



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: CIT/Rec./Staff/2010/138

Dt.: 22.08.2010

APPOINTMENT LETTER

To
Mr. Bijay Kumar Paikaray
At. Nanput, P.O. Retang
Bhubaneswar - 752 054

Dear Mr. Bijay Kumar Paikary,

Based on your qualification & experience, the Management of Centurion Institute of Technology is happy to appoint you as **Laboratory Assistant** in the Department of Computer Science. The appointment shall come into effect from 23rd August 2010 or the date of acceptance of the offer whichever is later. The appointment will be governed by the following terms and conditions:

1. JOB DESCRIPTION:

- ✓ You will have to perform the duties assigned to you by your Reporting Officer/H.O.D from time to time.
- ✓ You will have to maintain highest standards of professional excellence in your work.
- ✓ You will be responsible for prompt service and general up keep (i.e. Lab equipment, Lab. Maintenance, Assist the students to conduct the experiment etc.) of the premises you are posted in.
- ✓ You will have to participate in the laboratory instructional as desired by your Head of the Department.
- ✓ You will have to assist the faculty members in laboratory assignments, preparation of instructional manuals, and conduct of internal tests, University examinations and Undergraduate project works.
- ✓ You will have to correspond for quotations for purchasing of equipments in consultation with your Head of the Department.
- ✓ Any other responsibility specifically entrusted by the Management of the Institution.

2. PERFORMANCE STANDARD:

- ✓ You will be evaluated on the level of services provided by you based on the feed back from students and your superiors.

3. REMUNERATION:

- ✓ You will paid a consolidated monthly salary of Rs.7000/- (Rupees Seven thousand only). In addition you will be entitled to P.F. as per the rules of the institute.
- ✓ You will be given a yearly medical insurance cover Rs.1,00,000/-

4. OTHER BENEFIT:

- ✓ You will be entitled to leave as per the leave rules 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.

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.

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 month's 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 offences are of grave nature.

8. ADMINISTRATION:

- ✓ For the purpose of this contract, the HOD shall be administrative and reporting authority, the Director/ Managing Trustee, C.I.T., Bhubaneswar shall be the appealing authority.
- ✓ Wherever not mentioned, the rules of C.I.T. Bhubaneswar from time to time as the general rules guiding good academic institutes will be referred to.
- ✓ You have to deposit all your 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.



**Director
Centurion Institute of Technology**

Copy to: Establishment section, A/C section

Received & Accepted
Drishty Kumar Parkaray
27/08/20