



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला  
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA  
AGARTALA - 799046 (TRIPURA)

F No. 2 (519-Estt)/ 2019/ Vol II/ Gr A/

Dated: July 22, 2022

To,  
Mr. Supriya Pradhan,  
S/o: Biman Pradhan,  
Vill - Anandapur, P O + P S - Moyna,  
Moyna, District - Purba Medinipur,  
West Bengal, PIN - 721629  
MOB 9443802069  
E-mail: supriyapradhan.deep@live.com

**Subject:** Offer of appointment to the post of Assistant Librarian in Pay Level 10.

Sir,

I am pleased to inform you that based on the recommendation of Selection Committee held on May 03, 2022 at IGH, NIT Agartala and subsequent approval of Board of Governors, you have been offered the appointment to the post of Assistant Librarian in Pay Level 10 subject to the following terms & conditions:

1.	Post	Assistant Librarian.
2.	Scale of Pay of Post	Pay Level 10.
3.	Initial Salary	Pay will be fixed as per 7 <sup>th</sup> CPC norms and other allowances as admissible in NIT Agartala from time to time. If you are working in any Govt./ PSU/ Autonomous organization, then your pay will be fixed as per Govt. of India/ Institutes norms.





By Speed Post/E-mail

No. IIT Mandi/Lib/LT/2022/OL/63

Dated: 12/03/2022

To

Ms. Sonali,  
Vill.-Kotkwala  
Post-Nandher  
Tehsil-Kangra  
Dist.-Kangra (H.P.)-176001

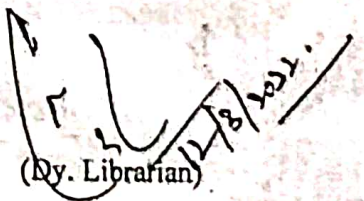
**Subject : OFFER FOR THE POST OF LIBRARY TRAINEE (PURELY TEMPORARY FOR A YEAR) AT IIT MANDI.**

Dear Ms. Sonali,

On the basis of recommendations of Selection Committee, your appointment for the post of Library Trainee (Purely temporary basis) at this Institute for one year has been approved by the Competent Authority. It is my privilege to send this letter of offer which will be subject to the following terms and conditions:

1. **Post:** The post is on contract basis for one year and is purely temporary under Central Library. This appointment does not entitle you to any permanent post at IIT Mandi.
2. **Duration of Training:** One year and six days a week (Monday-Saturday).
3. **Pay and Allowances:** Your total emoluments would be Rs. 15000/- per month
4. **Leave:** You will be entitled to avail one day leave per month.
5. **Termination of Service:** During the period of contract, your services are liable to termination within 15 days with notice given by either side and the contract will automatically stand terminated on completion of one year from the date of joining.

You are requested to communicate your acceptance of this offer within a Two Days' time through e-mail and report for duty within ten days after receiving offer letter.

  
(By. Librarian)



Dated: 10 Jan 2022

To,  
Mr. Santosh Kumar  
Dhani Ram Tehsil, Jaisinghpur Tharu Uparla Kosti  
Kangra, Himachal Pradesh

Subject: TEMPORARY APPOINTMENT

Dear Santosh,

With reference to your application dated 05 Jan 2022 for the post of Library Assistant and your interview in this connection with the undersign on 05 Jan 2022, management is pleased to appoint you on the post of Library Assistant in our organisation on the following terms and conditions.

