

NIPS School of Hotel Management

Approved by AICTE, Ministry of HRD, Govt. of India | Affiliated to MAKAUT, Govt. of W.B, formerly known as WBUT

1st December 2017

Mr. Afaque Ahmed

6A, Conven Lane, Entally
Kolkata-700015

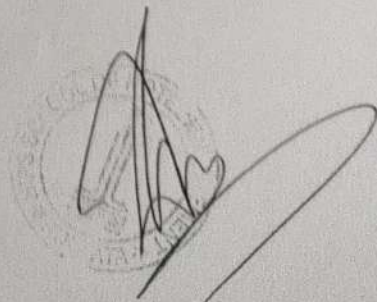
LETTER OF APPOINTMENT

Dear Mr. Afaque Ahmed,

With reference to your application for the employment and subsequent interview you had with us, we are pleased to appoint you in the position of **Lecturer** with effect from **01/12/2017** in our Institute at 297, Mahishbathan, Sector-V, Salt Lake City, Kolkata-700102 on the following terms and conditions:-

1. You will be on probation for a period of six months from the date of your appointment. Unless confirmed in writing, you will be deemed to be as probationer after the expiry of the initial or extended period of probation.
2. The institution reserves the right to either extend the probationary period or confirm the employment or terminate the employment upon completion of six months tenure of probationary period.
3. Upon confirmation, the institution reserves the right to terminate your services by serving you with a notice of one month or one month's salary in lieu thereof and vice versa.
4. Your total gross salary will be **Rs. 32000/-** per month subject to statutory deduction.
5. As a whole timer you shall not divulge in any other services/ practices/ business during the continuance of your employment and your sincerity and dedication towards the institution is highly solicited to the best of your ability.
6. Your service and performance will be reviewed, as per the institution's prevailing policy, from time to time.
7. Leave policy shall be applicable for you as per the institute's policy rolled out from time to time. During the period of probation you will not be entitled to any leave.

8. You will not disclose, divulge or make public while you are associated with us or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your assignment with us.
9. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.
10. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institution shall be entitled to recover the damages from you.
11. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or organization having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.
12. The appointment is being made relying upon the information furnished and representations made by you from time to time. If any information or representation is found to be incorrect or if material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the institution will have the right to terminate your services at any time without any compensation, whether monetary or otherwise, whatsoever.
13. This appointment is subject to your being found medically fit.
14. Upon resignation/ termination of your employment, you will return to the institution all papers, documents, properties of the institution which may at that time be in your possession relating to the working or affairs of the institution or any of its associates and will not retain any copy or extract there from.
15. Any dispute relating to your employment shall be subject to the jurisdiction of Kolkata High Court.
16. Your employment will be governed by the service condition of the institution as existing from time to time, in matters not specified in the foregoing clause.

A handwritten signature in black ink is written over a circular institutional stamp. The stamp contains some text, including "INSTITUTION" and "KOLKATA", but it is partially obscured by the signature and a large, sweeping flourish that extends to the right.

If you are agreeable to the foresaid terms and conditions, please return the duplicate copy of this letter with your signature thereon signifying your acceptance.

With best wishes,



Deputy Director

NIPS School of Hotel Management

Signature: Afaque Ahmed

Name: AFAQUE AHMED

Date: 01.12.2017

Note: Please submit the following documents, if not submitted already.

1. Release letter from your last employer.
2. Copies of all your educational certificates.
3. Your last pay slip or salary drawn certificate.
4. Photocopy of PAN card, Adhaar card and EPIC.
5. 3 copies of your latest passport colour photographs.

12th October 2022

Ms. Dalia Mukherjee

138/B, Dr. L.M.B Road
Circus Avenue, Entally
Kolkata- 700014
West Bengal

LETTER OF APPOINTMENT

Dear Ms. Mukherjee,

With reference to your application for the employment and subsequent interview you had with us, we are pleased to appoint you in the position of **Lecturer** with effect from **12/10/2022** in our **Kolkata** campus on the following terms and conditions:-

