



Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

Copy of the appointment letters of the all fulltime teachers







Maitreya College of Education & Management Shaping Education

To, Ajay Kumar Singh See De, Mani Ham Singh Sd-T Reventagen produzer Glasque A.P. Pin-231001

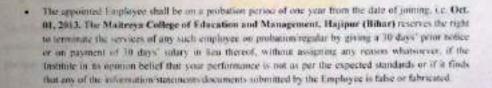
Date: 20/15/2013



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 Moitreya College of Education and Management, Hajipor (Bihar). This after 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 take.





The personent appointment of the Employee shall be subject to expected standard performance.

3. Performance of Daties 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
amigned duties and responsibilities that are not generally within the scape and character
associated or required of solves employees of similar rank and position.

The Institute cuts certain benchmark for malf 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 in Employees will be observed and highlighted be-sentially.

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Plot No. - N.S-1(P), EPIP Campus, Hajipur Industrial Area, Near Pepsi Factory, (1.8 km. from Paswan Chowk), Vaishali - 844 102, Hojipur, Biher, Ph. : 06224-271834, 9473447717, 9204061733, e-mail : maitreya@maitreyaedu.co.in, Web. : www.maitreyaedu.co.in -

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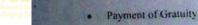
- a) Subject to the following provisions of this Agreement, during the Employment Period the Employee shall be compensated for his/her services as follows:
- b) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- e) He/she shall receive an annual salary; payable in monthly 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 Employer (The Maitreya College of Education and Management, Hajipur (Bihar).



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.



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.



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Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834
e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in

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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 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 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.



- 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
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- 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 (Bibar), if it comes in the knowledge of the Management of the Institution of any such act,
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- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the fastilute.



- · Resume
- · d Passport Size photos
- . Xernx 10th Marksheet and Certificate
- · Xerox Fill Markshoet
- Xerox Graduation 1st ,2rsd, 3rd year Marksheet
- . Xeron B.Ld. Denree
- . Xerox M.Fd. Decree
- . Xerox Post-Graduation Degree
- . Xecox Laperierice Certificate Relieving Letter
- . Two References from the last Organization
- Xerox Linit Three Salary Slips
- Xens Back Statement
- Xenox Permaneut Address Proof
- Xenix 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 Justitution.

Yours faithfully.



वान्येव

(In: Gyandee Math Triputh)
Principal (B.Ed.)
Mattreya Callege of Education and Management, Hajipar (Bihar).

Aprilant 2013













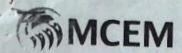
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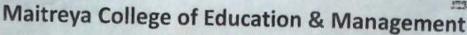
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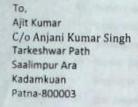


Affiliated to Aryabhatta Knowledge University, Patna

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

Date: - 26.10.2015



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 Maitreya
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

The appointed Employee shall be on a probation period of one year from the date of joining we f. 26.10. 2015....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 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.



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

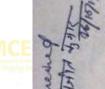
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- d) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.



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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 miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the







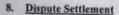
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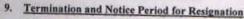


7. Employee Manual

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.



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/Patna.



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,
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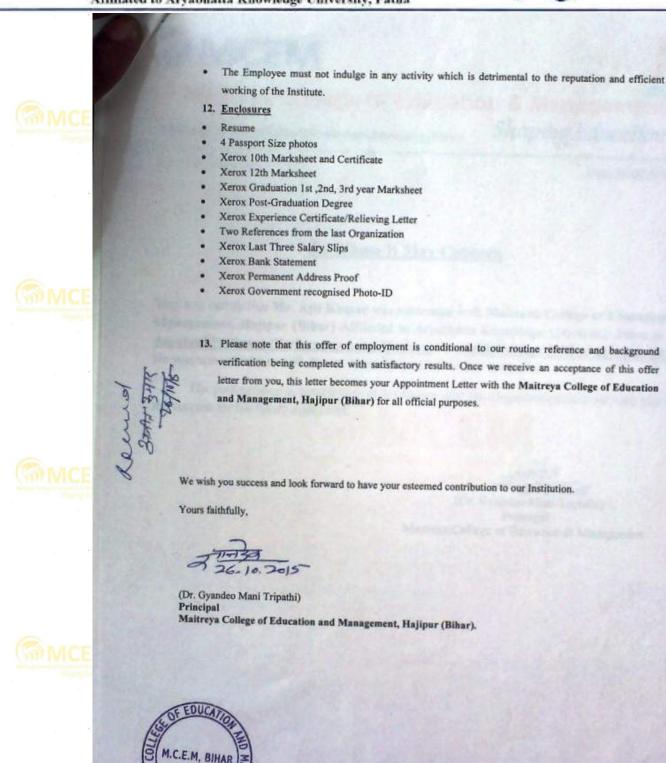
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Ankit Kumar

