JIS UNIVERSITY

Ref. JISU/2026/003

Dated: 09.01.2026

Mr. Bibek Champromary
Indira Nagar,
Sodepur,
Pin -700110. W.B.

Subject: Appointment

Dear Mr. Champromary,

We are pleased to inform that you have been appointed as "**Library Assistant**" in the dept. of Library of this University. You are requested to join your duties immediately.

You would be placed on probation for one year from the date of joining. This appointment letter is valid from the date of joining the University.

You will be getting a Basic salary of **Rs. 7,100/- +AGP Rs. 3,200/- +HRA(15%) Rs.1,545/- +MA Rs. 300/- +OA Rs. 12,855/- +PF = Total Gross Rs. 25,000/-** (Rupees Twenty-Five thousand only) in the scale of (7100 – 37600) per month and you will not be entitled to any other allowances.

During the period of your service you would be expected to serve the Institute as per following terms and conditions given in the Annexure.

We wish you all success in this new assignment.

Sincerely yours,

(Vishal Ghai)
Registrar, JISU

Encl.: Annexure.