


## Sample appointment letters:

  
JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

Ref: JECRC/1013/2016-17

Date: 8/02/17


**APPOINTMENT LETTER**

**Mr. Yogesh Dubey**  
255, Sri Ram Vihar,  
Agra Road,  
Jamdoli,  
Jaipur (Raj)-302031

Dear Mr. Yogesh Duvey,

We have pleasure in appointing you as an **Assistant Professor** in the Department of Mechanical Engineering in Jaipur Engineering College and Research Centre. The terms and conditions of your appointment are outlined below: -

- 1) **Date of Appointment**  
Your Appointment will be effective from the date of your joining.
- 2) **Nature of Appointment and Review**  
You will be on probation for a period of One year from the date of your joining. After the completion of probation period your services will be confirmed depending on your performance, which will be judged by a committee so appointed for that purpose.
- 3) **Reporting Officer**  
You shall be reporting to the Head of Department for all operational and administrative purpose.
- 4) **Medical Fitness during service**  
Your continuation in service is subject to your being medically fit at the time of commencement of your service to the JECRC and at any time during your tenure of employment with the JECRC. You are requested to submit fitness certificate from Government medical practitioner.
- 5) **Compensation Benefit Plan**  
You shall be paid a total salary /consolidated salary of **Rs 35000/per month** in the pay scale of **Rs.15600-39100, AGP 6000**. Attached is the detailed breakup for the same in Annexure-A.
- 6) **Compensation Confidentiality**  
You are required to maintain the confidentiality of your compensation plan, and failure to comply the same shall lead to disciplinary action as deemed suitable by the JECRC.

  
**JECRC Foundation**  
[www.jecrcfoundation.com](http://www.jecrcfoundation.com)

Jaipur Engineering College and Research Centre  
Approved by AICTE & Affiliated to RTU  
JECRC Campus, Shri Ram Ki Nangal,  
Via Sitapura RIICO, Opp. EPIP Gate, Tonk Road, Jaipur 302 022  
t: 0141-2770120, 2770232 f: 0141-2770803 e: [info@jecrcmail.com](mailto:info@jecrcmail.com)



**7) Working Hours/Leave**

You will be covered by leave, holidays and the working hour's policy of the JECRC /affiliating university. Leave will be administered on an academic calendar year basis.

**8) Other Work**

Your position in the institution is that of a whole time employment with the JECRC and you shall devote yourself exclusively in discharging functions of your role in the JECRC. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business or hold directorship of any corporate body during the employment with the JECRC without permission in writing from the Principal.

**9) Confidentiality of Information**

You will not, at any time, without the written consent of principal of the JECRC, disclose or divulge or make public except on legal obligation any information regarding the college's affairs or work carried out whether the same may be confided to you or become known to you in course of your services or otherwise..

**10) Protection of Interest**

If you conceive any new or advanced methods of improving process/formulae / system in relation to the operations and functioning of the JECRC, such developments will be fully communicated to the Principal and will be and remain the sole right/property of the JECRC .

**11) Trade Secrets**

You will not keep in your possession nor bring to our organization any information, materials, documents, floppies, charts and the like, containing any information which is or would be considered confidential or proprietary of the former employer. All such information and proprietary material shall be kept in your possession after you join your duties in JECRC. Please also delete any and all such information from your personal computers and data banks.

We expect you to take precautions and necessary actions to ensure a clean, honest and fair transition to your new position. Further, you shall not use any such information which you have been privy to in the past in your new position.

**12) Notice period**

During your period of service, if for any reason, your services are terminated, you shall be served a notice of one month on probation period and one month on service confirmation or given one month's salary in lieu of the notice. A similar notice or pay will have to be given by you in case you wish to leave the services of the JECRC. Either party is not bound to give any reason thereof.

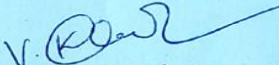
**13) Separation**

On acceptance of the separation notice, you will immediately handover to the JECRC all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to it or relating to its business and shall not make or retain any copies/record of these items.

