**	
Department	Amity University Patna	**Physical Present Days**	30.00	**UAN**	
PAN		**Payable Days**	30.00 Days		
Date Of Birth	11-Jan-1998				
Gender	Male				

Earning Details	Rates	Current	Arrears	Adjustment	Deduction Details	Current	Arrears	Adjustment
BASIC	15,725.00	15,725.00			**PROFESSIONAL TAX**	83.00		
HRA	7,863.00	7,863.00			**ESI**	118.00		
SPECIAL ALLOWANCE	7,862.00	7,862.00						
Total Rates	**31,450.00**	**31,450.00**	**0.00**	**0.00**	**Total Recovery**	**201.00**	**0.00**	**0.00**
Total Earnings				**Rs. 31,450.00**	**Total Deductions**			**Rs. 201.00**
Net Pay								**Rs. 31,249.00**
Net Pay In Words:								**Rupees Thirty One Thousand Two Hundred Forty Nine and Zero Paise Only**

PF Employer Contribution	
ESIC Employer Contribution	512.00
LWF Employer Contribution	

Payslip Generated on: 17/07/2026

This is a system generated statement and does not require a signature