



**CENTURION
UNIVERSITY**
Shaping Lives...
Empowering Communities!

Ref. No.CUTM/Reg. Off/Off. Ord./2019/0021

Date:24.12.2019

To
Mr. Rakesh Kumar Ray
Assistant Director, Examination & Project
CUTM, Odisha, Bhubneswar Campus.

Sub : Revision of Designation and Pay Scale – Reg.

Dear Mr. Rakesh Kumar Ray,

Based on your performance, the management is pleased to change your designation from Assistant Director, Examination & Project to "**Assistant Professor**" in the Department of Computer Science & Engineering, School of Engineering and Technology at Centurion University of Technology and Management, Odisha, Bhubaneswar Campus w.e.f **1st December 2019**.

You will be paid in the Pay Scale of (15600-39100) by fixing your Basic Pay at Rs.20136/- with Grade Pay of Rs.6000/-, 30% DA Rs.7841/-, 5% HRA Rs.1307/- amounting total gross salary of Rs.35284/- **w.e.f 1st December 2019**.

The other terms and conditions mentioned in your earlier appointment order shall remain same.

Anita Patra

REGISTRAR

Copy to :

1. Dean (Academics)
2. HOD-Computer Science & Engineering
3. Dean (HRD) / Sr. Manager (HR & Admin.)
4. Accounts Section
5. Personal file

Rakesh Ray
IST/20

etc



CENTURION
GROUP OF INSTITUTES

Centurion Institute of Technology

Approved by AICTE, Recognized by Govt. of Orissa and Affiliated to Biju Patnaik University of Technology, Rourkela, Orissa

No: C.I.T./Rec.Staff/ 2008/

Date: 10-09-2008

APPOINTMENT ORDER

To
Mr. Rakesh Kumar Ray
MIG – I, 7/2, BDA, Colony,
Chandrasekharpur,
Bhubaneswar-751016,

Dea Mr. Rakesh,

Based on your qualification & experience, the management of CSREM Trust, Bhubaneswar is happy to appoint you as **Computer Lab. Tutor** in Centurion Institute of Technology. The appointment shall come into effect from 10-09-2008 and will be governed by the following terms and conditions.

1. **JOB DESCRIPTION:**

- ✓ You will be responsible to look after the day-to-day Computer Lab activities.
- ✓ To keep all the machines and peripherals in proper working condition for the class work and to assist the Head of the Department on all matters related to maintenance of the equipment
- ✓ You will have to perform the duties assigned to you by the Principal/ Head of the Department from time to time.
- ✓ You will be responsible for prompt service and general up keep of the premises you are posted in.
- ✓ You will be associated in the other work of the Institutions as and when require.
- ✓ Any other responsibility specifically entrusted by the Management of the Institution.

2. **PERFORMANCE STANDARD:**

- ✓ You will have to maintain highest standards of professional excellence in your work.
- ✓ You will be evaluated on the level of services provided by you based on the feed back from students and your superiors.
- ✓ Your performance will be assessed by the student feedback, percentage of class taken, attendance in the class/ lab, number of quality of assignments given, number of tutorials held, pass percentage in the subject and quality of handouts and material preparation. Each of these items shall be scored on a scale of 10 and the average score will be calculated every year. You will have to keep at least 6 out of 20 as a general performance standard.

3. **REMUNERATION:**

- ✓ You will be paid a consolidated monthly salary of Rs 8000/- (Rupees Eight thousand only). In addition you will be entitled to P.F. as per the rules of this Institute.
- ✓ You will be given a yearly medical insurance cover for Rs. 50,000/-.
- ✓ You will be able to negotiate project-related benefits from time to time depending on the assignments you bring.

Campus: At - Ramchandrapur, Po- Jatni, Dist.- Khurda

Resident Office : HIG - 5, Phase - 1, BDA Duplex, Pokhariput, Bhubaneswar, India, Ph.: 91-674-2350667, Fax: 91-674-2351433

(A Signature Institute of Centurion Group)

4. **OTHER BENEFIT:**
 - ✓ You will be entitled to leave as per the leave rules of the Institute.
 - ✓ The management can, at its discretion can allow you more benefit in case it deems fit in the interest of the institute.
5. **CODE OF CONDUCT:**
 - ✓ You will maintain highest value of professional integrity. Indulging in academic corruption, encouraging groupism among students, violating client confidentiality, not routing projects through institute, diverting students to other colleges during the admission are some of the practices that will be considered as a violation of the code of conduct of the institute.
 - ✓ The above list is by no means exhaustive and is only indicative in nature.
6. **REVISION CLAUSE:**
 - ✓ This appointment is valid during the period it is given, unless explicitly terminated by an order of the management. The appointment will be reviewed and renewed every year.
 - ✓ The renewed appointment could either be a simple renewal, or a renewal with review of terms including the remuneration.
7. **TERMINATION :**
 - ✓ This contract can be terminated with mutual consent by giving one month's notice on either side.
 - ✓ The employee can resign unilaterally by giving a one months notice.
 - ✓ Generally a months' pay shall be considered as equivalent of the notice period on either side.
 - ✓ The management can terminate the contract if the performance standards are not met or the code of conduct is violated. However the management shall be guided by the principles of natural justice, fair play and shall give the employee reasonable chances of improvement unless the offenses are of grave nature.
 - ✓ No termination by the management shall be effected without giving the party at least some opportunity to be heard.
 - ✓ Such termination issued can be either upheld/modified or rejected by the appeals authority.
8. **ADMINSITRATION**
 - ✓ For the purpose of this contract, the Principal shall be the administrative and reporting authority, the Managing Trustee; CSREM, Bhubaneswar shall be the appeals authority.
 - ✓ Wherever not mentioned, the rules of CSREM, Bhubaneswar from time to time as well as the general rules guiding good academic institutes will be referred to.
 - ✓ However such reference shall only take place if such specific terms are not mentioned in this letter.
 - ✓ He/she has to deposit all his/her academic original certificates at the time of joining in the office of the Institute.

Please sign a copy of this letter as a token of your acceptance.

DN Rao

**Managing Trustee
CSREM Trust, Bhubaneswar**

Copy to: Establishment section, A/c section.

I am receiving and accepting the terms and conditions.

*Rakesh Roy
10/09/2008*