Consolidated list of full time teachers during the assessment period of last five year

				T	If not continuing in the	,	
CI No	Voor	Name of the full time teacher	Designation	laining Vaar	_	Candar	Qualification
SI. No.	Year	Name of the full time teacher	Designation	Joining Year	institution, mention	Gender	Qualification
1	2017-19	Dr. Gyandeo Mani Tripathi	Principal	2012	year of	M	Ph.D.
2		,	Assistant Professor			M	
		Ajay Kumar Singh		2013	2047		M.AM.Ed., UGC-NET
3		Harindra Kumar Singh Yadav	Assistant Professor	2014	2017	M	M.A., M.Ed.
4		Satyaprakash Mishra	Assistant Professor	2014	2020	M	M.AM.Ed., UGC-NET
5		Ajit Kumar	Assistant Professor	2015	2018	M	M.P.A.
6		Vibhuti Kumar Singh	Assistant Professor	2016	2018	M	M.A., M.Ed.
7		Rekha Kumari	Assistant Professor	2016		F	M.AM.Ed., UGC-NET
8		Raj Kumar Roy	Assistant Professor	2017		M	M.ScM.Ed.
9	2017-18	Anna Kumari	Assistant Professor	2017	2019	F	M.F.A.
10	2017-18	Rabi Kumar Roy	Assistant Professor	2017	2020	М	M.AM.Ed.
11	2017-18	Priya Singh	Assistant Professor	2017	2022	F	M.AM.Ed., UGC-NET
12	2017-18	Shailesh Kumar	Assistant Professor	2017	2022	М	M.P.Ed., UGC-NET
13	2017-18	Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
					If not continuing in the		
Sl. No.	Year	Name of the full time teacher	Designation	Joining Year	institution, mention	Gender	Qualification
					year of		
1	2018-19	Dr. Gyandeo Mani Tripathi	Principal	2012		М	Ph.D.
2	2018-19	Ajay Kumar Singh	Assistant Professor	2013		М	M.AM.Ed., UGC-NET
3	2018-19	Rekha Kumari	Assistant Professor	2016		F	M.AM.Ed., UGC-NET
4	2018-19	Satyaprakash Mishra	Assistant Professor	2014	2020	М	M.AM.Ed., UGC-NET
5	2018-19	Ajit Kumar	Assistant Professor	2015	2018	М	M.P.A.
6	2018-19	Vibhuti Kumar Singh	Assistant Professor	2016	2018	М	M.A., M.Ed.
7	2018-19	Raj Kumar Roy	Assistant Professor	2017		М	M.ScM.Ed.
8	2018-19	Anna Kumari	Assistant Professor	2017	2019	F	M.F.A.
9	2018-19	Rabi Kumar Roy	Assistant Professor	2017	2020	М	M.AM.Ed.
10	2018-19	Priya Singh	Assistant Professor	2017	2022	F	M.AM.Ed., UGC-NET
11		Shailesh Kumar	Assistant Professor	2017	2022	М	M.P.Ed., UGC-NET
12		Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
13		Ankit Kumar	Assistant Professor	2018	2020	М	M.AM.Ed., UGC-NET
14		Swati Mishra	Assistant Professor	2018		F	M.AM.Ed., UGC-NET
					If not continuing in the		,
SI. No.	Year	Name of the full time teacher	Designation	Joining Year	institution, mention	Gender	Qualification
					year of		
1	2019-20	Dr. Gyandeo Mani Tripathi	Principal	2012	700.01	M	Ph.D.
	2013 20	21. Sydiaco Main Hipatin	. Thicipai	2012		1 🗸 1	T. 11.0.

6	2021-22	Shailesh Kumar	Assistant Professor	2017	2022	М	M.P.Ed., UGC-NET
5	2021-22	Priya Singh	Assistant Professor	2017	2022	F	M.AM.Ed., UGC-NET
4	2021-22	Raj Kumar Roy	Assistant Professor	2017		М	M.ScM.Ed.
3	2021-22	Rekha Kumari	Assistant Professor	2016		F	M.AM.Ed., UGC-NET
2	2021-22	Ajay Kumar Singh	Assistant Professor	2013		М	M.AM.Ed., UGC-NET
1	2021-22	Dr. Gyandeo Mani Tripathi	Principal	2012		М	Ph.D.
SI. No.		Name of the full time teacher			If not continuing in the institution, mention year of	Gender	Qualification
14	2020-21	Hiralal Roy	Assistant Professor	2020		М	M.A. Drama
13	2020-21	Ankita Verma	Assistant Professor	2020	2021	F	M.F.A.
12	2020-21	Pavan Kumar Panday	Assistant Professor	2019		М	M.AM.Ed., UGC-NET
11	2020-21	Swati Mishra	Assistant Professor	2018		F	M.AM.Ed., UGC-NET
10	2020-21	Ankit Kumar	Assistant Professor	2018	2020	М	M.AM.Ed., UGC-NET
9	2020-21	Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
8	2020-21	Shailesh Kumar	Assistant Professor	2017	2022	М	M.P.Ed., UGC-NET
7	2020-21	Priya Singh	Assistant Professor	2017	2022	F	M.AM.Ed., UGC-NET
6	2020-21	Rabi Kumar Roy	Assistant Professor	2017	2020	М	M.AM.Ed.
5		Raj Kumar Roy	Assistant Professor	2017		М	M.ScM.Ed.
4	2020-21	Satyaprakash Mishra	Assistant Professor	2014	2020	М	M.AM.Ed., UGC-NET
3		Rekha Kumari	Assistant Professor	2016		F	M.AM.Ed., UGC-NET
2		Ajay Kumar Singh	Assistant Professor	2013		М	M.AM.Ed., UGC-NET
1	2020-21	Dr. Gyandeo Mani Tripathi	Principal	2012		М	Ph.D.
SI. No.	Year	Name of the full time teacher	Designation	Joining Year	If not continuing in the institution, mention year of	Gender	Qualification
13	2019-20	Pavan Kumar Panday	Assistant Professor	2019		М	M.AM.Ed., UGC-NET
12	2019-20	Swati Mishra	Assistant Professor	2018		F	M.AM.Ed., UGC-NET
11	2019-20	Ankit Kumar	Assistant Professor	2018	2020	М	M.AM.Ed., UGC-NET
10	2019-20	Archna Srivastava	Assistant Professor	2017	2020	F	M.Sc. & M.Ed.
9	2019-20	Shailesh Kumar	Assistant Professor	2017	2022	М	M.P.Ed., UGC-NET
8	2019-20	Priya Singh	Assistant Professor	2017	2022	F	M.AM.Ed., UGC-NET
7	2019-20	Rabi Kumar Roy	Assistant Professor	2017	2020	М	M.AM.Ed.
6	2019-20	Anna Kumari	Assistant Professor	2017	2019	F	M.F.A.
5	2019-20	Raj Kumar Roy	Assistant Professor	2017		М	M.ScM.Ed.
4	2019-20	Satyaprakash Mishra	Assistant Professor	2014	2020	М	M.AM.Ed., UGC-NET
3	2019-20	Rekha Kumari	Assistant Professor	2016		F	M.AM.Ed., UGC-NET
2	2019-20	Ajay Kumar Singh	Assistant Professor	2013		M	M.AM.Ed., UGC-NET

7	2021-22	Swati Mishra	Assistant Professor	2018		F	M.AM.Ed., UGC-NET
8	2021-22	Pavan Kumar Panday	Assistant Professor	2019		М	M.AM.Ed., UGC-NET
9	2021-22	Ankita Verma	Assistant Professor	2020	2021	F	M.F.A.
10	2021-22	Hiralal Roy	Assistant Professor	2020		М	M.A. Drama
11	2021-22	Sonu Kumar	Assistant Professor	2021		М	B.Tech., M.Ed., UGC-NET
12	2021-22	Lal Kumar Singh	Assistant Professor	2021		М	M.ScM.Ed., UGC-NET
13	2021-22	Govardhan Yadav	Assistant Professor	2021		М	M.AM.Ed., Ph.D.
14	2021-22	Asmita	Assistant Professor	2021		F	M.AM.Ed., UGC-NET
15	2021-22	Vandana Singh	Assistant Professor	2021		F	M.AM.Ed., UGC-NET
16	2021-22	Ritu Rani	Assistant Professor	2021		F	M.F.A.

