



Jaypee Institute of Information Technology

(Declared Deemed to be University u/s 3 of the UGC Act)

Delivered by hand

JIIT: REGR: APPTT: 2013

Date: February 16, 2013

MR. HIMANSHU MITTAL
F-22A, KANCHANJUNGA APARTMENTS
SECTOR-53, NOIDA, U.P.-201301
(M) 99-58-687894

SUB: APPOINTMENT AS LECTURER W.E.F FEBRUARY 14, 2013

Dear Sir/Madam,

We have pleasure in offering you the appointment of Lecturer in the Department of CSE/IT w.e.f February 14, 2013 in Jaypee Institute of Information Technology, Noida, U.P. on the terms and conditions indicated below:

1. You will be paid salary in the scale of 18000-1500-30000-2000-58000 with effect from the date of your joining i.e. February 14, 2013 as per the details given below;

BASIC	18000.00
DA (100%)	18000.00
HRA (30%)	5400.00
CCA	300.00
SOFT FURNISHING ALLOWANCE	2500.00
BOOKS & PERIODICALS ALLOWANCE	2500.00
CONVEYANCE ALLOWANCE	5000.00
PF (12%) (Employer Share)	4320.00
LTA	1500.00
MEDICAL REIMBURSEMENT	1500.00
ACADEMIC GRADE PAY (AGP)	7500.00
G. TOTAL (Rounded Off)	66520.00

@ Not applicable in case of campus accommodation.

2. Tax, PF (Both employee & employer's share) and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
3. Probation period shall be for one year w.e.f February 14, 2013 and which may be extended at the discretion of the Management.
4. (a) During the period of probation or extended period of probation, you may resign or your services can be terminated by the institute without assigning any reason by giving a notice or salary (Basic Pay & D.A.) equivalent to the one month, in lieu thereof.
(b) On completion of probation you shall automatically be deemed to be absorbed in the Regular cadre unless information to the contrary is provided by the management.
(c) After absorption in the regular cadre, you may resign or your services can be terminated without assigning any reason with following :
 - (i) With a notice not less than three months or
 - (ii) With a minimum notice for a period till the end of semester/trimester in which your resignation/termination shall become effective (i.e. the semester/trimester in which the last date of three months notice from the date of resignation/termination falls)
 - (iii) The duration between para (i) & (ii) above shall be taken whichever is more.
 - (iv) Alternatively, you or Institute will be required to pay the amount equivalent to the salary (Basic Pay & D.A.) of 3 months.
(d) During your service if you absent yourself from the duties for a period of more than 30 days without information to the institute and without obtaining the required sanction from the competent authority for your absence, then your services shall automatically stand terminated from the date of your first absence and without any further notice.
(e) You will retire at the age of 65 years and will automatically cease to be the employee of the Institute on superannuation on the last day of the month during which you attain the age of 65 years.

Ujay

Cont....2