**14) Change of terms and condition**

Your appointment is subject to ratification by the JECRC Faculty Selection Committee. The above terms & conditions of employment are subject to change and you will be communicated as and when the changes are affected.

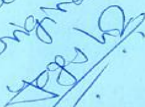
- 15)** You are requested to report on duty at the college campus within a month from the issue of this letter, failing which the same will stand cancelled.

  
**Prof. V. K. Chandna**  
Principal

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: - 03/02/17

Signature: 

Received  
original  


**Annexure-A**

Name: **Mr. Yogesh Dubey**

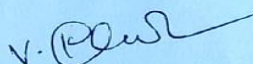
Designation: Assistant Professor

Branch: Mechanical Engineering

Scale: 15600-39100 AGP -6000

Particular	Amount (Rs.)/Month
Basic Pay	22183/-
AGP	6000/-
Special Allowance	6817/-
<b>Gross</b>	<b>35000/-</b>

The above mentioned gross salary is subject to TDS and other statutory deductions applicable from time to time and to be borne by you.

  
**Prof. V. K. Chandna**  
Principal





JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

Ref: JECRC/03/2019-20/31

Date: 19/8/19.

### APPOINTMENT LETTER

**Ms. Sonia Khubchandani**

2/140,  
Jawahar Nagar,  
Jaipur,  
Rajasthan -302004

Ms. Sonia Khubchandani,

We have pleasure in appointing you as an **Assistant Professor** in the Department of English & Humanities in Jaipur Engineering College and Research Centre. The terms and conditions of your appointment are outlined below: -

- 1) **Date of Appointment**  
Your Appointment will be effective from the date of your joining.
- 2) **Nature of Appointment and Review**  
You will be on probation for a period of One year from the date of your joining. After the completion of probation period your services will be confirmed depending on your performance, which will be judged by a committee so appointed for that purpose.
- 3) **Reporting Officer**  
You shall be reporting to the Head of Department for all operational and administrative purpose.
- 4) **Medical Fitness during service**  
Your continuation in service is subject to your being medically fit at the time of commencement of your service to the JECRC and at any time during your tenure of employment with the JECRC. You are requested to submit fitness certificate from Government medical practitioner.
- 5) **Compensation Benefit Plan**  
You shall be paid a total salary /consolidated salary of **Rs 37967/per month** in the pay scale of **Rs.15600-39100, AGP 8000**. Attached is the detailed breakup for the same in Annexure-A.
- 6) **Compensation Confidentiality**  
You are required to maintain the confidentiality of your compensation plan, and failure to comply the same shall lead to disciplinary action as deemed suitable by the JECRC.

*SK*

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**JECRC Foundation**  
www.jecrcfoundation.com

Jaipur Engineering College and Research Centre

Approved by AICTE-2 & affiliated to BTU

JECRC Campus, Shri Ram Ki Nangal,

Via Sitapura RIICO, Opp. EPIP Gate, Tonk Road, Jaipur 302 022

t: 0141 2770120, 2770232 e: info@jecrcmail.com

7) **Working Hours/Leave**

You will be covered by leave, holidays and the working hour's policy of the JECRC /affiliating university. Leave will be administered on an academic calendar year basis.

8) **Other Work**

Your position in the institution is that of a whole time employment with the JECRC and you shall devote yourself exclusively in discharging functions of your role in the JECRC. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business or hold directorship of any corporate body during the employment with the JECRC without permission in writing from the Principal.

9) **Confidentiality of Information**

You will not, at any time, without the written consent of principal of the JECRC, disclose or divulge or make public except on legal obligation any information regarding the college's affairs or work carried out whether the same may be confided to you or become known to you in course of your services or otherwise..

10) **Protection of Interest**

If you conceive any new or advanced methods of improving process/formulae / system in relation to the operations and functioning of the JECRC, such developments will be fully communicated to the Principal and will be and remain the sole right/property of the JECRC .