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Maitreya College of Education & Management

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Ref. No.:-M.C.E.M. B.Ed. 340/18

S/O Dr. Mukul Kumar Sinha Laidarwaza Geeta, Babu Road, Munger, Bihar-811201 DWE - 17/67/2011



Offer-cum-Appointment Letter

- b. With reference to your application for an appearament is our institution and your subsequent impossessing that regard, we take pleasure in offering you the position of Assistant Professor (Foundation) the Maitreya College of Education and Management, Hajipor (Biliar). This offer shall be governed by the under-mentioned to and conditions apart from provisions of the Employee Manual that are applicable or may become applicable to may become applicable to may become applicable to may become applicable.
- 2. Probation Period Matery's College of Ed

labricated.

- The appointed Employee shall be on a probation period of our year from the day of pourty and 1st August, 2018. The Maitreya College of Education and Management, Hajipur (filhar) reserve the right to terminate the services of any such employee on probation/regular by giving a 3st day prior notice or on payment of 30 days' salary in lies thereof, without assigning any relies in instanceous if the institute in its opinion belief that your performance is not as per the expected standards or if at finish that any of the information/statements/documents submaned by the Employee is take in
- The permanent appointment of the Employee shall be subject to expensed summer performance
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EPIP Campus, Hajipur Industrial Area, Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: maitreya@maitreyaedu.co.in, Web: www.maitreyaedu.co.in

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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 arouth subject to such increases as may from time to time be determined by the Management of the Institution.
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5. Benefits

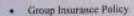
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· Payment of Granuity

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



6. Hz-imbursement Policy

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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/Patna.



9. Termination and Notice Period for Resignation

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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

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11. General Terms

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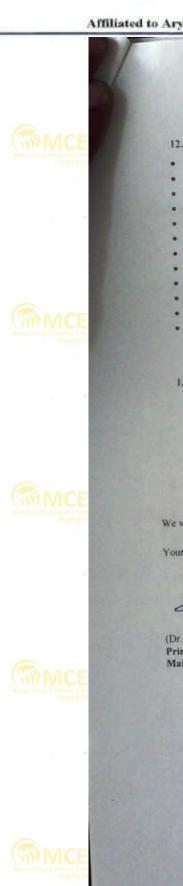






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12. Enclosures

- 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
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- 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).

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Maitreya College of Education & Management
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Shaping Education
Date: - 21-12-2019

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

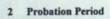
To,

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.



- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 21st 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.
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14. Performance of Duties and Bi-Annual Performance Review

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15. Compensation

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19. Dispute Settlement

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- 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 Maîtreya 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.

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.
- · Xerox 12th Mark sheet.
- · Xerox Graduation 1st ,2nd, 3rd year Mark sheet.



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- 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.



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,

(Dr. Gvandeo Mani Tripathi)

Principal

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

Antite/Rema 21.12.2019



I can Join after 15th of January



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Maitreya College of Education & Management Shaping Education

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Anna Kumari D/o Kamta Singh Yadav

Kankarbag, Patna, Bihar-800020 9/c





Maitreya College of Education & Management Shaping Education

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

Road no.-4, Mithapur new bus stand,

Date: - 6/04/2017

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
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 03rd 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 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 Employees will be observed and highlighted bi-annually.

