GL BAJAJ
Institute of Technology & Management
FIND YOUR SPARK

Date: 08th January 2024

Mr.Prasun Kumar
Vill + Post : Tilhar, Ward No : 11 ,P.S. : Mahishi
Saharsa - 852216

Appointment Letter

Dear Mr.Prasun,

This has reference to your interview the management of the institute is pleased to inform that you are hereby appointed as Assistant Librarian in the department of Library in the payscale of Rs. 5200-20200 with AGP(2800) and other allowances as admissible from time to time. Other terms and conditions of the employment are as under:-

1) This appointment letter shall be effective from the date of joining to the Institution.
2) Your Salary & Emoluments has been fixed on the basis of your credentials and recommendations of selection committee, it is not a matter of comparison with your colleagues.
3) Your appointment is subject to the approval from Governing Board of Institute after satisfactory verification of your credentials and testimonials. The Management reserves the right to ask for the originals of the above said certificates and documents. If, it is found at any stage that you have given false information or concealed the facts, then the Management has the right to foreclose your services without any compensation or notice.
4) Your services shall be governed as per service rules of the Institute. You will be placed on probation for a period of one year and this period will be / deemed to be extended by further twelve months on the expiry of the period of probation, if you are not confirmed in writing. The Director of the Institute has right to increase / decrease probation / notice period.
5) After successful completion of probation period, you will be confirmed in writing as a regular employee of the Institute. You will be entitled to statutory and service benefits and governed by the existing rules or may come into existence from time to time, as and when applicable as per rules of the institute and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.
6) As Assistant Librarian your job responsibilities shall include :
   a) Developing Resource Material and Library development.
   b) Finalizing the Library Budget and requirement and ensure the availability of books in the library as per the norms.
   c) To provide bibliographical and reference services to the faculty members.
   d) To train persons under his/her charge and supervise their work.
   e) To conduct instructional programmes on regular intervals for the freshers in library use.
   f) To help in the building of library collections in his/her respective area of specialization.
   g) To help the Librarian /Dy Librarian in planning of library resources, services and day to day activities of library.
7) In addition to your job profile, your job responsibilities shall includes :
   a) Co-curricular and extra-curricular activities.
   b) Assisting in Departmental / Institute / Training & Placement / Hostel administration, as and when required.
   c) Any other work assigned by the Director / Competent Authority of the institute.
8) Increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, employment conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
9) This appointment can be terminated either side without assigning any reason, by giving one-month notice or salary in lieu thereof. However, no resignation will be acceptable during the academic session. You shall be required to work up to the end of semester. In case you leave during the academic term, you will be liable to pay the salary for the balance period of academic semester and will loose your entitlement to all Institute incentives and service benefits. As you are not supposed to leave the job / Institute after commencement of classes, failing which institute authorities are free to take legal/administrative/disciplinary action as per the law of the land in this regard.

Prasun kumar

G.L. Bajaj Institute of Technology & Management

Plot No. 2, Knowledge Park III,
Greater Noida (U.P.)-201306
0120-2323818
Website: www.glbitm.org, Email: director@glbitm.org,registrar@glbitm.org

Salary Slip (May 2026)

Emp Code :	GLBITM3289	**Department :**	LIBRARY(LIB)	**PAN :**	EOWPK4969A
Emp Name :	PRASUN KUMAR	**Designation :**	Asst.Librarian	**ESI:**	
Joining On :	08/01/2024	**Emp Status :**	Working	**EPF:**	
				UAN No:	

Particulars	Actual Amount	Ideal Amount
Earning		
Basic Salary	13563.00	13563.00
DA	13563.00	13563.00
HRA	2034.00	2034.00
Spl. Allowance	1750.00	1750.00
Gross Earning	30910.00	30910.00
Net Salary	30,910.00	30,910.00

Present	Absent	Week Of	HL	Paid Leave	Unpaid Leave	Working Days
20	0	3	2	5.00	0.00	30.00

(Rs. thirty thousand nine hundred ten only)

This is a computer generated salary slip and does not require any signature, in case of any discrepancy please contact Accounts department.

Cut From Here