

Ms. Kanchan Rana  
B-103, 2<sup>nd</sup> Floor  
Parsvnath Paradise  
Mohan Nagar, Ghaziabad

15 May, 2009

**Subject: Appointment Letter**

Dear Ms. Kanchan Rana,

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-III" in Jaipuria Institute of Management, Noida, w.e.f. 15 May 2009 on the following terms and conditions:

1. Your principal area of responsibility will be Spearheading Summer and final Placements, Career guiding, training and mentoring, strengthening Corporate Relations, University Relations, Campus Recruitment, Placement and Training for placement of students and other activities under the advice and guidance of the Director.
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. You will be paid basic salary of Rs.15,600/- (Rupees Fifteen Thousand Six Hundred Only) per month under the pay grade of PB-3 (Rs.15600-39100) in addition to allowances and perquisites as permissible under the 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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- Prof. Kanchan
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.

Thanking you,

**For JAIPURIA INSTITUTE OF MANAGEMENT**



(Dr. J D Singh)  
Director