

To, **AMITY INSTITUTE FOR COMPETITIVE EXAMINATIONS**

Mr. Lokesh Pant

S/O Mr B.C.Pant

Flat no.711,ITBP Co-Operative Housing Society,
Sector -Pi(I), Greater Noida

Dear Mr. Lokesh Pant,

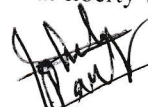
With reference to your application and subsequent personal meetings with you, we are pleased to appoint you as **"Faculty-Mathematics"**, in our organization on the following terms and conditions:

1. **Effective Date of Appointment:** Effective date of appointment shall be the date of joining of duty subject to your acceptance of appointment and reporting on or before **01st February 2018**
2. **Salary:** You salary shall be **Rs. 60,000/- (Rupees Sixty Thousand Rupees Only)** per month, subject to deduction of tax at source as per the provisions of Income Tax Act, 1961 and rules made there under. The management can bifurcate or merge or change the components of salary at its sole discretion.
3. **Place of posting:** Your place of posting will be at Defence Colony, however, as a member of our organization you shall have to attend the meetings, seminars or any other activities of the organization at the venues decided by the management. The management may transfer you in any of its branch, unit or office of the Institute in Delhi & NCR – existing or to be opened as it may consider necessary in its discretion from time to time. Consequent on such transfer, the rules & regulations of service applicable to such post or at the place of posting will become applicable to you.
4. **Reporting:** You will follow the working hours and duty timings of the as may be decided by the management you shall be reporting to the person as may be indicated by the management from time to time.
5. **Probation:** Initially, you will be appointed on probation for a period of six months from the date of appointment. During this period, your performance will be reviewed and if found satisfactory, your appointment will be confirmed. In case your performance does not found to be satisfactory, management is at discretion to extend your probation period without assigning any cause or reason or to terminate you. In the absence of written confirmation, you will be deemed to be on probation.
6. **Group Insurance:** After confirmation you will be covered under the Group Medical Insurance for a sum of Rs 30,000/- (Rupees Thirty Thousand only).
7. **Notice Period:** During the initial or extended period of probation your services are liable to be terminated by the management without assigning any reason whatsoever and without any notice or payment of salary in lieu thereof.

As you are aware, we are providing guidance to the students preparing to get admission in professional courses, therefore your appointment as **"Faculty-Mathematics"** holds great responsibility on you. In order to safeguard the interest of the students and the organization, if you want to leave the organization, you shall have to give six months' clear notice or One year' salary in lieu thereof. You need to sign an appropriate "indemnity Bond & Service agreement" with the organization.

You shall serve the company for a mandatory period not less than Two years including the training period from the date of joining, during this mandatory period of service of Two years, you shall not leave, abandon or resign from the training/employment of the company. Liquidated damages for breach of this condition shall be as per Indemnity bond or Service agreement. You are required to give minimum period (Six Months) of notice in writing. After completion of bond or agreement period you will have to serve one month notice period.

As per mutual discussion and consent a separate Indemnity bond has also been executed by you with surety and you undertake to remain bound by the same. On committing a breach of terms and condition the liability to pay this mutually agreed amount shall arise forthwith and the management would be at liberty to encash anyone of the cheques given by you.


Defence Colony : E-25, Defence Colony, New Delhi-110024. Ph.: 011-24336143/44, 41888498.
Saket : Amity International School, M-Block, Saket, New Delhi-110017. Ph.: 011-29561606, 29562583.
Janakpuri : B-1 / 623, 3rd Floor Main Nazafrahr Road, Janakpuri, New Delhi-110058. Ph.: 011-25573111/2/3/4
Noida : Amity Campus, Sector-44, Noida-201303. Ph.: 95120-2431839/42, 4391357
Ghaziabad : Amity International School, Sector 44, Ghaziabad, Ph.: 011-25573111/2/3/4

After the expiration of the bond and agreement period, your services in the company may be terminated by either party by serving one month's notice or one month's salary in lieu thereof. However the Company shall have the right to terminate your services without notice for any misconduct and unsatisfactory performance or for any reason including. You will have to give prior information before taking any kind of leave without prior information your leave will be treated as leave without pay & you will have to apply in leave application form.

