

Mr. Brajesh Kumar Singh  
H.No. 04, E Block, Bharat Vihar  
Near Dwarka Sector 14 Metro Station  
NEW DELHI - 110078

Sub: Appointment Letter

Dear Mr. Brajesh Kumar Singh,

We are pleased to appoint you as **ASSOCIATE PROFESSOR** in the department of **Electronics & Communication Engineering** at Galgotias College of Engineering & Technology, Greater Noida on the following terms and conditions.

1. Your basic salary will be Rs.37,400/- per month in the grade of 37400-67000 with AGP of Rs. 9,000/- per month. In addition to this you will get a DA of Rs.12,528/- @ 27% of the basic salary plus AGP and an HRA of Rs.6,960/- @ 15% of your basic salary plus AGP. You will be entitled to contributory PF as per rules. In addition to this you will get an extra allowance of Rs.24,112/- per month. Please note that this extra allowance will not be reckoned for any statutory / terminal benefits like P.F, Gratuity etc. Your total CTC will be Rs.90,000/- per month. Your effective date of appointment is **13<sup>th</sup> October 2023**.
2. Notwithstanding any of the clauses of this letter, the Management can terminate your services by giving a notice of one month. However, the management reserves the right to waive off the notice period, if any misconduct, poor performance or non-performance is reported to the Director. Also shall not resign/leave the job before one year and during academic session. Please note that if you breach the above mentioned condition, the Management may not settle your dues if any, and also may not issue service certificate.
3. You will be on probation up to the last day of the month in which you complete one - year service. Further your work will be reviewed during this period from time to time and if you are considered to be absorbed in our organization, you will be so informed by issuance of a proper confirmation letter. If no letter of confirmation is issued to you, your probationary period shall be deemed to have been extended till the date of issue of confirmation letter to you.
4. You will be governed by the standing General Service rules as amended from time to time and shall be bound by the administrative orders of the Institute in force from time to time. It is also made clear that your salary is paid for all seven working days of the week, meaning thereby that you will have to attend the duties if required on any holiday/Sunday.
5. In addition to your teaching job, you will undertake to participate in and perform such rightful duties as the Chairman / Director may assign from time to time, like arrangement of and participation in Seminars, conferences and other activities, administrative / executive functions etc. You will discharge your duties diligently and efficiently to the best of your ability.
6. You shall solely serve the institute and will not seek employment / deliver part-time lectures anywhere else whether gainful or otherwise without express written sanction of the management.

**GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY**

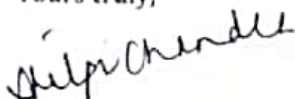
7. All copyrights, patents, papers published or discoveries / ideas developed by you during your employment shall vest with the Institute and you will be bound to execute all such documents as may be necessary to complete such vesting in favor of the Institute.
8. You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise, at any time.
9. You shall use every care in respect of Institutes property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall be responsible for all losses that may arise from willful neglect of duty or default on your part.
10. If at any time in the opinion of the management, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct, considered by the management to be detrimental to the interest of the Institute and students, or by violation of any terms of this letter, your services are liable to be terminated forthwith, without notice or salary in lieu thereof.
11. Your appointment is based on the information given by you in your bio-data. If at any time the information given is found to be incorrect or concealed, your services shall be terminated without notice or salary in lieu thereof.
12. It would be your sacred duty to teach the students diligently, sincerely and devotionally to attain 100% result. Your further increment would depend only on academic performance of your students.
13. If at any time you wish to discontinue the service you shall serve a notice of One month or salary in lieu thereof and continue to perform your duty with full sincerity and diligently during this period. In case of breach of this condition on your part, the management may not settle your dues if any, and also may not issue service certificate.
14. You will be required to sign a legal bond of fulfillment of the above conditions.
15. If at any time you leave the college after resignation your accounts / dues shall be finalized within 30 days after the submission of all clearances.

You are requested to return the enclosed duplicate copy of this letter of appointment duly signed in token of your having accepted the aforesaid terms & conditions.

Please note that notwithstanding, anything to the contrary; this contract will be treated as having been concluded at Greater Noida for all purposes.

Thanking you,

Yours truly,

  
 (Shilpi Chandra )  
 Director - HR

**Declaration:**

I agree to abide by the terms and conditions