11) **Trade Secrets**

You will not keep in your possession nor bring to our organization any information, materials, documents, floppies, charts and the like, containing any information which is or would be considered confidential or proprietary of the former employer. All such information and proprietary material shall be kept in your possession after you join your duties in JECRC. Please also delete any and all such information from your personal computers and data banks.

We expect you to take precautions and necessary actions to ensure a clean, honest and fair transition to your new position. Further, you shall not use any such information which you have been privy to in the past in your new position.

12) **Notice period**

During your period of service, if for any reason, your services are terminated, you shall be served a notice of one month on probation period and one month on service confirmation or given one month's salary in lieu of the notice. A similar notice or pay will have to be given by you in case you wish to leave the services of the JECRC. Either party is not bound to give any reason thereof.

13) **Separation**

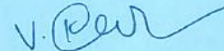
On acceptance of the separation notice, you will immediately handover to the JECRC all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to it or relating to its business and shall not make or retain any copies/record of these items.



**14) Change of terms and condition**


Your appointment is subject to ratification by the JECRC Faculty Selection Committee. The above terms & conditions of employment are subject to change and you will be communicated as and when the changes are affected.

**15) You are requested to report on duty at the college campus within a month from the issue of this letter, failing which the same will stand cancelled.**

  
**Prof. V. K. Chandna**  
Principal

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: - 19 August 2019

Signature: -----

**Annexure-A**

Name: **Ms. Sonia Khubchandani**


Designation: Assistant Professor

Branch: English & Humanities

Scale: 15600-39100 AGP-8000

Particular	Amount (Rs.)/Month
Pay	18562/-
AGP	8000/-
DA@20%	5312/-
HRA@7.5%	1992/-
Internet Allowance	500/-
Special Allowance	3600/-
<b>Gross</b>	<b>37967/-</b>

The above mentioned gross salary is subject to TDS and other statutory deductions applicable from time to time and to be borne by you.

  
**Prof. V. K. Chandna**  
Principal



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

Ref: JECRC/05/2019-20/63

Date: 01/10/19

**APPOINTMENT LETTER**

**Mr. Pradeep Kumar Sharma**

Villa No. 30,  
Coral Crimson Court,  
Shri Ram Vihar, Jagatpura,  
Jaipur (Raj)

P

Dear Mr. Pradeep Kr. Sharma,

We have pleasure in appointing you as an **Assistant Professor (Evening Shift)** in the Department of Computer Science & Engineering in Jaipur Engineering College and Research Centre. The terms and conditions of your appointment are outlined below: -

**1) Date of Appointment**

Your Appointment will be effective from the date of your joining.

**2) Nature of Appointment and Review**

You will be on probation for a period of One year from the date of your joining. After the completion of probation period your services will be confirmed depending on your performance, which will be judged by a committee so appointed for that purpose.

**3) Reporting Officer**

You shall be reporting to the Head of Department for all operational and administrative purpose.

**4) Medical Fitness during service**

Your continuation in service is subject to your being medically fit at the time of commencement of your service to the JECRC and at any time during your tenure of employment with the JECRC. You are requested to submit fitness certificate from Government medical practitioner.

**5) Compensation Benefit Plan**

You shall be paid a total salary /consolidated salary of **Rs 32015/per month** in the pay scale of **Rs.15600-39100, AGP 7000**. Attached is the detailed breakup for the same in Annexure-A.

**6) Compensation Confidentiality**

You are required to maintain the confidentiality of your compensation plan, and failure to comply the same shall lead to disciplinary action as deemed suitable by the JECRC.





7) **Working Hours/Leave**

You will be covered by leave, holidays and the working hour's policy of the JECRC /affiliating university. Leave will be administered on an academic calendar year basis.

8) **Other Work**

Your position in the institution is that of a whole time employment with the JECRC and you shall devote yourself exclusively in discharging functions of your role in the JECRC. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business or hold directorship of any corporate body during the employment with the JECRC without permission in writing from the Principal.