1. You are being appointed on the information details in your application which forms a part of your service contract. In case of any omission, exaggeration, concealment or misrepresentation in the said application, your services can be terminated without making any reference to you and in that event you shall have no claim against the management of any kind whatsoever.
2. The aforesaid post offered to you is to be filled up due to temporary pressure of work/exigencies of work/leave vacancy and your appointment shall be valid from 10 Jan 2022 which will last upto 31 May 2022 or till the project is over, whichever is earlier, when your appointment will automatically come to end without any notice or reason or any payment in lieu thereof.
3. You will be paid a consolidated amount of Rs. 16042.00 per month during your contractual employment period subject to emoluments received from the Principal Employer. Your salary shall be processed against the receipt of your attendance sheet/work performance duly verified by the Authorized Signatory (Reporting Official).
4. Your place of posting/Duty point/work location is transferable and decided by the Principal Employer/Contractor in the interest of the work/project. However, initially you are required to join duty at IIT MANDI and report to respective in-charge on 10 Jan 2022.
5. You will not have any lien on the post on which you are being appointed nor will you have any claim to be appointed against a permanent or regular vacancy if so occurs at any time.
6. The Employment would come to an end on completion of the tenure of the contract appointment or on completion of the project, whichever is earlier. Before leaving your services, you should hand over all safety protective equipment and documents related to your assignment to the concerned authorities.
7. You are required to give 30 days notice or equivalent pay in lieu of notice period. If you resign/leave during the contract period.
8. Our business is based on certain orders and contracts and in view of the same and also in case your work and conduct found not satisfactory, your service can also be terminated without assigning any reason before the expiry of the period mentioned above. In case of your termination you shall be paid only Earned Wages and you shall have no claim against us of any kind whatsoever except the Earned Wages.
9. During the performance of duties, if any injury occurs to you, you shall be eligible to claim for compensation under the limits provided in the Employee State Insurance Act, 1948 or Workmen Compensation Act as applicable.
10. You should not be under the influence of any drug or liquor during the duty hours at assigned location. You should always wear the safety guard or equipment and follow all the safety rules during the duty hours. The Principal employer or the Contractor will not be liable to any sort of compensation in case of any personal accident occurred directly attributable to having been in the influence of liquor or drug or willful removal or disregard of any safety guard or device or non-adherence of the safety measures by you.
11. You shall not be entitled to any benefits and privileges which are being extended to Permanent Employees of the Establishment.

Easy Source HR Solutions Pvt. Ltd.

200, Sector 17, Gurgaon, Haryana

Phone: +91 1299 411111 | Fax: +91 1299 411112 | Email: info@easy-source.com  
Website: www.easy-source.com

12. You can be employed in any alternative post carrying identical rate of wages if so warranted by the circumstances and in that event the decision of the management shall be final and binding on you. You can also be employed at the sites where the works of the company are in progress or may come up later in any other location on the same employments and terms and conditions.
13. Continued absence for 3 (three) days from the duty without permission in writing of the management will tantamount to voluntary abandonment of service on your own part and your name will be struck off the Muster Rolls without giving any notice.
14. In case any legal dispute is arisen, for any reasons whatsoever, the jurisdiction of court shall be of Delhi High Court.
15. Giving or taking favour of any kind or form is not acceptable and will be considered as offense. Your services will be terminated if you are found indulging in such activity any time during your employment.

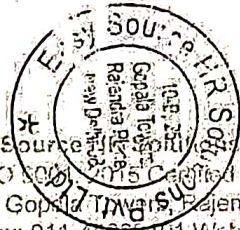
In case the terms and conditions of your employment detailed above are acceptable to you, you are required to please signify your acceptance on the duplicate copy of this letter contents of which have been read over and explained to you.

For Easy Source HR Solutions Private Limited.

This is a system generated letter, does not require any signature.

The contents of the letter detailed above have been read over by me and its meaning explained to me, I accept the appointment. I have also received a copy of this letter.

Note: In case of any difference in opinion over the interpretation of the above clause, English version shall be treated as authentic.