DR. GYANDEO MANI TRIPATHI

ANAGEMENT HALIPUR, BIHAP Signature





Maitreya College of Education & Management Shaping Education

To, Ajay Kumar Singh S/o- Dr, Mani Ram Singh 561 I Ravindropur; porabazar Ghazipur U.P. Pm.233001.

Date 20/03/2013

Offer cum Appointment Letter

- 1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of the Assistant Professor for Social Science (Economics) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee College of Education and Management, Hajipur (Bihar).
- 2. Probation Period
- The appointed Employee shall be on a probation period of one year from the date of joining, i.e. Oct. 01, 2013. The Maitreya College of Education and Management, Hajipur (Blinar) servers the right to terminate the services of any such employee on probation-regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoexer, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information statements documents submitted by the Employee's false or fibrication.
- . The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he she shall devote his her full time to the affairs of the Institution and shall perform his her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duries and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

- Subject to the following provisions of this Agreement, during the Employment Period the Employee shall be compensated for his/her services as follows:
- Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- d) He'she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- e) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Granuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bibar), as required by the Act.

Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Insurance will be required to pay against the said scheme policy on behalf of the employees.

6. Re-imbursement Policy

The simployee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee

8. Dispute Settlement

If at any time the Employees violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur Patea.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Mattreya College of Education and Management, Halinur, (Bihar) by giving him her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the I imployee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as taid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies, training certifications as required to the successful deliverance of the responsibility. Seminar Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion enrulment of his her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case

1. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in
 name prior to the joining of the services in the Maitreya College of Education and Management,
 Hajipar/Bihary. If it comes to the knowledge of the Management of the Institution of any such act,
 the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- . Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- · Xerox Graduation 1st ,2nd, 3rd year Marksheet
- · Xerox B.Ed. Degree
- · Xerox M.F.d. Degree
- . Xerox Post-Graduation Degree
- . Xerox Experience Certificate Relieving Letter
- · Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerex Bank Statement
- Xerox Permanent Address Proof
- · Xerox Government recognised Photo-ID
- E3. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hujipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully.

वान्द्रेव

(Dr. Gyandeo Mani Tripathi) Principal (B.Ed.) Maitreya College of Education and Management, Hajipur (Bihar). Apontaly Apontaly







Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna Shaping Education

Ref. No.:- MCEM/B.Ed.- 159/16

Date: - 26.10 2015

To,
Ajit Kumar
C/o Anjani Kumar Singh
Tarkeshwar Path
Saalimpur Ara
Kadamkuan
Patna-800003

Offer cum Appointment Letter

- 1. With reference to your application for an appointment in our Institution and your subsequent Interview in that regard, we take pleasure in offering you the position of Assistant Professor in the Maltreya College of Education and Management, Hajjur (Blaha). This offer shall be governed by the undermentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
- 2. Probation Period
- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 2ds. 10. 2as/5. The Maitrysy College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employees on probation/regular by giving a 10 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason sehasovers, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fishicated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/he full time to
 the affairs of the institution and shall perform bis/her duties faithfully and efficiently subject to
 the direction of the Management of the institution. The Employee shall not be assigned duties
 and responsibilities that are not generally within the scope and character associated or required
 of other employees of similar rank and position.
 - The institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.



4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7° of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He'she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajlpur (Bihar).

Payment of Gratuity

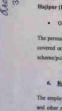
The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maltreya College of Education and Management, Hajipur (Bihar), as required by the Act.

Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Parna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can reaign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatority for a period of 30 days.

 b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies' training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-persual of his/her responsibilities.
 - Any employee who has been aponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification, in the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

The Employee must not have been convicted of any act involving moral turpitude and/or criminal in
mature prior to the joining of the services in the Maitreya College of Education and Management,
Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act,
the Employee shall be reminated without any notice or compensation in lieu thereof.



- . The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.
- 12. Enclosures
- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st ,2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

(Dr. Gyandeo Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).









Maitreya College of Education & Management

Shaping Education

Ref. No.:-M.C.E.M.B.Ed./370//8

Fo, Ankit Kumar 5/O Dr. Mukul Kumar Sinha Laidarwaza Geeta, Babu Road, Munger. Bihar-B11201

Offer-cum-Appointment Letter

- With reference to your application for an appointment in our traination and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Foundation) in the Mailreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mention of v = and conditions upon from provisions of the Employee Manual than are applicable or may become applicable item to a tenthe.
- 2. Probation Period Mallreya Colege of Education & Management Shapping Educations
- The appointed Employee shall be on a probation period of one year from the data of Jones, i.e., I.e. August, 2018. The Maitreya College of Education and Management. Haippur (Bihar) reserve the right to terminate the services of any such employee on probation/regular by giving a 10-day prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason softwareser, if the Institute in its opinion belief that your performance is not as per the expected standards or it of finds that any of the information/statements/documents submuted by the Employee to take in fobricused.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he she shall discope his bee full ties
 to the affairs of the Institution and shall perform his her duties. Institution and a recessive
 subject to the direction of the Management of the Institution. The Employee shall not be
 assigned duties and responsibilities that are not generally within the copye and character
 associated or required of other employees of similar rank and position.
 - The Institute sets, certain benchmark for uself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

EPIP Campus, Hajipur Industrial Area, Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: maitreya@maitreyaedu.co.in, Web: www.maitreyaedu.co.in

bi-amusily w

Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

Benefits

Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Awint Employee Manual.

Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Haintun Patra.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Mairreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the fastitution Competent Authority in witing/cental, The Employee may be asked to serve mandatority for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maltreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies training certifications as required in the successful deliverance of the responsibility. Seminar Workshops will not form part of this auteement but the Employee shall attend in self-perusal of his her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be fledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral hapmade and/or criminal in
 nature prior to the joining of the services in the Maitreya College of Education and Management.
 Hajlipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act,
 the Employee shall be terminated without any notice or compensation in New thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

Anuitab

12. Enclosures

- · Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- · Xerox Experience Certificate/Relieving Letter
- · Two References from the last Organization
- · Xerox Last Three Salary Slips
- · Xerox Bank Statement
- . Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with sutsfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Mattreya College of Education and Management, Hajipiur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully.

J11.07.2018

(Dr. Gyandeo Mani Tripathi)

Principal
Maitreya College of Education and Management, Hajipur (Bihar).

will job from







Maitreya College of Education & Management Affiliated to Aryabhatta Knowledge University, Patna

Ref. No :-M.C.E.M./B.Ed./103(I)

Shaping Education

To,

Ankita Verma d/o Harendra Prasad Vill -Methwalia: Post-Chanchaura. Dist - Saran Bihar-841414

Offer-cum-Appointment Letter

With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Art & Craft) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2 Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 21" January, 2020. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

14. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and highlighted bi-annually.



15. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- 3 Compensation will be made as per the NCTE/ Affiliating University/ State/ UGC norms
- 4 He'she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- 5 Heishe shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- 6 Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary.
 Salary advance may be availed maximum up to an amount equivalent to one month's salary.

16. Benefits

· Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreys College of Education and Management, Hajipur (Blanc).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity. Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

. Group Insurance Policy.

The permanent employees of the Maltreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

17. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other mixeellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

18. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee a part of the professional values of the Employee Manual.

19. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employee-Employee relation shall be subject to jurisdiction of competent Court in HajipuriPatna.

20. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Malitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or psyment of one month's salary in line thereof without assigning any reasons therefore or if it india that the Employee does not stand as per the sepected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

 b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

21. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur
 (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of
 the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in selfperusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to
 pledge his original certificates for the period of one year from the date of completion/enrolment of his/her
 certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other
 incidental expenses incurred on it. Documents in this case will not be pledged.

22. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to
 the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes
 to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without
 any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

23. Enclosures

- · Resume
- 4 Passport Size photos.
- . Xerox 10th Mark sheet and Certificate.
- . Xerry 12th Mark sheet.
- . Xerrix Graduation 1st .2nd, 3rd year Mark sheet.

ACH STATE OF THE S

- Xerox B Ed: Mark sheet and Certificate.
- Xerox Post-Graduation Degree
- Xerox M Ed. Mark sheet and Certificate
- Xerox UGC-NET Scorecard and Certificate
- Nerox Experience Certificate/Relieving Letter
- Two References from the last Organization.
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof.
- Xerox Government recognised Photo-ID.
- 24. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

Principal

Maitreya College of Education and Management, Hajipur (Bihar).

I can Join after 15th of January







Maitreya College of Education & Management Shaping Education

Ref. No.-M.C.E.M.B.Ed. 54/17/001

Date: - 6/04/2017

To,
Anna Kumari
D/o Kamta Singh Yadav
Road no.-4, Mithapur new bus stand,
Kankarbag, Patna,
Bihar-800020

Offer cum Appointment Letter

 With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Fine Arts) in the Mairreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f (03" May 2017. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or febrication.
 - The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period heidst shall devote higher full time to the affairs of the Institution and shall perform higher duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

Jama 1000

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He'she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute.

The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maltreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Haijuur (Bihar), as required by the Act.

· Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajlpur (Bilnar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said sebeme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

Arr.

7 Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Manuaement, etc. The behaviour must reflect the Nobel professional values of teachine. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Section 1979

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Halinor/Pama

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or navment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- · Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) aponsor its employee for further studies' training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-nerusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.

The Employee must not indulge in any activity which is detrimental to the reputation and efficient
working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st ,2nd, 3rd year Marksheet
 - Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- · Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

2003a

(Dr. Gyandeo Mani Tripathi)

Principal Maitreya College of Education and Management, Hajipur (Bihar).







Action are functioned

Maitreya College of Education & Management Shaping Education

Ref. No .:- M.C.E.M./B.Ed/103A/17

Date: - 05.08.2017

To, Archana Srivastava W/O Er. Arun Kumar House No.: 102 (1= Floor), Sector-F P.C. Colony, Kankarbagh, Patna Bihar, Pin-800020

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Mathematics) in the Maitreya College of Education and Management, Hajipur (Bihar) as only one application has yet been received for the captioned post. Initially your appointment is for three (3) menths purely on Ad hoe basis. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable to may become applicable from time to time.

2. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time
 to the affairs of the Institution and shall perform his/her duries faithfully and efficiently
 subject to the direction of the Management of the Institution. The Employee shall not be
 assigned duties and responsibilities that are not generally within the scope and character
 associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

3. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.

- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

4. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee readers five years of continuous service in the Maitreya College of Education and Management, Hajlpur (Bihar), as required by the Act.

· Group Insurance Policy

The permanent employees of the Maltreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme-policy on behalf of the employees.

5. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

6. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall anract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

7. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes

arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hailmar/Patna

8. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Haitpur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writine/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual

9. Employment Bond

- . Education is a continuous process of learning. The Maitreva College of Education and Management, Hailpur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- . Any employee who has been sponsored of this privilege by the Management of the Institution shall he required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

10. General Terms

- . The Employee must not have been convicted of any act involving moral turnitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management. Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- . The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

11. Enclosures

- · Resume
- · 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- . Xerox Graduation 1st ,2nd, 3rd year Marksheet.
- · Xerox Post-Graduation Degree
- · Xerox Experience Certificate/Relieving Letter
- . Two References from the last Organization
- . Xerox Last Three Salary Slips

- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 12. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

(Dr. Gvandeo Mani Tripathi) Principal

Maitreya College of Education and Management, Hajipur (Bihar).

Recorded after





Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna Shaping Education

Ref. No .:- M.C.E.M./B.Ed./16

Date: - 02-02-2021

To.

Asmita d'o Shri Mahavir Tripathi Flat No. 303, Manorama Shambhu Shree Apartmetti, HP Petrol Pump Lane, Sadaqat Ashram, Kurji, Patna-800010

Offer-cum-Appointment Letter

With reference to your application for an appointment in our Institution and your subsequent interview in
that regard, we take pleasure in offering you the position of Assistant Professor (Perspective of
Education) in the Matterya College of Education and Management, Hajipur (Bihar). This offer shall
be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual
that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of Joining w.c.t. it Marcha, 2021. The Mairteya College of Education and Management, Haijpur (Bittar) reserves the right to terminate the services of any such employee on probation regular by giving a 36 days print notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, it tile Institute in its opinion belief that your performance is not as per the expected standards or it it final shall any of the information/statement documents without by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period heishe shall devote his ber fulf time to
 the affairs of the Institution and shall perform his her dutter faithfully and efficiently, subject to
 the direction of the Managarient of the Institution. The Employee shall not be assigned dules;
 and responsibilities that are not generally within the scope and character associated or required
 of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement during the Employment Period as follows:

- a) Compensation will be made as per the NCTE / Affiliating University State UGC norms
- b) He/she shall receive an annual salary: payable in monthly installments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of tike nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to me month's salary.

5. Benefits

· Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Instrume. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee can nell as the Employee Che Maitreya College of Education and Management, Happing (Bharar).

· Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management. Hajpur (Bhar), as required by the Act.

. Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Ribar) shall be assured under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said schemenosite on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imborsement for all authorized travelling communication, belongs and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy land down in the Employee Manuel.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, confeagues, staffs, and the employee shall adhere to high standards of professional values of feaching. Gross deviation from such benchmark behavior shall attract termination of such Employees and down in Natio 9.2 of the Employee Manual behavior shall attract termination of such Employees.

8 Dispute Settlement

If at any time the Employee violates to a material estent any of the covenants or agreements the Employer, shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out-of-the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hairman Paris.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bibar) by giving himber a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibitity or behavioral conduct. The Employee whether permanent or probation in nature after being appointed can resign by group a 60 days prior notice to the Management of the Institution Competent Authority in writing/email. The Employee may be asked to sever mendatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compilance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Mattreya College of Education and Management.
 Halipur (Bihar) sponsor its employee for further studied training certifications as required in the successful deliverance of the responsibility. Seminar Workshops will not form part of this agreement but the Employee shall attend in self-persual of hisher responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to plodge this original certificates for the period of one year from the date of completion/certolinear of history certification. In the event of mustices of participation, the employee shall have to repuly the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turplitude and its criminal in
 matter prior to the joining of the services in the Maitreya Catlege of Education and Management.
 Hajipur (Bhar). If it comes to the knowledge of the Management of the Institution of any such act
 the Employee shall be terminated without any notice or compensation in flex thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet and Certificate.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
 - Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Mark sheet and Certificate.
- Xernx M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate
- Xerox Experience Certificate/Relieving Letter
- . Two References from the last Organization
- Xerox Last Three Month's Salary Slins.
- · Xerox Bank Statement
- Xerox Permanent Address Proof.
- Xerox Government recognised Photo-ID, PAN & Audhar.
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully.

