

Date - _____

Ref. No.

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Sub: Appointment Letter

Dear Sir/Madam,

With reference to your application and subsequent interview you had before the Selection Committee on _____, we are pleased to inform you that you are hereby appointed as the full-time post of Assistant Professor (Temporary) in the Dept. of " _____ " in our establishment on the consolidated salary of Rs./-.

1. The appointment is subject to the general terms and conditions of service applicable to the college employees in force and as amended from time to time in addition to the following conditions:
 - a. Your appointment is an ad hoc appointment against the vacant post of Professor/Associate Professor/Assistant Professor in the Dept. of _____.

- b. Your appointment is on purely ad hoc and temporary basis for a term of one year up to _____. During this period, your services can be terminated, if required by the management without notice. In case, you wish to resign from the establishment, you will be required to furnish the management with one month notice or pay in lieu thereof.
- c. In the midst of term a meeting of the properly constituted selection committee of the University will be convened, you will have to appear before the selection committee and if as per the recommendations of selection committee your services are regularized and ultimately approved by the University of _____, you will get fresh appointment order for such duration and subject to such terms and conditions as may be specified in the same as per applicable rules.
- d. After the expiry of your appointed period, your services will be automatically stand terminated.
- e. Your services will be governed by the Rules & Regulations laid down by the University of _____ and the _____ as well as by the _____ (name of establishment) as applicable from time to time. Additionally, your services will be governed by the Rules of the Governing Body of the Establishment and also by any amendments thereto from time to time. The College Management / Board of Trustees reserve the right to modify or alter the terms and conditions of service.

- f. You shall submit the certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge / relieving certificate, last pay certificate (if any), Caste Certificate and Caste Validity Certificate, in case post of Reserved Category etc., before joining your duties. At the time of submitting the same, you shall also bring the originals of the said documents and the certified true copies shall be verified with the originals.
- g. If at any time in our opinion, which is final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, or any other conduct considered by us detrimental to our interest or in violation of one or more terms of this letter, we will be entitled to terminate your services without any notice. Without prejudice to the generality of the foregoing provision, if the following misdeeds are observed, your services could be terminated without giving one month notice:
- i) Divulging the Establishment's confidential information
 - ii) Misconduct within the Establishment
 - iii) Disobedience of orders from Principal
 - iv) Defamation of Establishment's name / reputation
 - v) Instigating colleagues / people against the Establishment
 - vi) Any information or details given by you in your application for employments found incorrect or false.
- h. At the time of relinquishment of your service / employment for any reason, you will return all such records, documents and other

information to the Establishment immediately if they are in your possession in any manner and shall not attempt to retain copies of any data, records, know how or information of the company. In the event of your leaving the service, you will be required to complete any necessary exit procedure as may be laid down by the Establishment from time to time.

- i. Your office timing will be as per time table or as prescribed by the Principal/Office.
- j. You will be entitled for PF under the Employees Provident Fund (Miscellaneous Provision) Act, 1952.
- k. You will abide by the instruction given and duties assigned to you by the Principal and the Establishment.
- l. You shall produce authentic proof regarding date of birth, qualifications and experience, academic as well as industrial, if any.
- m. The appointment is a full time one and does not permit you to engage yourself in an outside business, professional consulting, tutorial, and/or such other outside work, either with or without remuneration. You shall work exclusively for and in the interest of the Institution / Trust and undertake not to engage in any part-time or any other work, business, occupation of consultation of any kind or accept any employment whether free or paid, directly or indirectly.

If you are required to contribute any work or to produce some inputs in addition to the work assigned to you, you shall not be paid extra for the same.

- n. You will be eligible for leave of different types as per rules of the Institution applicable from time to time.
- o. All the leave should be pre-sanctioned. You should not remain absent without getting your leave pre-sanctioned or remain absent beyond the period of leave originally granted to you. If you do not observe this rule strictly the management has every right to consider you as having voluntarily terminated your employment without giving any notice.
- p. All intellectual property rights relating to the work done or created by you or done in the course of your affiliation with the Institution / Trust, will belong solely and exclusively to the Institution / Trust in perpetuity and the Institution / Trust shall have the sole and exclusive right to utilize any such material. The right in these works that are created, written or made shall continue to vest with the Institution / Trust even after the termination / discontinuation or end of your affiliation with the Institution.
- q. It is agreed between you and the Institution / Trust that in the event you resign / separate from the Institution / Trust, you will not recruit, select or influence in any way any employee of our Institution / Trust or anyone working with us on contract to join your future employment as

an employee or partner or in any other form of work association, after the separation of your service with us.

- r. You should communicate to the Establishment any change in your residential address immediately. Any communication made to you in the last given residential address will be deemed to have been served on you.
- s. Any dispute between yourself and the Establishment concerning or relating or arising out of this contract shall be subject to the jurisdiction of and be determined by the court of jurisdiction in _____ only.
- t. You will be liable to be retired/terminate earlier on medical ground if you become physically or mentally unfit or otherwise unfit to discharge your duties efficiently to the entire satisfaction of the management.
- u. You are required to join your duties on..... Your appointment will be effective from the date of joining. In case you are not able to join on the above mentioned date, you may please inform the Establishment forthwith your nearest date of joining. If you fail to do so, your appointment is liable to be cancelled.

We are pleased to welcome you to our organization and look forward to a happy and mutually rewarding association.

Please acknowledge by signing and returning the duplicate here of in token of your having accepted the appointment and the terms & conditions pertaining thereto.

Yours truly,

For _____

Mr _____

(Designation)

I am agreeable to the terms & conditions as stated above. I would be in a position to join _____ by _____

(Name & Signature)

DRAFT