9) **Confidentiality of Information**

You will not, at any time, without the written consent of principal of the JECRC, disclose or divulge or make public except on legal obligation any information regarding the college's affairs or work carried out whether the same may be confided to you or become known to you in course of your services or otherwise..

10) **Protection of Interest**

If you conceive any new or advanced methods of improving process/formulae / system in relation to the operations and functioning of the JECRC, such developments will be fully communicated to the Principal and will be and remain the sole right/property of the JECRC .

11) **Trade Secrets**

You will not keep in your possession nor bring to our organization any information, materials, documents, floppies, charts and the like, containing any information which is or would be considered confidential or proprietary of the former employer. All such information and proprietary material shall be kept in your possession after you join your duties in JECRC. Please also delete any and all such information from your personal computers and data banks.

We expect you to take precautions and necessary actions to ensure a clean, honest and fair transition to your new position. Further, you shall not use any such information which you have been privy to in the past in your new position.

12) **Notice period**

During your period of service, if for any reason, your services are terminated, you shall be served a notice of one month on probation period and one month on service confirmation or given one month's salary in lieu of the notice. A similar notice or pay will have to be given by you in case you wish to leave the services of the JECRC. Either party is not bound to give any reason thereof.

13) **Separation**

On acceptance of the separation notice, you will immediately handover to the JECRC all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to it or relating to its business and shall not make or retain any copies/record of these items.

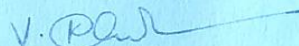




**14) Change of terms and condition**

Your appointment is subject to ratification by the JECRC Faculty Selection Committee. The above terms & conditions of employment are subject to change and you will be communicated as and when the changes are affected.

**15)** You are requested to report on duty at the college campus within a month from the issue of this letter, failing which the same will stand cancelled.



**Prof. V. K. Chandna**  
**Principal**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: - 01 Oct 2019

Signature: 

**Annexure-A**

Name: **Mr. Pradeep Kumar Sharma**

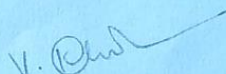
Designation: Assistant Professor

Branch: Computer Science & Engineering

Scale: 15600-39100 AGP -7000

Particular	Amount (Rs.)/Month
Pay	15600/-
AGP	7000/-
DA@20%	4520/-
HRA@7.5%	1695/-
Internet Allowance	500/-
Special Allowance	2700/-
<b>Gross</b>	<b>32015/-</b>

The above mentioned gross salary is subject to TDS and other statutory deductions applicable from time to time and to be borne by you.



**Prof. V. K. Chandna**  
**Principal**



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

Ref: JECRC/03/2019-20/33

Date: 19/8/19

**APPOINTMENT LETTER**

**Mr. Abhishek Jain**  
B-123,  
Bank Officers Campus,  
Ramnagar, Jagatpura,  
Jaipur (Raj) -302017

Dear Mr. Abhishek Jain,

We have pleasure in appointing you as an **Assistant Professor (Evening)** in the Department of Computer Science & Engineering in Jaipur Engineering College and Research Centre. The terms and conditions of your appointment are outlined below: -

- 1) **Date of Appointment**  
Your Appointment will be effective from the date of your joining.
- 2) **Nature of Appointment and Review**  
You will be on probation for a period of One year from the date of your joining. After the completion of probation period your services will be confirmed depending on your performance, which will be judged by a committee so appointed for that purpose.
- 3) **Reporting Officer**  
You shall be reporting to the Head of Department for all operational and administrative purpose.
- 4) **Medical Fitness during service**  
Your continuation in service is subject to your being medically fit at the time of commencement of your service to the JECRC and at any time during your tenure of employment with the JECRC. You are requested to submit fitness certificate from Government medical practitioner.
- 5) **Compensation Benefit Plan**  
You shall be paid a total salary /consolidated salary of **Rs 37987/per month** in the pay scale of **Rs.15600-39100, AGP 7000**. Attached is the detailed breakup for the same in Annexure-A.
- 6) **Compensation Confidentiality**  
You are required to maintain the confidentiality of your compensation plan, and failure to comply the same shall lead to disciplinary action as deemed suitable by the JECRC.