Principal,

Coty accival & Accepted Maitreya College of Education and Management, Hajipur (Bihar)





Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna Shaping Education

Ref. No .:- M.C.E.M./B.Ed./18

Date: - 02-02-2021

Ť

Dr. Govardhan Yadav s/o Late Fakir Yadav At.- Pithwatol, Post Usrahi, Via-Jaynagar, Dist.-Madhubani, Bihar-847226

Offer-cum-Appointment Letter

 With reference to your application for an appointment in our Institution and your subsequent interview in
that regard, we take pleasure in offering you the position of Assistant Professor (Pedagogy of Social Science-II, Geography) in the Maltreya College of Education and Management. Hajipur Biharz.
This offer shall be gowerned by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable genray secondarylicable form sign to time.

2. Probation Period Solvey of Education & Management

- The appointed Employee shall be on a probation period of one year from the date of joining w.c.t. 11 March, 2021. The Maitreya College of Education and Management, Haijing (Bitary) reserves the right to terminate the services of any such employee on probation organize by giving a 10 days; power notice or on payment of 30 days; salary in lieu thereof, without assigning any reason whatsoever. If the lastitute in its opinion belief that your performance is not as per the expected standards or if at finds that any of the information/statement/documents submirted by the Employee; false or playing the produce of th
- . The permanent appointment of the Employee shall be subject to expected standard performance
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Eimployee agrees that during the Employment Period he she shall devote his/her full time to
 the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to
 the direction of the Management of the Institution. The Employee shall not be assigned duties
 and responsibilities that are not generally within the scope and character associated or required
 of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows-

- a) Compensation will be made as per the NCTE / Affiliating University State UGC norms
- b) He/she shall receive an annual salary; payable in monthly installments, on or before ^{rib} of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employee to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to use month's salary.

5 Benefits

· Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Instante. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (Find Mattraya College of Education and Management, Hajipur (Bibary).

· Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maifreya College of Education and Management, Hajipur (Blanz), as required by the Act.

· Group Insurance Policy.

The permanent employees of the Maltreya College of Education and Management, Hajipur (Illhar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorized travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy land down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behavior must reflect the Nobel periods adults of feaching, Gross deviation from such benchmark behavior shall attract reministion of our Employee as had down in Rule 5.2 of the Employee Namual

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employee shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Panna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lawred without assigning any cassons therefore or if it finds that the Employee does not stand as per the expected standards in terms of clighbility or behavioral conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution Competent Authority in writing conal. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Mailreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies' training' certifications as required in the successful deliverance of the responsibility. Seminar Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his her responsibilities.
- Any employee who has been aponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completionlemothem of his/her certification. In the event of unsuccessful participation, the employee shall have to repey the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and or criminal in instance prior to the joining of the services in the Mairreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate
- Xerox 12th Mark sheet and Certificate.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate. Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Mark sheet and Certificate
- Xerox M.Ed. Mark sheet and Certificate Xerox UGC-NET Scorecard and Certificate
- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization
- Xerox Last Three Month's Salary Slips,
- Xerox Bank Statement
- Xerox Permanent Address Proof.
- Xerox Government recognized Photo-ID, PAN & Aadhar
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer lener from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your externed contribution to our Institution

Yours faithfully,

Principal.

Maitreya College of Education and Management, Hajipur (Bibar).

one lopy received governthan yodan 02.02.2021



To.

Dr. Gyandeo Mani Tripathi, S/o- Srikant Mani Tripathi 'Hridaykanti', Gokul Path (Nala Paar) North patel Nagar, Patna-800024

Date: 05.06.2012

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of the Principal in the Maltreya College of Education and Management, Haijupur (Bihar). This offer shall be governed by the undermentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on approbation period of one year from the date of joining. Tons 15, 2012. The Mairreya College of Education and Management, Hajipur (Bline) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

The Employee agrees that during the Employment Period be/ahe shall devote his/her fall time to the
affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the
direction of the Management of the Institution. The Employee shall not be

- assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

- Subject to the following provisions of this Agreement, during the Employment Period the Employee shall be compensated for his/her services as follows:
- b) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- c) He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- d) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- e) Any request by the Employee regarding the advance payments or anything of like nature shall
 be discretionary. Salary advance may be availed maximum upto an amount equivalent to one
 month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maltreya College of Education and Management, Hajipor (Bharr), as required by the Act.

Group Insurance Policy

The permaient employees of the Mattreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Parna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maifreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons there for if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in naturesfire being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maltreyn College of Education and Management,
 Hajipur (Bihar) sponsor its employee for further studies' training' certifications as required in the successful deliverance of the responsibility. Seminar: Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall
 be required to pledge his original certificates for the period of one year from the date of
 completion/errolment of his/her certification. In the event of unsuccessful participation, the employee

shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- . The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Halipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- . The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Yerry 17th Marksect
- Xerox Graduation 1st ,2nd, 3rd year Marksheet
- Xerox B.Ed Degree
- Xerox M.Ed Degree
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- · Two References from the last Organization
- Xerox Last Three Salary Slips
 - Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maltreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Chairman

Maltreya College of Education and Management (MCEM), Hajipur (Bihar).

अपनी ह्यीकृति के साम आज 15.06.2012 के पुनामाई से पानार्थ (बी. एड.) के पर पर योगरान के रहा है।

मानीम मीन मिपारी m.c.e.m. हामीपूर







Maitreya College of Education & Management

Ref. No.:-M.C.E.M./B.Ed./103(II)

Shaping Education

To.

Hiralal Roy c/o N.P. Verma, Bahadurpur, Gumati Road No.-13/C Rajendra Nagar, Patna Bihar-800016

Offer-cum-Appointment Letter

- With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Performing Arts) in the Mattreya College of Education and Management, Haljour (Bihar). This offer shall be governed by the under-mentioned terms and conditions spart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
- 2. Probation Period



- The appointed Employee shall be on a probation period of one year from the date of joining w. ef. 21" January 2020. The Maitreya College of Education and Management, Hajipur (Bibar) reserves the right to terminate the services of any such employee on probation/regales by giving a 20 days prior notice or on spayment of 30 days is alary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabrication.
- . The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs
 of the Institution and shall perform his/her duries faithfully and efficiently subject to the direction of the
 Management of the Institution. The Employee shall not be assigned duries and responsibilities that are
 or generally within the scope and character associated or required of other employees of similar rank and
 position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be observed and employed in annually.

MCEM

A THE TOP

EPIP Care sea Flajipur Industrial Area, Hajipur, Valshali - 844 102 (Bihar), Ph.: 06224-271834 e-mail : Banky @maitreyaedu.co.in, Web: www.maitreyaedu.co.in

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows.

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/ UGC norms
- b) He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5 Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

· Group Insurance Policy

The permanent employees of the Maitreys College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6 Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7 Employee Manual

The Employee shall adher to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid. Repr. 175,016 5.2 of the Employee Manual.



8 Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer Employer relation shall be subject to jurisdiction of competent Court in Hallpur/Patna.

