

No. BSP/2021/SSVT/LCITC&S/030



Appointment Letter

To,

Mrs. Neelam Pal
Village- Kaudiya, P.O. -Sua
PS Medininagar, Dist. Palamu
Jharkhand-822102
Contact: 7000842456
Email: palneelam221998@gmail.com

Date: 22/08/2022

Based on your application and the subsequent selection process, we are pleased to appoint you, for the post of **Assistant Professor – Political Science in LCIT College of Commerce & Science, LCIT Group of Institutions, Bodri, Bilaspur, on the following terms & conditions:**

1. Your monthly salary will be **Rs. 15,600/- (Rs. Fifteen thousand Six Hundred)**.
2. Increment of salary will be as per institutional norms and your performance to the satisfaction of Management.
3. Your appointment will be on a Contract/Adhoc basis for a **period of Six months**.
4. Extension and Confirmation of appointment will be at the discretion of the Management and/or after selection & approval as per Statute-28 of the affiliating University.
5. **You will be eligible to avail of 10 Casual leave in a calendar year on pro-rata basis as per Institution policy.** On Duty, summer vacation, and other leave rules will be as per the practice prevalent in the organization from time to time.
6. The Institution offers free bus service to all employees.
7. You shall be assigned any other duties and responsibilities by the Management in connection with social, intellectual, or athletic activities of the institution, examination, or administration as per the requirement of the Institute from time to time.
8. A Security Deposit equivalent to one month's salary shall be created by deducting 10% of your salary per month. In case of your resignation, this Security Deposit will be refundable on fulfillment of the terms & conditions of this appointment order and submission of a No Dues Certificate.
9. If you wish to resign from the service of the Institute, you will be required to give one-month notice to the Institute during the period or corresponding salary/Security Deposit in lieu thereof. Except otherwise agreed by the Institute, you are required to complete the projects or any other assignments before leaving the Institute.
10. The Management reserves the right to extend or reduce your contract period or terminate your services without notice or without assigning any reason whatsoever, either during or at the end of the contract period.

11. At the time of joining, you are required to bring all originals along with a photocopy of proof of date of birth, academic mark sheets and professional certificates, work experience certificates, and pay slips of the last salary drawn, for verification and submission.
12. Other service conditions will be subject to such bye-laws, rules, management instructions, and norms of the Institute governing the services of its employees as may be in force from time to time.

Wishing you every success in your new assignment and look forward to a long association with the LCIT Group of Institutions.

Kindly sign and send the duplicate copy of this letter signifying your acceptance of the aforesaid terms & conditions and return it to us for the record.

Best Wishes



**Mr. Ankit Jain
Vice Chairman
LCIT Group of Institutions**

Date of Joining: 22/08/22
Signature of Employee: 