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**Sub: Appointment Letter**

Sir / Madam,

With reference to your application dated ..... and subsequent interview you had with the Selection Committee, we are pleased to inform you that you are hereby appointed for the post of "Clerk" at our Establishment w.e.f. your date of joining.

The appointment is subject to the general terms and conditions of service applicable to the college employees in force and as amended from time to time in addition to the following conditions.

- i. You will be paid consolidated Salary of Rs...../- p.m.
- ii. Your appointment is on purely ad-hoc for a period of \_\_\_\_year/s from the date of your joining. During this period, your services can be terminated without assigning any reason.
- iii. You should submit the originals as well as the true copies of mark-sheets, passing certificates, experience certificates, discharge/relieving certificate and proof of your age before joining.
- iv. You should communicate your acceptance in writing within four days from the date of receipt of order of appointment, failing which order of appointment is liable to be cancelled.
- v. You will be entitled for PF under the Employees Provident Fund (Miscellaneous Provision) Act, 1952.

Please note that, -

- 1) Your services will be governed by the rules and regulations of the University of \_\_\_\_\_, \_\_\_\_\_, State Govt. and \_\_\_\_\_ (name of Establishment). Additionally, your services will be governed by the Rules of the Governing Body of the Establishment and also by any amendments thereto from time to time. The College Management / Board of Trustees reserve the right to modify or alter the terms and conditions of service.

- 2) Your services may be terminated without any notice during the first three months from the date of appointment without assigning any reason.
- 3) Beyond the three months period of your service from the date of your appointment, your service may be terminated at any time by giving one month's notice or one month's pay in lieu of notice period on either side.
- 4) If you are involved in the activities contradictory to law, your appointment may be terminated without any notice.
- 5) In case, you are found irregular and negligent in your duties, your appointment may be terminated without any notice.
- 6) All leaves/holidays will be applicable as per the rules and regulations of \_\_\_\_\_ (name of establishment)
- 7) Financial implications, on account of errors arising out of your responsibility will be borne by yourself.

Please acknowledge by signing and returning the duplicate here of in token of your having accepted the appointment and the terms and conditions pertaining thereto.

Yours faithfully,

For \_\_\_\_\_

Authorized Signatory

I am agreeable to the terms and conditions as stated above. I would be in a position to join by \_\_

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

(Name and signature )