Easy Source HR Solutions Pvt. Ltd.  
(An ISO 9001:2015 Certified Company)  
Corporate Office: 10B, 25 Gopala Temple, Rajendra Place, New Delhi-110008  
Tel.: 011-49981111 Fax: 011-45062101 Website: easysourceindia.com





# Shree Balaji Hospital & College of Nursing

----- **Innovation Is Our Tradition** -----

Balaji Vihar, Kangra (H.P.) 176001 Ph. : 76508-31307, Mob.: 94596-47003

E-mail : shreebalajinursing@gmail.com. www.shreebalajihospital.in

Ref. No. SBHC/N. 293

Date... 04.01.2022

Richa

D/o Sh. Ashok Kumar Bhardwaj

Vill. Hara, P.O. & Teh. Shahpur,

Distt. Kangra - 176206

## Subject: APPOINTMENT LETTER

Dear Sir/Madam,

With reference your application and bio-data.

1. I am pleased to appoint you as Assistant Librarian  
Shree Balaji Hospital & College of Nursing, Balaji Vihar, Kangra, Tehsil & Distt.  
Kangra (H.P.) on consolidated salary of Rs. 10000/- (Rupees  
Ten thousand only) only
2. Your appointment is on probation for 6 months with effect from the date of your joining.
3. Your joining in organization is subject to submission of relieving order from the previous employer.
4. Your appointment is full time. You would be required to work under the supervision of management authority of the institution.
5. Your services for full academic year. In case of marriage, higher studies & Govt. Job you may get relieved in-between the session but with authentic proof & prior information in advance.
6. You will be entitled to avail casual leave after completion of your provision period there will be 1CL/month and you will be entitled to avail 15 days summer & 15 days winter vacations according to college rules.
7. You will maintain all secrets of the hospital/college and you will not let them out any body or use them for yourself.
8. The Nursing College policy in respect of conduct, discipline and service rules in force from time to time will be applicable to you.
9. In the event of act of dishonesty, disobedience, irregularity or misconduct, negligence & incompetence in the discharge of your duties or upon any breach of the trust by you, your services will be terminated forthwith without giving any notice. In such cases the condition of one month's notice or payment in lieu thereof shall not be applicable.
10. Your salary will be revised annually with your annual performance.
11. During the period of notice from either side you will not be eligible for any kind of leave.





College of Horticulture and Forestry  
Dr. Y S Parmar University of Horticulture and Forestry,  
Neri, PO Khagga, Distt. Hamirpur-177 001(H.P)

No. UHF/COHF/Estt.1-7/2020/- 8721-25

Dated 20-1-2022

To

Ms. Shikha Pathania  
D/o Shiv Dev Singh  
Village Gaglu, Post Office Bane Di Hatti  
Tehsil Baroh, Distt. Kangra (HP)

Ph 7807405184

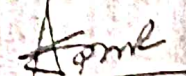
Subject: Engagement of teacher on lecture basis.

Madam,

The selection committee on the basis of interview held on 14.09.2021 has recommended your name for the engagement of teacher on lecture basis @ Rs. 1,000/- per hour and maximum of Rs. 3,000/- per day (one course of 2+1 credit hours indicates 4 contact hours per week) in the discipline of Library Science depending upon the lectures in the subject as per time table issued by the college.

Therefore, you are hereby engaged as teacher on lecture basis for teaching the course(s) in the said discipline for the 1<sup>st</sup> semester of Academic Year 2021-22. You are accordingly directed to report for duty to the undersigned immediately, failing which the offer will be withdrawn.

Yours faithfully,

  
Dean

Endst.No. Even.

Dated:

Copy for information and necessary action to:

1. The Registrar, UHF, Nauni-Solan
2. The Comptroller, UHF, Nauni, Solan
3. The Head, Deptt. of Library, COHF, Neri, Hamirpur (HP).
4. Dealing Assistant (Academic), COHF, Neri, Hamirpur (HP).



# LETTER OF APPOINTMENT FOR A TEMPORARY TEACHER

To,

Miss Rashmi Narzary  
Lt Ralrub Narzary  
P.O Daloabari  
Dist. Kokrajhar, BTAD  
Assam 783370

Dear Rashmi Narzary

- This has reference to your application date 24-09-2021 and subsequent interview held on 09-10-2021 for the post of a librarian. We hereby appoint you as a librarian for a fixed period of 9 months from 11-10-2021 to 10-07-2022. Your monthly salary would be Rs.15,120/- (Rupees Fifteen thousand One hundred Twenty only) all inclusive.

