

## LETTER HEAD OF THE INSTITUTE

---

### Engagement Offer

No. \_\_\_\_\_

Date : \_\_\_\_\_

**Subject: Engagement as Assistant Professor on Temporary basis for TEQIP III Project**

- Ref :-**
1. NPIU advertisement dated 27<sup>th</sup> October 2017
  2. Your online application No. TEQIP \_\_\_\_\_
  3. NPIU letter dated 27<sup>th</sup> Dec 2017

I am pleased to inform you that your candidature has been recommended by NPIU/ MHRD for engagement of your services on purely temporary basis as "Assistant Professor, \_\_\_\_\_" (*name of the discipline/ post/ subject*) in this college. Your engagement shall be subject to the terms and conditions given as below:

#### **Terms and Conditions:**

1. Subject to clause-2, the Temporary faculty shall serve the College on temporary basis for TEQIP-III, World Bank assisted project being implemented by the college from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2020. This engagement shall stand terminated by efflux of time on stipulated date and / or shall be co-terminus to the project whichever occurs first.
2. Notwithstanding what is stated in clause-1 above, in the event, the Institute, for any reason whatsoever, fails to obtain Accreditation and/or grant under TEQIP-III Project, your services would be liable to be terminated.
3. The Institute is required to engage services of requisite number of Faculty members for the purpose of obtaining Accreditation in order to enable it to qualify for seeking aid under TEQIP Project – Phase III from the World Bank. Thus, the engagement of service by the Institute is purely project-related arrangement and does not constitute any kind of employment or creation of additional teaching posts and/or engagement on any post, existing or otherwise, by the Institute.
4. The candidate shall have to submit an Undertaking and an Affidavit as per the prescribed format attached herewith, each on Rs. 100/- stamp paper duly notarized for the initial period of one year from his/ her date of joining.
5. The continuation of candidates' service for another year during the project period, shall depend on his/her annual performance appraisal by head of the institution as per the format in Annexure-1. If continued, the candidate has to submit Undertaking and Affidavit again for another term of one year.
6. The selected candidates shall be project-related staff of TEQIP-III, engaged on purely temporary basis subject to his/her satisfactory performance in academic and administrative assignments

given during the engagement period and does not constitute any employment with the Institute or NPIU.

7. In case your performance is found unsatisfactory, the contractual engagement shall be discontinued immediately without giving any notice.
8. The Temporary faculty shall be entitled only for the consolidated amount of Rs. 70,000/- (Rupees Seventy Thousand only) per month towards remuneration for the period. The said remuneration is a consolidated remuneration per month and does not attract any dearness allowance or any other allowances or perks over and above such specified remuneration.
9. Temporary faculty shall be entitled towards reimbursement of pre-approved expenses incurred in the performance of his/her duties, upon submission and approval of written statements and receipts to college.
10. The services of Temporary faculty are not transferable to any other institute.
11. In addition to his/her academic assignments, the Temporary faculty has to perform other duties and activities (without any additional remuneration) assigned by Head of the Department and Principal/Director from time to time, as the case may be.
12. That the Temporary faculty shall devote his whole-time to the service of the College and shall not, without the written permission of the College, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or public service commissions, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Principal, to any other academic work.
13. The rules and conditions governing number of teaching days and work load shall be, as prescribed by the Institute from time to time. Temporary faculty shall attend the College on all working days as notified by College to accomplish the task assigned.
14. In case of exigencies of work of College, the Temporary faculty will have to attend office on weekly off/ holidays also which may be compensated by availing leave of absence by Temporary faculty subject to the condition that the Temporary faculty has rendered his services for minimum six hours on each such weekly off / holidays with approval of Principal/Director of the College in which such extra working day has been served for on weekly off / holiday.
15. Temporary faculty may avail leave of absence of and limited upto 5 (five) days for personal reasons in a quarter (Apr-June, July-Sep; Oct-Dec, Jan-Mar) of the Academic year. However, the Temporary faculty is obligated to take prior approval of Principal/ Director to whom the Temporary faculty is rendering his/ her services for availing such leave of absence.
16. The temporary faculty shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the Institute as well as a code of professional ethics as may be formulated by the AICTE/ NPIU/ MHRD.
17. If any information / document furnished or declaration / undertaking given is found false / incorrect including breach of undertaking so given as terms agreed hereto, the same shall render him/her liable towards criminal/ civil liability for such incorrect / false / perverse statement / document including termination of his/her services with immediate effect.
18. Temporary faculty agrees that all services will be rendered by him/her on Principal to Principal basis and that this engagement does not create an Employer – Employee relationship between the Temporary faculty and College. The Temporary faculty shall have no right to receive any employee benefits including but not limited to, health and accident insurance, life insurance, sick leave and / or vacation etc. Temporary faculty agrees to pay all taxes due in respect of the

remuneration and to indemnify the College in the event, the College is required to pay any such taxes on behalf of the Temporary faculty.

19. The Temporary faculty warrants ensuring that there will be no infringement of any patent or design/ copy rights while being engaged for College project and he shall be fully responsible for consequence / any actions due to any such infringement.
20. The payment of taxes including the income tax will be the sole responsibility of Mr/Ms/Dr. \_\_\_\_\_ himself/herself. However, Tax deduction at source will be effected against the payable remuneration at applicable rates as per the prevailing laws, rules and regulations.
21. The temporary faculty has to join his/ her duties on or before **5<sup>th</sup> January 2018** failing which his/ her engagement stands cancelled.
22. In case of any dispute, the place of posting of the temporary faculty will be the jurisdiction.
23. It is needless to point out that the terms & conditions of the Service Agreement shall form part & parcel of this Letter.

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Principal/ Director)

Name:

Seal of the institute:

Copy submitted to: National Project Implementation Unit, Noida