



Ref: \_\_\_\_\_

Date: \_\_\_\_\_

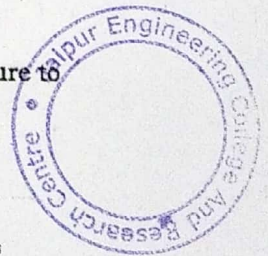
**SAMPLE APPOINTMENT LETTER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Jaipur (Raj)

Dear \_\_\_\_\_,

We have pleasure in appointing you as an **Assistant Professor** in the Department of Electronics & Communication 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.
- 3) **Reporting Officer**  
You shall be reporting to the Head of Department for all operational and administrative purpose.
- 4) **Medical Fitness during service**  
Your continuous in service is subject to you 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 of Rs. \_\_\_\_\_/ month in the pay scale of Rs. 15600-39100, AGP -6000. Attached is the details breakup for the same in Annexure-A.
- 6) **Compensation Confidentiality**  
You are required to maintain the confidentiality of your compensation plan, failure to comply 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 is 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, from your present employer's all such information and proprietary material and not keep it in your possession after you are relieved from your duties. 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 you 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 give up to the JECRC all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to the JECRC or relating to its business and shall not make or retain any copies 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: -

Signature: -----