1. Your total salary package will be **Rs. 26000/- (Twenty Six Thousand only)** per month subject to statutory deduction.
2. You will prefer all such job as assigned to you to the satisfaction of the Management. It is also a condition of your employment that you will serve the institute at any place designated by the company.
3. You will be on probation for a period of six months from the date of your appointment. Unless confirmed in writing, you will be deemed to be as probationer after the expiry of the initial or extended period of probation.
4. The institution reserves the right to either extend the probationary period or confirm the employment or terminate the employment upon completion of six months tenure of probationary period.
5. In case you leave the services of the Institution prior to completion of period of twelve months, then in such case you shall be liable to pay an amount of **Rs. 50000/- (Fifty Thousand only)** to the Institute. The Institute also reserves the right to recover the said amount from your full and final settlement.
6. Upon confirmation, the institution reserves the right to terminate your services by serving you with a notice of one month or one month's salary in lieu thereof and vice versa. You must serve the notice period which is one month after the resignation intimation date (accepted date by the Management). Enforcing the option of the notice period is entirely up to the Management.
7. During the Notice period you must prepare the handover documents/ files which give the complete detail of the activities handled by you during employment tenure. The handover

documents must be given to the Reporting Authority. On satisfactory completion of handover / notice period, the exit process of the employee will start.

8. As a whole timer you shall not divulge in any other services/ practices/ business during the continuance of your employment and your sincerity and dedication towards the institution is highly solicited to the best of your ability.
9. Your service and performance will be reviewed, as per the institution's prevailing policy, from time to time.
10. Leave policy shall be applicable for you as per the institute's policy rolled out from time to time. During the period of probation you will not be entitled to any leave.
11. You will not disclose, divulge or make public while you are associated with us or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your assignment with us.
12. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.
13. You will ensure proper maintenance and up-keep of the area of job allocated to you by following the instructions/ directions that may be given from time to time in this regard.
14. You will have the responsibility for efficient, satisfactory and economical operation in the area of job assignment that may be entrusted to you from time to time.
15. You will adhere to such instructions and directions issued to you in connection with the performance of your duties assigned to you from time to time in the interest of the Institution.
16. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institution shall be entitled to recover the damages from you.
17. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or organization having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.
18. The appointment is being made relying upon the information furnished and representations made by you from time to time. If any information or representation is found to be incorrect or if material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the institution will have the right to terminate your services at any time without any compensation, whether monetary or otherwise, whatsoever.
19. This appointment is subject to your being found medically fit.



20. Upon resignation/ termination of your employment, you will return to the institution all papers, documents, properties of the institution which may at that time be in your possession relating to the working or affairs of the institution or any of its associates and will not retain any copy or extract there from.
21. Any dispute relating to your employment shall be subject to the jurisdiction of Kolkata High Court.
22. Your employment will be governed by the service condition of the institution as existing from time to time, in matters not specified in the foregoing clause.

If you are agreeable to the foresaid terms and conditions, please return the duplicate copy of this letter with your signature thereon signifying your acceptance.

With best wishes,


Joseph Vitam Gomes
Deputy Director
NIPS School of Hotel Management



Signature: Salio Mukherjee
Name: Salio Mukherjee
Date: 12/10/2022

13th January 2020

Mr. Pratip Nath
Radhabazar, Kandi
Murshidabad- 742137
West Bengal

LETTER OF APPOINTMENT

Dear Mr. Pratip,

With reference to your application for the employment and subsequent interview you had with us, we are pleased to appoint you in the position of **Lecturer** with effect from **13/01/2020** in our **Kolkata** campus on the following terms and conditions:-

1. Your total salary package will be **Rs. 28882/- (Twenty Eight Thousand Eight Hundred Eighty Two only)** per month subject to statutory deduction.
2. You will be on probation for a period of six months from the date of your appointment. Unless confirmed in writing, you will be deemed to be as probationer after the expiry of the initial or extended period of probation.
3. The institution reserves the right to either extend the probationary period or confirm the employment or terminate the employment upon completion of six months tenure of probationary period.
4. In case you leave the services of the Institution prior to completion of period of twelve months, then in such case you shall be liable to pay an amount of Rs. 50000/- (Fifty Thousand only) to the Institute. The Institute also reserves the right to recover the said amount from your full and final settlement.
5. Upon confirmation, the institution reserves the right to terminate your services by serving you with a notice of one month or one month's salary in lieu thereof and vice versa.
6. As a whole timer you shall not divulge in any other services/ practices/ business during the continuance of your employment and your sincerity and dedication towards the institution is highly solicited to the best of your ability.
7. Your service and performance will be reviewed, as per the institution's prevailing policy, from time to time.
8. Leave policy shall be applicable for you as per the institute's policy rolled out from time to time. During the period of probation you will not be entitled to any leave.