9 Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Lastitution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10 Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in selfperusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to
 pledge his original certificates for the period of one year from the date of completion/enrolment of his/her
 certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other
 incidental expenses incurred on it. Documents in this case will not be pledged.

11 General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to
 the joining of the services in the Mairerya College of Education and Management, Hajipur (Bihar). If it comes
 to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without
 any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12 Enclosures

- Resume
- · 4 Passport Size photos.
- · Xerox 10th Mark sheet and Certificate.





- . Xerox 12th Mark sheet.
- Xerox Graduation 1st ,2nd, 3rd year Mark sheet.
- . Xerox B.Ed. Mark sheet and Certificate.
- . Xerox Post-Graduation Degree.
- . Xerox M.Ed. Mark sheet and Certificate.
- . Xerox UGC-NET Scorecard and Certificate.
 - Xerox Experience Certificate/Relieving Letter.
 - Two References from the last Organization
- Xerox Last Three Salary Slips.
- Xerox Bank Statement.
- Xerox Permanent Address Proof.
- Xerox Government recognised Photo-ID
- Xerox Government recognised Photo-ID
 - 13 Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

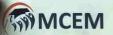
We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

71-134 21.12 2019 (Dr. Gyandeo Mani Tripathi)

Principal
Maitreya College of Education and Management, Hajipur (Bihar).

21.12.2019







Maitreya College of Education & Management Shaping Education

Ref. No.:-M.C.E.M./B.Ed./14

Date: - 02-02-2021

To.

Lal Kumar Singh

s/o Ganesh Kumar Singh Vill.-Maksudpur, Hayaghat Gilashpur, Dist.- Darbhanga. Bihar-847301

Offer-cum-Appointment Letter

- With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in officing you the position of Assistant Professor (Pedagogy of Mathematics) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
- 2. Probation Period
- The appointed Employee shall be on a probation period of one year from the date of joining wie.f. 1th March, 2021. The Maitreya College of Education and Management, Halipur (Bihar) reserves the right to terminate the services of any such employee on probation regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereot, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he the shall devote his her full time to the affairs of the Institution and shall perform his her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated on required of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
 - e) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
 - Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maitreya College of Education and Management, Hujlpur (Bihar).

· Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management. Halipur (Bihar), as required by the Act.

· Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs-Managempin, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Haifpur/Pana.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in fieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution Competent Authority in writing/email. The Employee may be asked to serve mandatority for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Haljura (Bihar) sponsor its employee for further studies' training' certifications as required in the successful deliverance of the responsibility. Seminart/Wockshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/emrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral targitude and/or criminal in nature prior to the joining of the services in the Mainterya College of Education and Management, Hajjuur (Bilary). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in fluet thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient

 working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet and Certificate.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
- Xerox B.Ed. Mark sheet and Certificate
- Xerox Post-Graduation Mark sheet and Certificate.
- Xerox M.Ed. Mark sheet and Certificate.
 - Xerox UGC-NET Scorecard and Certificate.
 - Xerox Experience Certificate/Relieving Letter.
 - Two References from the last Organization.

 - Xerox Last Three Month's Salary Slips.
- · Xerox Bank Statement
- Xerox Permanent Address Proof.
 - Xerox Government recognised Photo-ID, PAN & Audhar.
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

Dr. Gyandeo Mani Tripathi,

Principal,

Maitreya College of Education and Management, Hajipur (Bihar)









Maitreya College of Education & Management Shaping Education

Rof No. M C E M/D Ed /57(f)

Date: - 30-06-2019

To.

Pavan Kumar Panday s/o Bhairavnath Pandey Vi--- Pipara Usuri, Post-Madhuban, Dist.- Mau. UP-271603

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Pedagogy of Hindi) in the Mairreya College of Education and Management, Hajipure (Blass). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 15th July, 2019. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information statements/documents submitted by the Employees in false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duries faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be satigned duries and responsibilities that are not generally within the scope and character associated or required of other employees of similar ranks and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

30.06.17

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/site shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute.

The stanutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

. Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said schemepolicy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs,
Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from

20019

such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajpur/Parns.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies' training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/emplement of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turptude and/or criminal in
 nature prior to the joining of the services in the Maistreya College of Education and Management,
 Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act,
 the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resime
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet.
- Xerox Graduation 1st ,2nd, 3rd year Mark sheet
- Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Degree
- Xerox M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
- · Two References from the last Organization.
- Xerox Last Three Salary Slips.
- · Xerox Bank Statement
- Xerox Permanent Address Proof.
- Xerox Government recognised Photo-ID.
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

(Dr. Gyandeo Mani Triputhi)

Principal

Maltreya College of Education and Management, Hajipur (Bihar).

में पहन किंगा वाल्डिय प्रयत्न की रूक माते अल्ल किया।

ध-अवार

E 18/87 | 2019







Maitreya College of Education & Management

Ref No.:-M.C.E.M./B.Ed./ 54/17/003

Date: - 6/04/2017

To.
Priya Singh
D/O Vijay Kumar Singh
Vill + PO - Anauni,
P.S.-Khanpur,
Dist-Ghazipur,
U.P.-233221

MCEM

Offer cum Appointment Letter

- 1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Foundation) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
- 2. Probation Period
- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 20th April 2017. The Mairreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereoft, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or obsciences.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He'she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.
- 5. Benefits
- · Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute.

The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee senders five years of continuous service in the Maitreya College of Education and Management, Hailpur (Bilar), as required by the Act.

· Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

**Longitude: **Longi



7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, starfs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur Patra.

9. Termination and Notice Period for Resignation

n) The Employee may be terminated by the Maltreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in fieu thereof without assigning any reasons therefore or if it finds that the Employee does not sand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatority for a period of 30 days.

 b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and
 Management, Hajipur (Bihar) sponsor its employee for further studies' training/ certifications as
 required in the successful deliverance of the responsibility. Seminart/Workshops will not form part of
 this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/terrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case with not be pledged.

11. General Terms

 The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Mattreya College of Education and Management, Haljuar (Blinar). It it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.

towigh sergh

3

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.
- 12. Enclosures
 - Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet Xerox Graduation 1st 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization Xerox Last Three Salary Slins
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

(Dr. Gyandeo Mani Tripathi)

Principal Maitreya College of Education and Management, Hajipur (Bihar).

suceive.

06.04.2017



towiga singh





MAITREYA COLLEGE OF EDUCATION & MANAGEMENT O/Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No .:- MCEM/B.Ed.- 188/16

Date: - 29.11.2016

To Rabi Kr. Roy S/O- Rameswar Ray Vill- Areraj P.O- Areraj Distt- F. Chamaparan

Offer cum Appointment Letter

 With reference to your application for an appointment in our institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (in Euglish) in the Maltreya College of Education and Management, Hajlipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable form time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 28.11.2016. The Maitreya College of Education and Management, Hajjuru (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.

The Institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employee will be observed and highlighted bi-annually.



Rabi 16 28/11/16

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Mattreya College of Education and Management, Hajigur (Bihar),

· Payment of Gratuity

The Employee shall be entitled to the payment of Grahilty as per the Payment of Grahilty Act, provided the Employee renders five years of continuous service in the Maltreya College of Education and Management, Hajipur (Bihar), as required by the Act.

· Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entirled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manus.



7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5,2 of the Employee Manual

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur/Pama.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- · Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act,

amployee shall be terminated without any notice or compensation in lieu thereof.

R-28/11/16

 The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st ,2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully.

(Dr. Gyandeo Mani Tripathi) Principal (B.Ed.)

Maitreya College of Education and Management, Hajipur (Bihar).