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Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834, 9473447717, 9204061733
e-mail: maitreya@maitreyaedu.co.in, Web.: www.maitreyaedu.co.in

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

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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.

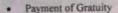


5. Benefits

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).



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 miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



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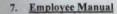




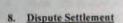
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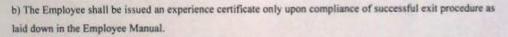


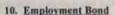
If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction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





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 this agreement but the Employee shall attend in self-perusal of his/her responsibilities.
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 shall have to repay the course fee and other incidental expenses incurred on it. Documents in this case
 will not be pledged.



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 Maîtreya 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.



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- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.
- 12. Enclosures
- 4 Passport Size photos
- Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- Xerox Graduation 1st ,2nd, 3rd year Marksheet
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- 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.

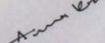
Yours faithfully,

(Dr. Gyandeo Mani Tripathi)

Principal

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











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Maitrova Call

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 (1st 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) months purely on Ad hoc basis. 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. Performance of Duties and Bi-Annual Performance Review

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- 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.

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.

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

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

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- 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.



Contributory Provident Fund

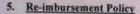
The Employee shall be mandatorily required to contribute towards the Provident Fund created by the Institute. The statutorily requirement mandates an equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya College of Education and Management, Hajipur (Bihar).

Payment of Gratuity

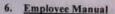
The Employee shall be entitled to the payment of Gratuity as per the Payment of Gratuity Act, provided the Employee renders five years of continuous service in the Maitreya College of Education and Management, Hajipur (Bihar), as required by the Act.

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.



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.



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.

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



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

8. 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.

9. Employment Bond

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 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.

10. 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.

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
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- Xerox Last Three Salary Slips

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- Xerox Bank Statement
- Xerox Permanent Address Proof
- Xerox Government recognised Photo-ID

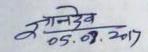


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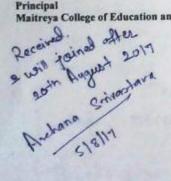
We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,



(Dr. Gyandeo Mani Tripathi)

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













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Maitreya College of Education & Management

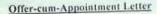
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Ref. No.:-M.C.E.M./B.Ed./16

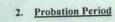
Date: - 02-02-2021

To

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



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 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.



- The appointed Employee shall be on a probation period of one year from the date of joining w.c.f. 1th 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' 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.
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4. Compensation

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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.

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8. Dispute Settlement

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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 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.

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













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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).

Copy Received & Accepted

Assistant 2021

02/02/2021



Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in





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Maitreya College of Education & Management

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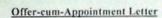
Ref. No.:-M.C.E.M./B.Ed./18

Date: - 02-02-2021

To.

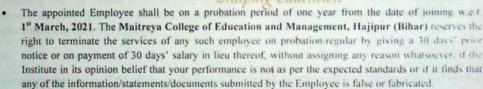
Dr. Govardhan Yadav s/o Late Fakir Yadav At.- Pithwatol, Post Usrahi, Via-Jaynagar, Dist.-Madhubani, Bihar-847226





- 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 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

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- 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.





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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 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 authorized 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, starts, Management, etc. The behavior must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behavior shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual











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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/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 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, 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,



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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 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).

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EPIP Campus, Hajipur Industrial Area,

Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in

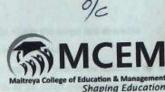




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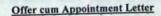




To,

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

Date: 05.06.2012



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 Maitreya 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.

Probation Period

- The appointed Employee shall be on approbation period of one year from the date of joining, Jons 15, 2012. 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











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- 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

- a) 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.



· 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.



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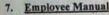
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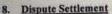


6. Re-imbursement Policy

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.



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



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/Patna.

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

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- Xerox Last Three Salary Slips
- · Xerox Bank Statement
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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.