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t: 0141 2770120, 2770232 e: info@jecrcmail.com



7) **Working Hours/Leaves**

You will be covered by leave, holidays and the working hour's policy of the JECRC /affiliating university. Leave will be administered on an academic calendar year basis.

8) **Other Work**

Your position in the institution is that of a whole time employment with the JECRC and you shall devote yourself exclusively in discharging functions of your role in the JECRC. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business or hold directorship of any corporate body during the employment with the JECRC without permission in writing from the Principal.

9) **Confidentiality of Information**

You will not, at any time, without the written consent of principal of the JECRC, disclose or divulge or make public except on legal obligation any information regarding the college's affairs or work carried out whether the same may be confided to you or become known to you in course of your services or otherwise..

10) **Protection of Interest**

If you conceive any new or advanced methods of improving process/formulae / system in relation to the operations and functioning of the JECRC, such developments will be fully communicated to the Principal and will be and remain the sole right/property of the JECRC .

11) **Trade Secrets**

You will not keep in your possession nor bring to our organization any information, materials, documents, floppies, charts and the like, containing any information which is or would be considered confidential or proprietary of the former employer. All such information and proprietary material shall be kept in your possession after you join your duties in JECRC. Please also delete any and all such information from your personal computers and data banks.

We expect you to take precautions and necessary actions to ensure a clean, honest and fair transition to your new position. Further, you shall not use any such information which you have been privy to in the past in your new position.

12) **Notice period**

During your period of service, if for any reason, your services are terminated, you shall be served a notice of one month on probation period and one month on service confirmation or given one month's salary in lieu of the notice. A similar notice or pay will have to be given by you in case you wish to leave the services of the JECRC. Either party is not bound to give any reason thereof.

13) **Separation**

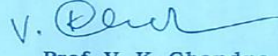
On acceptance of the separation notice, you will immediately handover to the JECRC all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to it or relating to its business and shall not make or retain any copies/record of these items.



14) **Change of terms and condition**

Your appointment is subject to ratification by the JECRC Faculty Selection Committee. The above terms & conditions of employment are subject to change and you will be communicated as and when the changes are affected.

- 15) You are requested to report on duty at the college campus within a month from the issue of this letter, failing which the same will stand cancelled.

  
Prof. V. K. Chandna  
Principal

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: - 19/08/19

Signature: \_\_\_\_\_

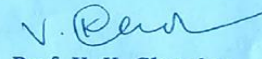


**Annexure-A**

Name: Mr. Abhishek Jain  
Designation: Assistant Professor  
Branch: Computer Science & Engineering  
Scale: 15600-39100 AGP -7000

Particular	Amount (Rs.)/Month
Pay	17696/-
AGP	7000/-
DA@20%	4939/-
HRA@7.5%	1852/-
Internet Allowance	500/-
Special Allowance	6000/-
<b>Gross</b>	<b>37987/-</b>

The above mentioned gross salary is subject to TDS and other statutory deductions applicable from time to time and to be borne by you.

  
Prof. V. K. Chandna  
Principal





## APPOINTMENT LETTER

**Ms. Vijeta Kumawat**  
J-57 B, Sharma Colony,  
Nandpuri,  
Jaipur (Raj)

Dear Ms. Vijeta Kumawat,

We have pleasure in appointing you as an **Assistant Professor** in the Department of Computer Science & Engineering in Jaipur Engineering College and Research Centre. The terms and conditions of your appointment are outlined below: -