8. **Back Ground Verification:** Acceptance of this offer also confirms your consent to back ground checks on education, Previous Employment and felony records.
9. **Legal Binding:** In order to safeguard the interest of the students and the organization, this is legal binding on you that you shall not leave, abandon or resign from the training/employment in Mid and peak Academic Session of the Institute i.e. from April to December.
10. **Acceptance of outside assignment:** You shall not accept or undertake any other employment, business or occupation whatsoever, during the period of your employment with the Institute and you shall devote your time, attention and abilities exclusively in the performance of your duties towards the Institute. You shall in all respect obey the Institute's order and regulation and will faithfully serve the Institute and put in your best endeavor to promote the interest of the Institute. The Institute expects you to work with high standard of initiative, efficiency and economy.
11. **Secrecy Maintenance Agreement:** You will have to assist & provide service for activities, file-paper work and online assignments .you will neither during the period of your service nor thereafter, disclose, divulge or communicate to any person or persons whatsoever any information relating to the activities of the institute. Equality is our motto so, you will not maintain personal terms or relation with any students, parents or whatsoever & if you shall do so then your relations or personal terms are your responsibility and school shall not be liable for anything and this kind of conduct shall be treated as misconduct.
12. **Code of Conduct:** you will be governed by the code of conduct as in force time to time.
13. **Adherence to the rules and regulations:** You will be governed by the Service Rules, Regulations and policies of the Institute which at present are available to the employees of your status which may be enforced, amended, altered or replaced from time to time. You will also follow the set rules and regulation being followed by all the employees without any prejudice. You shall be on fixed term of appointment; you shall not be liable for any official benefit in future.
14. **Abandonment and automatic termination:** In the event of your unauthorized absence from duty for a continuous period of three working days or more (including the period for which though the leave applied has not been granted) and/or overstay beyond sanctioned leave for a period of three working days or more, you shall be deemed to have relinquished your services w.e.f the date of your absence. Such automatic relinquishment of employment shall be deemed to be abandonment of employment by you and shall not be construed as termination by the management. Consequently you will lose your lien on employment and the same shall come to an end without any notice or intimation. In case you abandon the job you shall be liable to pay one year salary in lieu of notice as detailed above.
15. **Fitness:** This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The management shall have right to have you medically examined at any time during the course of your employment by a medical practitioner nominated by it, whose decision in this regard shall be final and binding. In the eventuality of your being found medically unfit or suffering from any infectious disease or protracted illness, the management reserves the right to terminate your employment without notice.
16. **Retirement:** If confirmed for regular employment, you are liable to retire from the present employment after attaining the age of sixty years or earlier if found medically unfit or after completing the twenty five years of service whichever is earlier. Any extension of employment beyond sixty years would be purely at the discretion of the management.
17. **Change of address:** In case there is any change in your address; you will intimate us in writing within seven days from the date of such change.

In matters not herein specified, you will be governed by such rules and regulations of the management as are in force from time to time.

A handwritten signature in black ink, appearing to be 'J. K. Nay', is written over a horizontal line at the bottom right of the page.

Please sign the attached duplicate copy of this letter in the space given below as a token of your acceptance and return it to the undersigned.

Yours faithfully
For Amity Institute for Competitive Examinations

M. K. Anand
(Authorized Signatory)

Date: 01-02-2018
Encl.: Copy of Appointment Letter.

I LOKESH PANT son of/daughter of/wife of Mr. B. C. Pant resident of Greater Noida accepts this employment offer and Appointment Letter for the position of Maths faculty and confirm my joining with the institute from 01-02-2018 and undertake to remain bound by the terms & conditions of my Appointment.

Acceptance: I have read and fully understood the terms and conditions and I accept the same without any reservations.

Place: Defence Col., New Delhi
Date: 02/02/2018

Lokesh Pant
(Signature of the employee)