9. You will not disclose, divulge or make public while you are associated with us or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your assignment with us.
10. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.
11. You will ensure proper maintenance and up-keep of the area of job allocated to you by following the instructions/ directions that may be given from time to time in this regard.
12. You will have the responsibility for efficient, satisfactory and economical operation in the area of job assignment that may be entrusted to you from time to time.
13. You will adhere to such instructions and directions issued to you in connection with the performance of your duties assigned to you from time to time in the interest of the Institution.
14. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institution shall be entitled to recover the damages from you.
15. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or organization having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.
16. The appointment is being made relying upon the information furnished and representations made by you from time to time. If any information or representation is found to be incorrect or if material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the institution will have the right to terminate your services at any time without any compensation, whether monetary or otherwise, whatsoever.
17. This appointment is subject to your being found medically fit.
18. Upon resignation/ termination of your employment, you will return to the institution all papers, documents, properties of the institution which may at that time be in your possession relating to the working or affairs of the institution or any of its associates and will not retain any copy or extract there from.
19. Any dispute relating to your employment shall be subject to the jurisdiction of Kolkata High Court.



20. Your employment will be governed by the service condition of the institution as existing from time to time, in matters not specified in the foregoing clause.


If you are agreeable to the foresaid terms and conditions, please return the duplicate copy of this letter with your signature thereon signifying your acceptance.

With best wishes,



Deputy Director

NIPS School of Hotel Management

Signature: 

Name: PRATIP NATH

Date: 26 February 2020

9th May 2023

Mr. Chinmoy Ranjan Sardar

Madhya Shibitola
Howrah Municipal Corporation
Dasnagar, Howrah- 711105
West Bengal

LETTER OF APPOINTMENT

Dear Mr. Sardar,

With reference to your application for the employment and subsequent interview you had with us, we are pleased to appoint you in the position of **Hospitality Educator** in Learning and Development Department with effect from **09/05/2023** in our **Kolkata** campus on the following terms and conditions:-

1. Your total salary package will be **Rs. 30000/-(Thirty Thousand)** only per month subject to statutory deduction.
2. You will be on probation for a period of six months from the date of your appointment. Unless confirmed in writing, you will be deemed to be as probationer after the expiry of the initial or extended period of probation.
3. The institution reserves the right to either extend the probationary period or confirm the employment or terminate the employment upon completion of six months tenure of probationary period.
4. Upon confirmation, the institution reserves the right to terminate your services by serving you with a notice of one month or one month's salary in lieu thereof and vice versa. You must serve the notice period which is one month after the resignation intimation date (accepted date by the Management). Enforcing the option of the notice period is entirely up to the Management.
5. During the Notice period you must prepare the handover documents/ files which give the complete detail of the activities handled by you during employment tenure. The handover documents must be given to the Reporting Authority. On satisfactory completion of handover / notice period, the exit process of the employee will start.
6. As a whole timer you shall not divulge in any other services/ practices/ business during the continuance of your employment and your sincerity and dedication towards the institution is highly solicited to the best of your ability.
7. Your service and performance will be reviewed, as per the institution's prevailing policy, from time to time.

9. Nature of duties and responsibilities

- To prefer all such job as assigned to you to the satisfaction of the Management. It is also a condition of your employment that you will serve the institute at any place designated by the institute.
- To teach, coach, arrange and impart training and provide lectures to students as per University course curriculum.
- To cater lessons on communication and public speaking skill improvement of students.
- To develop a competency and skill set in a student to perform his / her task or job efficiently during study as well as in workplace.
- To work as mentor and to aid in the development of students' personalities, grooming and etiquette.
- To groom the students and enhance their physical appearances to emanate confidence and business professionalism; prepare them for professional interviews and other meetings.
- To act as the single point of contact (SPOC) for all matters related to contacting Principals or respective authority of schools and taking the appointment for an awareness seminar related to our institute and hospitality education.
- To represent the institute in all such seminars, workshops, career fairs etc and promote the institute to the best of your ability.
- To supervise, guide and manage the team of Personality Development Advisors and motivate them for high performance across functions.
- To provide suggestion in complex problem solving situations during admission counseling of any team member and actively interact with the student or guardian to ensure final admission of the student in the institute without much hassle.

10. You will not disclose, divulge or make public while you are associated with us or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your assignment with us.

11. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.

12. You will ensure proper maintenance and up-keep of the area of job allocated to you by following the instructions/ directions that may be given from time to time in this regard.

13. You will have the responsibility for efficient, satisfactory and economical operation in the area of job assignment that may be entrusted to you from time to time.



14. You will adhere to such instructions and directions issued to you in connection with the performance of your duties assigned to you from time to time in the interest of the Institution.
15. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institution shall be entitled to recover the damages from you.
16. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or organization having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.
17. The appointment is being made relying upon the information furnished and representations made by you from time to time. If any information or representation is found to be incorrect or if material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the institution will have the right to terminate your services at any time without any compensation, whether monetary or otherwise, whatsoever.
18. This appointment is subject to your being found medically fit.
19. Upon resignation/ termination of your employment, you will return to the institution all papers, documents, properties of the institution which may at that time be in your possession relating to the working or affairs of the institution or any of its associates and will not retain any copy or extract there form.
20. Any dispute relating to your employment shall be subject to the jurisdiction of Kolkata High Court.
21. Your employment will be governed by the service condition of the institution as existing from time to time, in matters not specified in the foregoing clause.

If you are agreeable to the foresaid terms and conditions, please return the duplicate copy of this letter with your signature thereon signifying your acceptance.



NIPS School of Hotel Management

Signature: _____

Name: _____

Date: _____

20th February 2023

Mr. Souvik Das

57/3, Buxarah Road
Howrah- 711110, Kolkata
West Bengal

LETTER OF APPOINTMENT

Dear Mr. Das,

With reference to your application for the employment and subsequent interview you had with us, we are pleased to appoint you in the position of **Lecturer** with effect from **20/02/2023** in our **Kolkata** campus on the following terms and conditions:-

1. Your total salary package will be **Rs. 29902/- (Twenty Nine Thousand Nine Hundred Two)** only per month subject to statutory deduction.
2. You will prefer all such job as assigned to you to the satisfaction of the Management. It is also a condition of your employment that you will serve the institute at any place designated by the company.
3. You will be on probation for a period of six months from the date of your appointment. Unless confirmed in writing, you will be deemed to be as probationer after the expiry of the initial or extended period of probation.
4. The institution reserves the right to either extend the probationary period or confirm the employment or terminate the employment upon completion of six months tenure of probationary period.
5. In case you leave the services of the Institution prior to completion of period of twelve months, then in such case you shall be liable to pay an amount of **Rs. 50000/- (Fifty Thousand only)** to the Institute. The Institute also reserves the right to recover the said amount from your full and final settlement.
6. Upon confirmation, the institution reserves the right to terminate your services by serving you with a notice of one month or one month's salary in lieu thereof and vice versa. You must serve the notice period which is one month after the resignation intimation date (accepted date by the Management). Enforcing the option of the notice period is entirely up to the Management.
7. During the Notice period you must prepare the handover documents/ files which give the complete detail of the activities handled by you during employment tenure. The handover

documents must be given to the Reporting Authority. On satisfactory completion of handover / notice period, the exit process of the employee will start.

8. As a whole timer you shall not divulge in any other services/ practices/ business during the continuance of your employment and your sincerity and dedication towards the institution is highly solicited to the best of your ability.
9. Your service and performance will be reviewed, as per the institution's prevailing policy, from time to time.
10. Leave policy shall be applicable for you as per the institute's policy rolled out from time to time. During the period of probation you will not be entitled to any leave.
11. You will not disclose, divulge or make public while you are associated with us or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your assignment with us.
12. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.
13. You will ensure proper maintenance and up-keep of the area of job allocated to you by following the instructions/ directions that may be given from time to time in this regard.
14. You will have the responsibility for efficient, satisfactory and economical operation in the area of job assignment that may be entrusted to you from time to time.
15. You will adhere to such instructions and directions issued to you in connection with the performance of your duties assigned to you from time to time in the interest of the Institution.
16. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institution shall be entitled to recover the damages from you.
17. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or organization having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.
18. The appointment is being made relying upon the information furnished and representations made by you from time to time. If any information or representation is found to be incorrect or if material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the institution will have the right to terminate your services at any time without any compensation, whether monetary or otherwise, whatsoever.
19. This appointment is subject to your being found medically



20. Upon resignation/ termination of your employment, you will return to the institution all papers, documents, properties of the institution which may at that time be in your possession relating to the working or affairs of the institution or any of its associates and will not retain any copy or extract there from.
21. Any dispute relating to your employment shall be subject to the jurisdiction of Kolkata High Court.
22. Your employment will be governed by the service condition of the institution as existing from time to time, in matters not specified in the foregoing clause.