Received.

AMPENDED IN





Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna Shaping Education

Ref. No.:-MCEM/B.Ed.-007/17

Date: -06.01.2017

To

Raj Kumar Rai

C/o Baleshwar Rai Vill- Barva Bahvara

PO - Bidupur

Dist. - Vaishali

Offer cum Appointment Letter

- With reference to your application for an appointment in our institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor in the Maltreys College of Education and Management, Hajipur (Bihar). This offer shall be governed by the undermentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
- 2. Probation Period
- lon Period
- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 90th January'2017. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to
 the affairs of the institution and shall perform his/her duties faithfully and efficiently subject to
 the direction of the Management of the institution. The Employee shall not be assigned duties
 and responsibilities that are not generally within the scope and character associated or required
 of other employees of similar rank and postition.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.



4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He'she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- e) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The stantorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maitreya College of Education and Management, Hajlpur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme-noise on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in HailburgPanus.

9. Termination and Notice Period for Resignation

ii) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

 b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maltreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies' training certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall
 be required to pledge his original certificates for the period of one year from the date of
 completion/emplment of his/her certification. In the event of unsuccessful participation, the employee
 shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case
 will not be pledged.

11. General Terms

The Employee must not have been convicted of any act involving moral turplisde and/or criminal in
nature prior to the joining of the services in the Mainterya College of Education and Management,
 Hajjuur (Bihar). If it conces to the knowledge of the Management of the Institution of any such act,
 the Employee shall be terminated without any notice or compensation in lieu thereof.

Ref tare by

3

- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.
- 12. Enclosures
 - Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st ,2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- · Xerox Experience Certificate/Relieving Letter
- · Two References from the last Organization
- · Xerox Last Three Salary Slips
- Xerox Bank Statement
- · Xerox Permanent Address Proof
- . Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Mattreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

DR. GYANDEO MANI TRIPATHI

PRINCIPAL MATTREYA COLLEGE OF EDUCATION AND

Principal

Maitreya College of Education and Management, Hajipur (Bihar).

Ros rumer for 01 · 01 · 12





MAITREYA COLLEGE OF EDUCATION & MANAGEMENT Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No.:- MCEM/B.Ed.- 182/16

Date: - 28.11.2016

To REXHA KUMARI W/O-1-S. Chaudhary Add. K-202, P.C. Colony, Kankarbagh Hanuman Nagar, Patna

Offer cum Appointment Letter

- With reference to your application for an appointment in our institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (in Foundation) in the Maltreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
- 2. Probation Period
- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 28.11.2016. The Maitreya College of Education and Management, Halipur (Bihar) reserves the right to terminate the services of any such employee on probation/require by giving a 30 days prior notice on payment of 30 days shally in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fibricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to
 the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to
 the direction of the Management of the institution. The Employee shall not be assigned duties
 and responsibilities that are not generally within the scope and character associated or required
 of other employees of similar rank and position.
 - The institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.



Rekha Kumari 28-11-16 MCEM
NATIONAL COLUMN OF ROBUSTION A MANAGEMENT

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He'she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- Ho'she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one mouth's salary.

5. Benefits

Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

· Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Groop Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employse-Maquel.



7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as Iaid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in HajiguorFanna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

 b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipar (Bihar) sponsor its employee for further studies' training certifications as required in the successful deliverance of the responsibility. Seminar Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

The Employee must not have been convicted of any act involving moral turpitude and/or criminal in
nature prior to the joining of the services in the Maitreya College of Education and Management,
 Majipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act.

exployee shall be terminated without any notice or compensation in lieu thereof.

Returna kumari

 The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- . Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st ,2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- . Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
 Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Bailour (Bihar) for all official ourrosses.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

(Dr. Gyandeo Mani Tripathi)

(Dr. Gyandeo Mani Tripa Principal (B.Ed.)

Maltreya College of Education and Management, Hajipur (Bihar).

में शिरपान में अपना मीठादान देने के लिए तैयार हूँ।

Pekha Kumari

12 15 10 2 2 14









Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna Shaping Education

Ref. No.:-M.C.E.M./B.Ed./19

Date: - 02-02-2021

To,

Ritu Rani D/O Bhagwan Lal Thakur Hospital Road, Hajipur, Vaishali, Bibar-844101

Offer-cum-Appointment Letter

With reference to your application for an appointment in our Institution and your subsequent interview in
that regard, we take pleasure in offering you the position of Assistant Professor (Fine Arts) in the
Maltreys College of Education and Management, Hajipur (Bhair). This offer shall be governed by
the under-mentioned terms, and conditions apart from provisions of the Implayer Manual that are
annichable or may become applicable from time to jume.

2. Probation Period

e of Education & Management

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 10th March, 2021. The Maitreya College of Education and Management, Hajipinr (Bihar) reserves the right to terminate the services of any such employee on probation-regular by giving a 30 days; rince notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsovers, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statement/documents submitted by the Employees is false or labricated.
- . The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period heabet shall devote his her full time to
 the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to
 the direction of the Management of the Institution. The Employee shall not be assigned duties
 and responsibilities that are not generally within the scope and character associated or required
 of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE. Affiliating University. State: UGC norms.
- b) He/she shall receive an annual salary; payable in monthly installments, on or before 7° of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- Heishe shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Find created by the Institute. The statisticity requirement amodes an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maitreya College of Education and Management, Hajipur (History).

· Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bikar), as required by the Act.

Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imburgement Policy

The employee shall be entitled to claim re-imbursement for all authorized travelling, communication, lodging and other mixedlaneous expenses undertaken by him/her as per the Re-imbursement Pulicy laid down in the Employee Manual.

7. Employee Manual

The Employee shall address to high standards of professional conduct with students, colleagues, staffs, Managament, see. The behavior must reflect the Nobel professional values of suchting. Gross deviation from such benchmark behavior shall astract termination of such Employee as laid down in Rules 2.5 of the Employee Memail.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajpan/Parma.

9. Termination and Notice Period for Resignation

as The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving himber a mouth's notice or payment of one mouth's salary in licu thereof without assigning are reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioral conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing-email. The Employee may be asked to sever mendatorily for a perior of 70 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies training: certifications as required in the successful deliverance of the responsibility. Seminar Workshops will not form part of this agreement but the Employee shall attend in self-perousal of his their responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge this original certificates for the period of one year from the date of completion terroliment of hisher certification, in the event of unusuecost of participation, the comployee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral himitude and/or criminal in nature prior to the joining of the services in the Mustreya Cutlege of Education and Management, Hajipur (Billary, Hr acome to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute

12. Enclosures

- · Resome
- 4 Passport Size photos.
- . Xerox 10th Mark sheet and Certificate.
- . Xerox 12th Mark sheet and Certificate.
- . Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
- . Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Mark sheet and Certificate.
- . Xerox M.Ed. Mark sheet and Certificate.
- . Xerox UGC-NET Scorecard and Certificate.
- . Xerox Experience Certificate/Relieving Letter
- . Two References from the last Organization.
- · Xerox Last Three Month's Salary Slips.
- . Xerox Bank Statement
- . Xerox Permanent Address Proof.
- . Xerox Government recognized Photo-ID, PAN & Andhar.

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from 30st, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bhiar) for all official purposes.

We wish you success and look forward to have your esteemed contribution in our Institution.

Vouce faith falls

Dr. Gyandeo Mani Trinathi.

