



JAIPURIA INSTITUTE OF MANAGEMENT

December 1, 2011

Ms. Richa Misra
C/141, Sector 51
Kendriya Vihar
Noida-201301

Sub.: Appointment Letter

Dear Ms. Richa Misra,

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**" in Jaipuria Institute of Management, NOIDA, w.e.f 1st December, 2011 i.e. date of joining on the following terms and conditions. :

1. While your principal area of responsibility will be teaching, training and research in the area of IT and General Management, you will be required to teach / train in the PGDM and other long - term and short-term programs of the Institute.
2. Your appointment is subject to verification of the qualifications and other information given by you in the application and approval by AICTE and Board of Governors of the Institute.
3. During your tenure of employment, you are required to deliver the minimum work plan comprising of teaching of courses, conduct of and inputs in Management Development Programs, adequate research & publications, besides contributing to mutually agreed administrative and institute building activities under the advice and guidance of the Director.
4. As per the existing remuneration structure of the institute, your basic monthly salary shall be **Rs. 30,000/- (Rupees Thirty Thousand Only)** per month in the grade of **Rs.15600-39100**, and HRA, Dearness Allowance, and City Compensatory Allowance, as per the rules of the Institute. 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. You will also be entitled for Gratuity as per rules of the Institute.
5. You will be entitled for leave as per rules of the Institute.
6. 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.
7. During your employment with the Institute, you will not engage in any activity, full-time or part-time, honorary or remunerative, which may conflict or compete with the Institute's activities. You will be encouraged to undertake consultancy assignments as per the rules of the Institute but only with the prior written approval of the Director.

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8. That you will be on probation for a period of **one year** from the date of your joining the service of the institute, which may be extended further, if necessary. After satisfactory completion, your services shall be confirmed in writing.
9. You will be required to publish a minimum of two papers per year in reputed publications of which at least one must be in a refereed journal as per the Institute's approved list.
10. During the employment period and subsequently, you will treat all information, reading material, publications and documents of the institute as totally confidential.
11. 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.
12. This appointment is terminable, by either party, with a written notice of three months after confirmation of the service (one month during probation period) or compensation 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 compensation will be payable up to the date you are relieved.
13. In case you decide to resign, you will ensure that you do not leave during a semester and without satisfactory completion of your teaching and other commitments to the Institute.
14. Please sign the duplicate copy of this letter as a confirmation of your acceptance of the terms and conditions of appointment.

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

For JAIPURIA INSTITUTE OF MANAGEMENT


(Dr. Anup K. Singh)
Director

ACKNOWLEDGEMENT

I hereby confirm the acceptance of the offer of appointment on the terms and conditions stipulated above.

Name: Dr. Richa Misra
Address: C-141, Khandriya Vihar Sec 51, Noida
Date: 1/12/11
Signature: Richa Misra