If you are agreeable to the foresaid terms and conditions, please return the duplicate copy of this letter with your signature thereon signifying your acceptance.

With best wishes,



Joseph Uttam Gomes
Deputy Director
NIPS School of Hotel Management

Signature: Souvik Das
Name: Souvik Das
Date: 20/02/2023

27th February 2020

Mr. Simon Bishal Rozario

36/E, Aga Mehdi Street

Kolkata- 700016

West Bengal

LETTER OF APPOINTMENT

Dear Mr. Rozario,

With reference to your application for the employment and subsequent interview you had with us, we are **pleased to** appoint you in the position of **Lecturer** with effect from **27/02/2020** in our **Kolkata campus** on the following terms and conditions:-

1. Your total salary package will be **Rs. 30900/-(Thirty Thousand Nine Hundred only)** per month subject to statutory deduction.
2. You will prefer all such job as assigned to you to the satisfaction of the Management. It is also a condition of your employment that you will serve the institute at any place designated by the company.
3. You will be on probation for a period of six months from the date of your appointment. Unless confirmed in writing, you will be deemed to be as probationer after the expiry of the initial or extended period of probation.
4. The institution reserves the right to either extend the probationary period or confirm the employment or terminate the employment upon completion of six months tenure of probationary period.
5. Upon confirmation, the institution reserves the right to terminate your services by serving you with a notice of one month or one month's salary in lieu thereof and vice versa. You must serve the notice period which is one month after the resignation intimation date (accepted date by the Management). Enforcing the option of the notice period is entirely up to the Management.
6. During the Notice period you must prepare the handover documents/ files which give the complete detail of the activities handled by you during employment tenure. The handover documents must be given to the Reporting Authority. On satisfactory completion of handover / notice period, the exit process of the employee will start.

7. As a whole timer you shall not divulge in any other services/ practices/ business during the continuance of your employment and your sincerity and dedication towards the institution is highly solicited to the best of your ability.
8. Your service and performance will be reviewed, as per the institution's prevailing policy, from time to time.
9. Leave policy shall be applicable for you as per the institute's policy rolled out from time to time. During the period of probation you will not be entitled to any leave.
10. You will not disclose, divulge or make public while you are associated with us or thereafter, any of our technical and other important information, which might come into your possession during the continuance of your assignment with us.
11. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.
12. You will ensure proper maintenance and up-keep of the area of job allocated to you by following the instructions/ directions that may be given from time to time in this regard.
13. You will have the responsibility for efficient, satisfactory and economical operation in the area of job assignment that may be entrusted to you from time to time.
14. You will adhere to such instructions and directions issued to you in connection with the performance of your duties assigned to you from time to time in the interest of the Institution.
15. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institution shall be entitled to recover the damages from you.
16. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or organization having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.
17. The appointment is being made relying upon the information furnished and representations made by you from time to time. If any information or representation is found to be incorrect or if material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the institution will have the right to terminate your services at any time without any compensation, whether monetary or otherwise, whatsoever.
18. This appointment is subject to your being found medically fit.
19. Upon resignation/ termination of your employment, you will return to the institution all papers, documents, properties of the institution which may at that time be in your possession



relating to the working or affairs of the institution or any of its associates and will not retain any copy or extract there from.

20. Any dispute relating to your employment shall be subject to the jurisdiction of Kolkata High Court.

21. Your employment will be governed by the service condition of the institution as existing from time to time, in matters not specified in the foregoing clause.

If you are agreeable to the foresaid terms and conditions, please return the duplicate copy of this letter with your signature thereon signifying your acceptance.