- 1) **Date of Appointment**  
Your Appointment will be effective from the date of your joining.
- 2) **Nature of Appointment and Review**  
You will be on probation for a period of One year from the date of your joining. After the completion of probation period your services will be confirmed depending on your performance, which will be judged by a committee so appointed for that purpose.
- 3) **Reporting Officer**  
You shall be reporting to the Head of Department for all operational and administrative purpose.
- 4) **Medical Fitness during service**  
Your continuation in service is subject to your being medically fit at the time of commencement of your service to the JECRC and at any time during your tenure of employment with the JECRC. You are requested to submit fitness certificate from Government medical practitioner.
- 5) **Compensation Benefit Plan**  
You shall be paid a total salary /consolidated salary of **Rs 41619/per month** in the pay scale of **Rs.15600-39100, AGP 8000**. Attached is the detailed breakup for the same in Annexure-A.
- 6) **Compensation Confidentiality**  
You are required to maintain the confidentiality of your compensation plan, and failure to comply the same shall lead to disciplinary action as deemed suitable by the JECRC.



**JECRC Foundation**  
www.jecrcfoundation.com

Jaipur Engineering College and Research Centre  
Approved by AICTE & Affiliated to RTU  
JECRC Campus, Shri Ram Ki Nangal,  
Via Sitapura RIICO, Opp. EPIP Gate, Tonk Road, Jaipur 302 022  
t: 0141 2770120, 2770232 f: 0141 2770803 e: info@jecrcmail.com

**7) Working Hours/Leave**

You will be covered by leave, holidays and the working hour's policy of the JECRC /affiliating university. Leave will be administered on an academic calendar year basis.

**8) Other Work**

Your position in the institution is that of a whole time employment with the JECRC and you shall devote yourself exclusively in discharging functions of your role in the JECRC. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business or hold directorship of any corporate body during the employment with the JECRC without permission in writing from the Principal.

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**11) Trade Secrets**

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We expect you to take precautions and necessary actions to ensure a clean, honest and fair transition to your new position. Further, you shall not use any such information which you have been privy to in the past in your new position.

**12) Notice period**

During your period of service, if for any reason, your services are terminated, you shall be served a notice of one month on probation period and one month on service confirmation or given one month's salary in lieu of the notice. A similar notice or pay will have to be given by you in case you wish to leave the services of the JECRC. Either party is not bound to give any reason thereof.

**13) Separation**

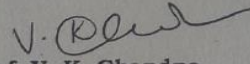
On acceptance of the separation notice, you will immediately handover to the JECRC all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to it or relating to its business and shall not make or retain any copies/record of these items.



**14) Change of terms and condition**

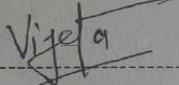
Your appointment is subject to ratification by the JECRC Faculty Selection Committee. The above terms & conditions of employment are subject to change and you will be communicated as and when the changes are affected.

- 15)** You are requested to report on duty at the college campus within a month from the issue of this letter, failing which the same will stand cancelled.

  
**Prof. V. K. Chandna**  
Principal

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: - 02/04/2018

Signature: 

**Annexure-A**

Name: **Ms. Vijeta Kumawat**

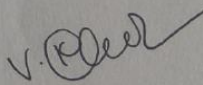
Designation: Assistant Professor

Branch: Computer Science & Engineering

Scale: 15600-39100

Particular	Amount (Rs.)/Month
Basic Pay	18562/-
AGP	8000/-
DA @30% on (Basic+AGP)	7969/-
HRA@7.5% on (Basic+AGP)	1992/-
Conveyance Allowance	1600/-
Special Allowance	3496/-
<b>Gross</b>	<b>41619/-</b>

The above mentioned gross salary is subject to TDS and other statutory deductions applicable from time to time and to be borne by you.

