

22 May, 2013

Ms. Jolly Joseph
J-1203, Neelpadm kunj,
Vaishali, Ghaziabad

Sub.: Appointment Letter

Dear Ms. Jolly Joseph,

With reference to your application and subsequent interview with us, we are pleased to inform you that you have been selected for appointment as "Assistant Professor-II" in Jaipuria Institute of Management, NOIDA, w.e.f. 22 May, 2013 on the following terms and conditions. :

1. While your principal area of responsibility will be to oversee the planning and implementation of teaching and administrative management projects in support of academic activities, providing training and orientation to new employees, handling recruitment process and to be custodian of records of the Institute. You will actively involve in contributing to the implementation of new systems, policies and procedures for the institute in compliance with the Regulatory and Legal affairs under the guidance and advice of Director of the Institute.
2. This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future it comes to light that any of the information is incorrect on any relevant information has been withheld, then your employment is liable to be terminated without notice.
3. Your relationship with the Institute will be governed by the Institute's Handbook of Service Rules (including subsequent revisions) and the Service/Conduct rules and regulations framed by the Institute from time to time.
4. As per the existing remuneration structure of the institute, your basic monthly salary shall be Rs. 22,330/- (Rupees Twenty Two Thousand Three Hundred Thirty Only) per month. In addition, you will be entitled to employer's Provident Fund Contribution, reimbursement of Medical expenses, Leave Travel Assistance, and Conveyance / Transport allowance, etc. as per rules of the Institute.
5. This appointment is terminable, by either party, with a written notice of three months or Basic Salary plus Grade pay in lieu thereof. In case you resign, the Institute may, at its sole discretion, relieve you earlier than your notice period. In such a case, the Basic Salary plus Grade pay will be payable up to the date you are relieved.

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JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA

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Prof. Joseph

6. That you will be liable to be posted / transferred to any of the Offices/Projects/Places in connection with the work of the Institutions at the discretion of the Management. At such posting(s), you shall be governed by rules/regulations, bye laws, working conditions and terms of service applicable to such establishment/Office you are transferred to.
7. During your employment with the Institute, you will work with high standard of initiative, efficiency and economy and shall not undertake any other employment whether full-time or part-time, honorary or remunerative, though you are encouraged to take up consulting assignments or participate in MDPs.
8. During the period of employment and subsequently, you will treat all information, files and documents, brochures, publications, and publicity material of the Office /Institute as totally confidential.
9. In case you decide to resign, you will ensure that you do not leave during a trimester and without satisfactory completion of your teaching and other commitments to the Institute.

Please sign the duplicate copy of this letter as a token of your acceptance of the terms & conditions and return the same for our record.

We look forward to a mutually beneficial relationship and wish you the very best for a successful career.

Yours truly,
For JAIPURIA INSTITUTE OF MANAGEMENT



(Dr. Rajiv R. Thakur)
Director

Recd.
23/5/2013