With best wishes,



Deputy Director

NIPS School of Hotel Management



Signature: 
Name: Sumit B. Roy



NIPS School of Hotel Management

EC-98, Salt Lake City, Calcutta 700 064 (INDIA) ☎ 358 6476 / 334 3079
Fax : 91-33-334 3067 E-mail : viveashi@giac101.vsnl.net.in

Date: 15th November, 1998

Mr. Ranabir Ray
EB - 71, Salt Lake
Calcutta - 700064

Dear Sir,

With reference to your application and your subsequent interview with us we have pleasure in appointing you as a faculty in this institute on the following terms and condition:-

1. Your appointment will be affective from 18th of November 1998.
2. You will be on probation period of six months from the date of joining duty.
3. You will be paid no salary in case you leave the service of this institute within one month of your joining on your own accord. If, however, the management terminates your service, you will be paid salary earned upto the date of termination.
4. You may be confirmed on satisfactory completion of your probationary period of three months. On review of your work and general aptitude, you will be considered "Confirmed".
5. That you will be paid consolidated remuneration of Rs. 3,000/-p.m.(Rupees Three Thousand Only).
6. Your duties will be to teach and impart training to the students in addition to other duties that may be assigned to you from time to time by the authorities of the institute.
7. You shall be diligent and efficient in discharging your duties and you will devote whole time and attention to this employment and conform to such timings and rules & regulations as may be specified by the institute from time to time.
8. Engagement is subject to your being physically and mentally fit to work as a faculty.
9. In the event you wish to discontinue your service with us at any time, you will have to give two month's notice in advance; similarly the institute may also give you two month's notice or two month's remuneration in lieu of the notice for dispensing your engagement with us.

10. You will be entitled to such annual increment in your pay as the institute may decide depending upon your performance.

11. That you will be responsible to the Directors of the institute and any such other Executive as the case may be for your duties etc.


12. You will devote your whole time and energy for the cause of this institute and will ~~never~~ engage yourself in any business trade or private profession without written permission from the Management.

A duplicate copy of this letter is enclosed herewith which you are requested to sign and return in token of your confirmation and acceptance of the above terms and conditions.

Thanking You,

Yours faithfully,


P.D. PATHAK
Chairman


18/11





NIPS School of Hotel Management

Approved by AICTE, Ministry of HRD, Govt. of India | Affiliated to MAKAUT, Govt. of W.B, formerly known as WBUT

2nd April 2018

Moumita Rajput Bhaumik
3A, Sura East Road,
Beleghata
Kolkata- 700010

Dear **Ms. Bhaumik,**

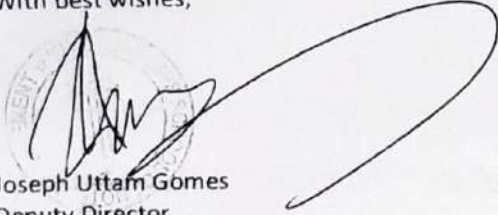
The management wishes to inform you that you will be working as a permanent employee in the position of **Lecturer** from **the month of April, 2018** in our Institute at 297, Mahishbathan, Sector- V, Salt Lake City, Kolkata- 700102 on the following terms and conditions:

1. Your **Gross Salary** will be **Rs. 33000/-** per month subject to statutory deduction.
2. Your role, duties and reporting authority will be as at present.
3. The institution reserves the right to terminate your services by serving you with a notice of one month or one month's salary in lieu thereof and vice versa.
4. You shall not divulge in any other services/ practices/ business during the continuance of your employment and your sincerity and dedication towards the institution is expected to the best of your ability.
5. Your service and performance will be reviewed as per the Institute's policy.
6. You will be entitled to leave as per the Institute's policy.
7. You will not disclose, divulge or make public while you are associated with us or thereafter, any of our technical and other important information, which might come into your knowledge and possession during the continuance of your assignment with us.
8. Your employment will be governed by the service condition of the institution as existing from time to time, in matters not specified in the foregoing clause.
9. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without prior permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institution shall be entitled to recover the damages from you.
10. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or organization having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.

11. The appointment is being made relying upon the information furnished and representations made by you. If any information or representation is found to be incorrect or if material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the conditions stated herein, the institution will have the right to terminate your services at any time without any compensation, whether monetary or otherwise, whatsoever.
12. Upon resignation/ termination of your employment, you will return to the institution all papers, documents, properties of the institution which may at that time be in your possession relating to the working or affairs of the institution or any of its associates and will not retain any copy or extract there from.
13. Any dispute relating to your employment shall be subject to the jurisdiction of Kolkata High Court.

Please sign and return the duplicate copy of this letter signifying your acceptance.

With best wishes,


Joseph Uttam Gomes
Deputy Director

Signature: Bhaik
Name: Moumita Bhaik
Date: 60/11/18.