  
**Prof. V. K. Chandna**  
Principal



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

Ref: JECRC/2013-14/168

Date: 01.08.13

### **APPOINTMENT LETTER**

**Dr. Sanjay Gaur**

Aadishakti Bhawan,  
J. K. Circle, Satation Road, Bhawani Nagar,  
Kankroli, Rajsamand,  
Rajasthan-313342

Dear Dr. Sanjay Gaur,

We have pleasure in appointing you as an **Associate Professor** in the Department of Computer Science & Engineering in Jaipur Engineering College and Research Centre. The terms and conditions of your appointment are outlined below: -

- 1) **Date of Appointment**  
Your Appointment will be effective from the date of your joining.
- 2) **Nature of Appointment and Review**  
You will be on probation for a period of One year from the date of your joining. After the completion of probation period your services will be confirmed depending on your performance, which will be judged by a committee so appointed for that purpose.
- 3) **Reporting Officer**  
You shall be reporting to the Head of Department for all operational and administrative purpose.
- 4) **Medical Fitness during service**  
Your continuation in service is subject to your being medically fit at the time of commencement of your service to the JECRC and at any time during your tenure of employment with the JECRC. You are requested to submit fitness certificate from Government medical practitioner.
- 5) **Compensation Benefit Plan**  
You shall be paid a total salary /consolidated salary of **Rs 47,000/per month** in the pay scale of Rs. 37400-67000, AGP 9000. Attached is the detailed breakup for the same in Annexure -A.
- 6) **Compensation Confidentiality**  
You are required to maintain the confidentiality of your compensation plan, and failure to comply the same shall lead to disciplinary action as deemed suitable by the JECRC.



**JECRC Foundation**  
www.jecrcfoundation.com

Jaipur Engineering College and Research Centre  
Approved by AICTE & Affiliated to RTU  
JECRC Campus, Shri Ram Ki Nangal,  
Via Sitapura RIIICO, Opp. EPIP Gate, Tonk Road, Jaipur 302 022  
t: 0141 2770120, 2770232 f: 0141 2770803 e: info@jecrcmail.com



**7) Working Hours/Leave**

You will be covered by leave, holidays and the working hour's policy of the JECRC /affiliating university. Leave will be administered on an academic calendar year basis.

**8) Other Work**

Your position in the institution is that of a whole time employment with the JECRC and you shall devote yourself exclusively in discharging functions of your role in the JECRC. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business or hold directorship of any corporate body during the employment with the JECRC without permission in writing from the Principal.

**9) Confidentiality of Information**

You will not, at any time, without the written consent of principal of the JECRC, disclose or divulge or make public except on legal obligation any information regarding the college's affairs or work carried out whether the same may be confided to you or become known to you in course of your services or otherwise..

**10) Protection of Interest**

If you conceive any new or advanced methods of improving process/formulae / system in relation to the operations and functioning of the JECRC, such developments will be fully communicated to the Principal and will be and remain the sole right/property of the JECRC .

**11) Trade Secrets**

You will not keep in your possession nor bring to our organization any information, materials, documents, floppies, charts and the like, containing any information which is or would be considered confidential or proprietary of the former employer. All such information and proprietary material shall be kept in your possession after you join your duties in JECRC. Please also delete any and all such information from your personal computers and data banks.

We expect you to take precautions and necessary actions to ensure a clean, honest and fair transition to your new position. Further, you shall not use any such information which you have been privy to in the past in your new position.

**12) Notice period**

During your period of service, if for any reason, your services are terminated, you shall be served a notice of one month on probation period and one month on service confirmation or given one month's salary in lieu of the notice. A similar notice or pay will have to be given by you in case you wish to leave the services of the JECRC. Either party is not bound to give any reason thereof.

**13) Separation**

On acceptance of the separation notice, you will immediately handover to the JECRC all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to it or relating to its business and shall not make or retain any copies/record of these items.

**14) Change of terms and condition**

Your appointment is subject to ratification by the JECRC Faculty Selection Committee. The above terms & conditions of employment are subject to change and you will be communicated as and when the changes are affected.

- 15)** You are requested to report on duty at the college campus within a month from the issue of this letter, failing which the same will stand cancelled.



**Prof. V. K. Chandna**  
**Principal**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date: - 1/08/2017

Signature: \_\_\_\_\_

