

Ref. No. SMS-IT/LKO/ADM/Conf/2009/

Date : 25.06.2009

Prof. Bharat Raj Singh,
5/323, Viram Khand,
Gomti Nagar,
Lucknow-226010
Mob. 9415025825

Ref : Appointment Letter

Dear Sir,

I have pleasure in informing you that the Selection Committee has recommended your name for the appointment as **Professor & Head**, Department of Mechanical Engineering in the grade of 16,400-450-22,400 in the SMS Institute of Technology, Lucknow. Further the Management Committee has been pleased to redesignate you as **Deputy Director (SMS Group of Institutions, Lucknow Centre)**. Your appointment is subject to following terms & conditions :

1. During the appointment you will be entitled for following pay structure with a provision for annual increment :
 - (a) Basic Pay : Rs. 19,550/-
 - (b) Dearness Pay (50% of Basic Pay) : Rs. 9,775/-
 - (c) D.A. 55% of (Basic Pay + Dearness Pay) : Rs. 16,129/-
 - (d) HRA 15% of (Basic Pay + Dearness Pay) : Rs. 4,399/-
 - (e) Special Allowance : Rs. 5,000/-
 - (f) Employers PF Contribution : Rs. 780/-

TOTAL Rs. 55,633/-

In addition to above, you will entitled for reimbursement of actual telephone / mobile / fuel bills is subject to maximum of Rs. 5,000/- p.m.

2. The appointment will be for a probation of one year during which you will be subjected to continuous evaluation.
3. The performance evaluation report will be based on your overall contribution to the smooth functioning and overall well being of the Institute.
4. You shall have to devote full-time and shall be primarily engaged in academic administration of the Institute.
5. You shall be responsible for planning and organizing the various academic and co-curricular activities including the class-room teaching and also for close monitoring of these activities to ensure their proper and smooth conduct.
6. You shall also be responsible for maintaining the hassle free academic environment conducive to the research and the higher levels of academic activities.



7. Any other duty or responsibility given by the Director / Management Committee from time to time.
8. You shall be accountable directly to the Director / Management Committee and shall provide academic leadership under the guidance of Management Committee.
9. During the course of this employment, you will not take up any other employment or assignment elsewhere unless you are permitted by the Institute. Further, you will devote your time and endeavours sincerely and diligently to discharge the duties entrusted to you.
10. During the appointment period, if you wish to apply anywhere outside, you will have to route your application through proper channel.
11. In case you want to leave the Institute, you will be required to give a notice of two months in advance or payment two months salary in lieu thereof.
12. The Management Committee reserves the right to terminate your services at any time without any prior notice, if your performance and behaviour are found prejudicial to the interest of the Institute.
13. On matters not specifically mentioned herein, you will be governed by the rules and regulations of the Institute in force from time to time as may be applicable to you.

You are requested to report to the Registrar of the Institute on or before **10th July, 2009** alongwith photocopy of the testimonials with 2 colour photographs. Please sign the duplicate copy of Appointment Letter and send the same to the Registrar immediately as your acceptance of the offer. In case you are not reporting within the stipulated date, it will be presumed that you are no more interested in the offer and the Management Committee will be free to make the offer to another candidate in order of merit in the panel.

We take this opportunity to extend to you a warm welcome to our Institute and look forward to a mutually rewarding and fruitful association.

Yours sincerely,



(Dr. M.P. Singh)
Executive Secretary

DECLARATION

I have carefully read the above terms and conditions of appointment and the same are acceptable to me.

Date :

Place :

Candidate's Signature