Ent copy

Principal,

Maitreya College of Education and Management, Hajipur (Bihar)





Maitreya College of Education & Management Shaping Education

Ret. No - MC EM-65/14

Date - 02/07/2014

To, Satya Prakash Mishra Sie-Shurad Chandra Mishra H.No. 4/459 Avas vikas colony, Yojna-3 jhushi Allahabad, U.P., Pin-21/1019

Offer cum Appointment Letter

I. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of the Assistant Professor for History (Social Science) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining, i.e. July,
- Oz. 2014. The Marreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation regular by giving a 30 days' prior notice or on payment of 30 days' salary in itsu thereof, without assigning any reason whatsoever, if the institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information-statements documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review

5.p. minn) 2/7/2014

- The Employee agrees that during the Employment Period he shall devote his her full time to the affairs of the Institution and shall perform his her duties faithfully and efficiently subject to the direction of the Managument of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or regulared or does employee of smallar and knd position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of as Employees will be observed and highlighted bi-annually.

4. Compensation

The Employee shall be compensated for his her services as follows:

impensated to the second	
TEL 2 ATTENDED	15600
Pay Band	6000
AGP(grade Pay)	200
Medical	1000
CTA	2160
HRA @10 %	24960
Payment	24700

Subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) Heshte shall receive an annual salary, payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the every month subject to such increases as may from time to time be determined by the
- Management of the Institution.

 e) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employee of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.
- 5. Benefits
 - Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The stantorily requirement mandates are equal contribution of 12% of the basic salary from the Employee as well as the Employee The Mattreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be untitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

517120mg

Group Insurance Policy

The permanent employees of the Maltreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy, Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.



6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other mixellaneous expenses undertaken by him her as per the Re-imbursement Policy laid down in the Employee Manual.

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajipur Patria.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/ter a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution Competent Authority in writing email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual

- Education is a continuous process of learning. The Maitreyn College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies' training/ certifications as required in the successful deliverance of the responsibility. Seminar Workshops will not form part of this agreement but the Employee shall attend in self-pentsul of his her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion enrollment of his her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and editionary tental expenses, incurred on it. Documents in this case will not be pledged



11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Mattreya College of Education and Management. Hajipur (Bihari, If it comes to the knowledge of the Management of the Institution of any such act. the Employee shall be terminated without any notice or compensation in lieu thereof
 - The Employee must not include in any activity which is detrimental to the reputation and efficient working of the Institute

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
 - Xerox Graduation 1st 2nd, 3nd year Marksheet
- Xerox B Ed. Degree
- Xerox M.Ed. Degree
- Xerox Post-Graduation Degree
- Xerox Experience Certificate Relieving Letter Two References from the last Organization
- Xerox Last Three Salars Slips
- Xerox Bank Statement Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this uffer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

M.C.E.M. BIHAN

We wish you success and look forward to have your exteemed contribution to our Institution.

Yours faithfully.

(Dr. Gyandeo Mani Tripathi) Principal (B.Ed.)

Maîtreya College of Education and Management, Hajipur (Bihar).

S.P miny 2/7/2014







Maitreya College of Education & Management Shaping Education

Ref. No .:- M.C.E.M./B.Ed./ 54/17/002

Date: - 6/04/2014

To, Shailesh Kumar Singh S/O Surya Kumar Singh Vill + PO - Bhikhichura, Dist-Ghazipur, U.P.-223332

Offer cum Appointment Letter

- 1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Health and Physical Education) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable for on time to time.
- 2. Probation Period
- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 26th April 2017. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days prior notice or on payment of 30 days alsary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief what your performance is not as per the expected standards of if finds that, any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affinise of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

Shalleringen

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- e) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

Group Insurance Policy

The permanent employees of the Maltreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



Shaller Gran

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching, Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajpor/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

 b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maltreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ braining/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

 The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Haijlur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.



- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute
- 12. Enclosures
- Danuma
- d Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 17th Marksheet
 - Xerox Graduation 1st .2nd. 3rd year Marksheet
- Xerox Post-Graduation Decrea
- Xerox Experience Certificate/Relieving Letter
- . Two References from the last Organization
- . Xerox Last Three Salary Slins
- . Xeroy Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully

(Dr. Gyandeo Mani Trinathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).



२०१०४)३०१२ से संस्थान के जीवादान के विक्र उपस्थित के Smaller (164) २०१४/२०१२ ghailas Sieth







Maitreya College of Education & Management Shaping Education

Ref. No.:-M.C.E.M./B.Ed./15

Date: - 02-02-2021

To.

Sonu Kumar s/o Machhu Patel Madhaulharpurchand, Post Desari, Vaishali, Bihar-844504

Offer-cum-Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Perspective of Education & Pedagogy of Mathematics) in the Maitreya College of Education and Management. Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining we.f. 1" March, 2021. The Maitreya College of Education and Management, Haijipur (Bharr) reserves the right to terminate the services of any such employee on probation-regular by garing a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information statements documents submitted by the Employee is false or fibricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period hesthe shall devote his her full time to the affairs of the Institution and shall perform his her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually

1010/301

Page 1 of 4

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7º of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

. Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute.

The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hailbur (Bilbar), as required by the Act.

· Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme-policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual,

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs.

Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from

such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Haiipur/Patna.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studies/ training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the Maitreya College of Education and Management, Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume.
- 4 Passport Size photos.
- Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet and Certificate.
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
- Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Mark sheet and Certificate.
- Xerox M.Ed. Mark sheet and Certificate.
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization. Xerox Last Three Month's Salary Slips.
- Xerox Bank Statement.
- Xerox Permanent Address Proof. Xerox Government recognised Photo-ID, PAN & Audhur.
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maltreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully.

Dr. Gyandeo Mani Tripathi,

Maitreya College of Education and Management, Hajipur (Hihar).



Maitreya College of Education & Management

Shaping Education

Ret. No. -M.C.E.M./B.Ed./3/1/18

To, Swati Mishra D/O Sarvesh Mishra Old City Court, Khalasi Tola, Gulzarbagh, Patna, Bihar, 800007

Offer-cum-Appointment Letter

 With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of Assistant Professor (Foundation) in the Mattrey College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioused terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from title to time.

2. Probation Period

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 1th August, 2013. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any auch employee on probation/regular by giving a 30 days prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricined.
- . The permanent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Duties and Bi-Annual Performance Review

- The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the Institution and shall perform his/her duties faithfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of chare remployees of similar rank and position.
- The Institute sets certain benchmark for itself in every academic year to be achieved by the
 conjunctive efforts of the Institute in general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted bi-annually.

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:—

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) Ho'she shall receive an annual salary; payable in monthly instalments, on or before 7° of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- e) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The stantorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Maitreya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Haijour (Bihar), as required by the Act.

· Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bithar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from

such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Hajigour/Parus.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Bithar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not sand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

 b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajipur (Bihar) sponsor its employee for further studied training/ certifications as required in the successful deliverance of the responsibility. Seminar/Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall
 be required to pledge his original certificates for the period of one year from the date of
 completion/errolment of his/her certification. In the event of unsuccessful participation, the employee
 shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case
 will not be pledged.

11. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in
 matter prior to the joining of the services in the Maistreya College of Education and Management,
 Hajipur (Bhar). If it comes to the knowledge of the Management of the Institution of any such act,
 the Employee shall be terminated without any notice or compensation in lieu thereof.
 - The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12 Enclosures

- Danima
- 4 Passport Size photos
- Yerox 10th Marksheet and Certificate
- Xerox 12th Marksheet Xerox Graduation 1st .2nd 3rd year Marksheet
- . Yerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- . Two References from the last Organization
- . Xerox Last Three Salary Slips
- · Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreva College of Education and Management, Haijpur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

(Dr. Gyandeo Mani Tripathi)

Principal

Maitreya College of Education and Management, Hajipur (Bihar).