Please note that this vacancy has occurred due to administrative leave vacancy and is for a fixed period duration of nine months only. Unless terminated earlier, your services will automatically come to an end upon completion to this fixed period. Your service can also be terminated at any time earlier than the specified period by giving one month's notice or salary in lieu thereof. You may also resign from service by giving one month's notice or deduction of one month's salary in lieu thereof. Upon expiry of the fixed period of service or upon the termination of your service at any time earlier, you shall neither have any lien on the temporary post held by you nor any right for absorption in the rolls of the College.

You shall not be entitled to any benefits/privileges which may be available to the permanent employees of the College. You will be governed by the Service Rules & Code of Conduct for teachers as applicable to your category of employees.

You will adhere to the schedule of work which may be assigned to you depending on the exigencies of work. You will be fully responsible for carrying out the assignment that is handed over to you to the entire satisfaction of the College Management. You should be punctual and regular for work and should not be absent from without prior permission of the College Management.

Please sign the duplicate copy of this letter, as a token of your having acceptance for this temporary employment for a specific period on the terms and conditions as stated above.

Date: 11-10-2021

Accepted



Miss Rashmi Narzary

Sr. Reji

SUPERIOR

Sant Anna Bhavan, Balagaon  
P.O.- Hallugaon, Pin-783370  
Dist.-Kokrajhar, Assam

Correspondent's Signature and Seal

DAYANAND MEDICAL COLLEGE & HOSPITAL MANAGING SOCIETY  
CIVIL LINES, LUDHIANA - 141001 (PUNJAB) INDIA



Ref. No. DMCH/HR/2022/ 1662

Dated: 24 /Feb/2022


Code No. 23348 Mr. Abhishek Kumar S/o Mr. Krishan Kumar  
Vill: Thulel, PO: Balana, Teh: Sihunta  
Distt.: Chamba [Himachal Pradesh]-176207.

**CONTRACTUAL APPOINTMENT LETTER**

The Management of D.M.C. & Hospital is pleased to appoint you on contract basis as **Library Assistant** in the department of **Library** on consolidated salary of **Rs. 18,000/-** per month for a specific period of **six months w.e.f. 23.02.2022**. Other terms & conditions of your appointment will be as mentioned below:

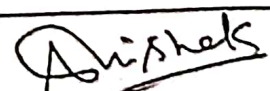
1. You will be governed by the Service Rules of Dayanand Medical College & Hospital in force from time to time.
2. It may clearly be understood and agreed that your appointment is for a specific period only, which may be extended further in writing at the sole discretion of the Management.
3. You will stand relieved automatically by the afflux of time on expiry of your appointment without any further notice unless it is not extended further or confirmed in writing.
4. Your services are liable to be terminated with one month notice or payment in lieu thereof. You will also give a similar notice of one month or forfeit one month salary in case you want to leave the service before the expiry of the specified period.
5. You will devote your whole time and attention in the interest of the Institution and will not engage yourself in any other work either paid or in honorary capacity.
6. It is mandatory to have your medical insurance and for that you will be liable to pay medical insurance premium as applicable from time to time. In case you leave your service your policy shall be valid for the entire policy period and you can avail the benefit of the same till its expiry.
7. Your appointment is being made on the basis of your particulars as provided by you and in case any information as provided by you is/are found to be false or incorrect, your appointment will be deemed void ab-initio and will be liable for termination without any notice or compensation.
8. You will report to **Deputy Librarian, Library Department** or any other person to whomsoever the Management designates.

Welcome to our organization, wish you a successful career and look forward to a long and mutually satisfying association.

  
DGM (HR & ER)  
DMC & Hospital  
Ludhiana

Dated: \_\_\_\_\_

Signature of the Employee



Copy to: Finance & Account Department

Babit/-