UNIVERSITY
GWALIOR • MP • INDIA
"CELEBRATING DREAMS"

March 17, 2025

ITMU/PF/2025/475

Mr. Neelesh Tiwari S/o Mr.Shivram Tiwari
Gwalior, MP

This is with reference your application and subsequent interview we are pleased to appoint you as **Library Assistant in ITM University Gwalior** on the following terms and conditions: -

1. You will be paid consolidated salary **Rs. 16,000/-** per month from the date of joining being the CTO (cost to organisation) basis as being negotiated and agreed by you without any other allowances including gratuity etc.
2. Your services will be on contract basis (purely temporary basis) for a period of **11 months** which may be extended but not more than 3 years or curtailed at the discretion of the competent authority.
3. The EPF, ESI, Professional tax and other deduction as per rules is there will be deducted from the above salary per month.
4. The payment of taxes including the income tax will be the sole responsibility of your. However, Tax deduction at source will be effected against the payable remuneration at applicable rates as per the prevailing laws, rules and regulations.
5. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
6. You will be required to perform all duties assigned to you by the University. You will always be active to your role & responsibilities attached to your position and conduct yourself accordingly. You must effectively perform to ensure results.
7. It will be incumbent upon you to obtain the NOC before applying for a position in any other organization.
8. That, you will not participate in any political activities during service.
9. Termination of employment will be as under :
   - **(a)** During the contract period and any extension thereof, your service may be terminated without assigning any reason and notice period, by the competent authority of the University.
   - **(b)** The services can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or registration of any criminal offences and any misconduct comes under zero tolerance category of university.
   - **(c)** The service can also be terminated on the account of willful omission or negligence, disorderly conduct or on moral turpitude and in that case you shall not be entitled to claim any gratuity or any statutory allowances/benefits rather the university shall be well within its right to withhold and forfeit the gratuity and other statutory allowances/benefits, if any, payable to you.
   - **(d)** Termination by either side by giving one month notice or salary in lieu thereof, except in ibid clause 9(a), (b) & (c). However, the management reserves the right to condone the notice period served by you, and relieve immediately by accepting the resignation.
     (i) Upon termination of employment, you will immediately hand over to the Department all correspondence, specifications, documents, market data, financial data, drawings, property, affects or records etc belonging to the university or relating to it, which may be in your possession, and you will not retain or make copies/records of these documents.
   - **(e)** You solemnly undertake not be leave the services of the University before completion of the concerned academic session. You shall exercise the clause of resignation either on completion of the academic year or completion of the academic work of the session whichever is later. However resignation will not be accepted in mid of semester under any circumstances.
10. This appointment is further subject to the following conditions:-
    (a) That your appointment is subject to fulfillment of conditions outlined in statues, eligibility guidelines and recommendation by a duly constituted selection committee.
    (b) That your character, references and/or any other information provided by you, are in order.
    (c) That you are found medically fit by the competent physician/MBBS doctor of the University.
    (d) That you agree to be governed by code of ethics and other rules and regulations of the University.
11. You are required to join latest by **17.03.2025** failing which this appointment order will be deemed to have been automatically cancelled and withdrawn.

Please confirm your acceptance of the appointment on the above terms and condition by signing and returning this letter (in duplicate) for university records.

Wishing you an enriching tenure with us,

ITM UNIVERSITY * DIRECTORATE REGISTRAR HUMAN RESOURCES GWALIOR (M.P.), INDIA

Signature of Candidate

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