Joining we f 01.08. 2018 Michae





Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna Shaping Education

Ref. No.:-M.C.E.M./B.Ed./17

Date: - 02-02-2021

Te

Vandana Singh d/o Shri Jawahar Singh Vill.-Sonai, Post Narayanpur, Dist.- Mirzapur, UP-231305

Offer-eum-Appointment Letter

- With reference to your application for an appointment in our institution and your subsequent interview in
 that regard, we take pleasure in offering you the position of Assistant Penfessor (Perspective of
 Education) in the Maircya_College of Education and Management, Haljura (Hither). But after shall
 be governed by the under-manifored terms and conditions apart from provisions of the Employee Maintar
 that are applicable or may become applicable from fine to nine.
- 2. Probation Period

Charitan & Management Charitan Folia ortour

- The appointed Employee shall be on a probation period of one year from the date of quoting was fair March, 2021. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' promotice of on payment of 30 days' salary in fice thereof, without assigning any reason whatebeever. If the Institute in its opinion belief that your performance is not as per the expected standards or if a lines that any of the information/standards/documents/submitted by the Employee in fair or fabricated.
- . The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review
 - The Employee agrees that during the Employment Period heishe shall devote his her full time to
 the affairs of the Institution and shall perform his her duties faithfully and efficiently outside to
 the direction of the Management of the Institution. The Employee shall not be assigned duties
 and responsibilities that are not generally within the scope and character associated or required
 of other employees of similar rank and position.
 - The Institute sets certain benchmark for itself in every academic your to be actioned by the
 conjunctive efforts of the Institute in general and each of its Employees or paracular. The
 performance of each of its Employees will be observed and highlighten be-annually.

Affiliated to Aryabhatta Knowledge University, Patna

4. Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE / Affiliating University State: UGC norms.
- Heishe shall receive an annual salary, payable in monthly installments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of fike nature shall be discretionary, Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund.

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutarily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employee (The Mattraya College of Education and Management, Hajipur (Bihar).

· Payment of Gratuity.

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management. Hajipor (Blink), as required by the Act

· Group Insurance Policy.

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy, Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorized travelling, communication, helping and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with underst, collesgues, staffs, Management, etc. The behavior must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviors shall arraset remination of next finghtoyee as laid down in Rule 5.2 of the Employee Manual

Affiliated to Aryabhatta Knowledge University, Patna

8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Limptover shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes orising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Haiptor/Paras.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maitreya College of Education and Management, Hajipur (Blitary) by giving him/her a month's notice or payment of one month's salary in him thereof without assigning my reasons herefore or it if finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioral conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management,
 Hajfpur (Bihar) sponsor its employee for further studies' training! certifications as required in the successful deliverance of the responsibility. Seminar: Workshops will not furm part of this agreement but the Employee shall attend in self-pernal of his ther responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/emortonent of histor certification. In the event of unsuccessful participation, the employee shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case will not be helded.

11. General Terms

- The Employee must not have been convicted of any act involving moral turninde and or crommal in mature prior to the joining of the services in the Maitreya College of Education and Management.
 Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act the Employee shall be terminated without any notice or compensation in firet thereof.
 - The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the institute.

Affiliated to Aryabhatta Knowledge University, Patna

12. Enclosures

- Resume
- 4 Passport Size photos.
- . Xerox 10th Mark sheet and Certificate.
- Xerox 12th Mark sheet and Certificate
- Xerox Graduation 1st, 2nd, 3rd year Mark sheet and Certificate.
- . Xerox B.Ed. Mark sheet and Certificate.
- Xerox Post-Graduation Mark sheet and Certificate.
- Xerox M.Ed. Mark sheet and Certificate
- Xerox UGC-NET Scorecard and Certificate.
- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization.
- Xerox Last Three Month's Salary Slips.
- Xerox Bank Statement
- Xerox Permanent Address Proof.
- Xerox Government recognized Photo-ID, PAN & Audhor.
- 13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully.

ज्ञान देव Dr. Gyandeo Mani Tripathi,

Principal.

Maitreya College of Education and Management, Hajipur (Bihar).

क्ष मी मान किया





MAITREYA COLLEGE OF EDUCATION & MANAGEMENT Shapina Education

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No .:- MCEM/B.Ed.- 187/16

Date: - 28.11.2016

To Vibhuti Kumar Singh S/O- Ram Binay Singh Vill- Koila Kund P.O- Hava Ghat Distt-Samstipur

Offer cum Appointment Letter

- 1. With reference to your application for an appointment in our institution and your subsequent interview In that regard, we take pleasure in offering you the position of Assistant Professor (in Hindi) in the Maitreya College of Education and Management, Hajipur (Bihar). This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
- 2. Probation Period
- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 28.11.2016. The Maitreya College of Education and Management, Hajipur (Bihar) reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the institute in its opinion belief that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.
- 3. Performance of Duties and Bi-Annual Performance Review.
 - The Employee agrees that during the Employment Period he/she shall devote his/her full time to the affairs of the institution and shall perform his/her duties falthfully and efficiently subject to the direction of the Management of the Institution. The Employee shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other employees of similar rank and position.

The institute sets certain benchmark for itself in every academic year to be achieved by the conjunctive efforts of the Institute in general and each of its Employees in particular. The performance of each of its Employees will be

thted bi-annually.



Compensation

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He'she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- c) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

5. Benefits

· Contributory Provident Fund

The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

Payment of Gratuity

The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

Group Insurance Policy

The permanent employees of the Maitreya College of Education and Management, Hajipur (Bihar) shall be covered under the Group Insurance Policy. Accordingly the Institute will be required to pay against the said scheme/policy on behalf of the employees.

6. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other mixedianeous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



विश्वविष्णार परें

MINICEN

7. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, snaffs, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

8. Dispute Settlement

Hat any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Haijpur/Paras.

9. Termination and Notice Period for Resignation

a) The Employee may be terminated by the Maîtreya College of Education and Management, Hajipur (Bihar) by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the Management of the Institution/Competent Authority in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.

10. Employment Bond

- Education is a continuous process of learning. The Maitreya College of Education and Management, Hajijura (Bihar) sponsor its employee for further studies' training' certifications as required in the successful deliverance of the responsibility. Seminar'Workshops will not form part of this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
- Any employee who has been sponsored of this privilege by the Management of the Institution shall
 be required to piedge his original certificates for the period of one year from the date of
 completion/enrolment of his/her certification. In the event of unsuccessful participation, the employee
 shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case
 will not be pledged.

11. General Terms

The Employee must not have been convicted of any act involving moral turpitude and/or criminal in
nature prior to the joining of the services in the Maitreys College of Education and Management,
Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act,
Demoloves shall be terminated without any notice or compensation in lieu thereof.

Hardymore?

14

 The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.

12. Enclosures

- Resume
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st 2nd, 3rd year Marksheet
- Xerox Post-Graduation Degree
- Xerox Experience Certificate/Relieving Letter
- . Two References from the last Organization
- Xerox Last Three Salary Slips
- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this fetter becomes your Appointment Letter with the Maitreya College of Education and Management, Hajipur (Bihar) for all official purposes.

में रिकाम में योजदान देने वो नमार्

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

अभागेत 28.11.2016

(Dr. Gyandeo Mani Tripathi)

Principal (B.Ed.)
Maitreya College of Education and Management, Hajipur (Bihar)

मित्री अस्ट निया । अर्था आकार नियम