Heman Kumar

Yours faithfully

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

अपनी ब्लिकृति के एक आज 15.06.2012 के प्रकारित से प्राचार्य (बी.एड.) के पर पर योगरान हे रहा हूं।

मानरेन मोन मिपारी 15:06.2012 M. C. B.M. हाजीपुर।

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

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Maitreya College of Education & Management

Affiliated to Aryabhatta Knowledge University, Patna

Shaping Education
Date: 21-12-2019

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

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 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. 21st 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.
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4. Compensation

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12 Enclosures

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















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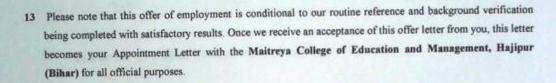
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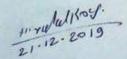
(Dr. Gyandeo Mani Tripathi)

Principal

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









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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 offering you the position of Assistant Professor (Pedagogy of
Mathematics) 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

hirreya College of Education & Management

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 1st 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' 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.
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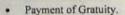
- a) Compensation will be made as per the NCTE / Affiliating University/ State/ UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- 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).



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.

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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.



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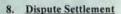


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such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.



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/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
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 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
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 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
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 Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act,
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- The Employee must not indulge in any activity which is detrimental to the reputation and efficient
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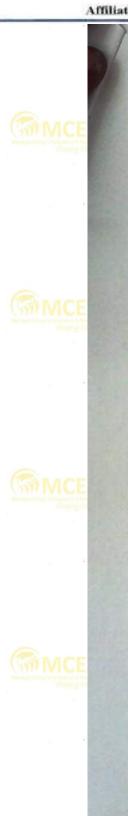






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12. Enclosures

- 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.
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- Xerox Experience Certificate/Relieving Letter.
- Two References from the last Organization.
- Xerox Last Three Month's Salary Slips.
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- Xerox Permanent Address Proof.
- Xerox Government recognised 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 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)









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Maitreya College of Education & Management Shaping Education

Ref. No.: M.C.E.M./D.Ed./57(1)

Date: - 30-06-2019

To.

Pavan Kumar Panday s/o Bhairavnath Pandev Vi--.-Pipara Usuri, Post-Madhuban, Dist.- Mau. UP-221603



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 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. 19th 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 Employee is false or fabricated.
- The permanent appointment of the Employee shall be subject to expected standard performance.



- 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.



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





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4. Compensation

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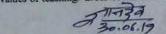


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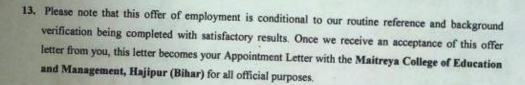
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We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,

711-13 a 30.06.2019

(Dr. Gyandeo Mani Tripathi)

Principal

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

में पबन कुमा पान्डेश प्रथन की रूक प्रांते प्रारम किया। संस्थान में में अपनी खेबा 18107119 के पश्चात प्रारम्भा कर्ता।



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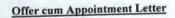


Shaping Education

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



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 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.
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EPIP Campus, Hajipur Industrial Area,
Hajipur, Vaishall - 844 102 (Bihar), Ph.: 06224-271834, 9473447717, 9204061733
e-mail: maitreya@maitreyaedu.co.in, Web.: www.maitreyaedu.co.in

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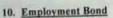


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EPIP Campus, Hajipur Industrial Area, Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in ping Education





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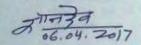


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Yours faithfully,



(Dr. Gyandeo Mani Tripathi)

Principal

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



06.04.2017



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MAITREYA COLLEGE OF EDUCATION & MANAGEMENT Of Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

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

Date: - 29.11.2016

Rabi Kr. Roy 5/O- Rameswar Ray Vill- Areraj P.O- Areraj Distt- E. 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 English) 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.
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Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in CEM ing Education

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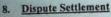
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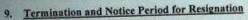


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- Any employee who has been sponsored of this privilege by the Management of the Institution shall be required to pledge his original certificates for the period of one year from the date of completion/enrolment of his/her certification. In the event 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.

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M.C.E.M. BIHAR

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,

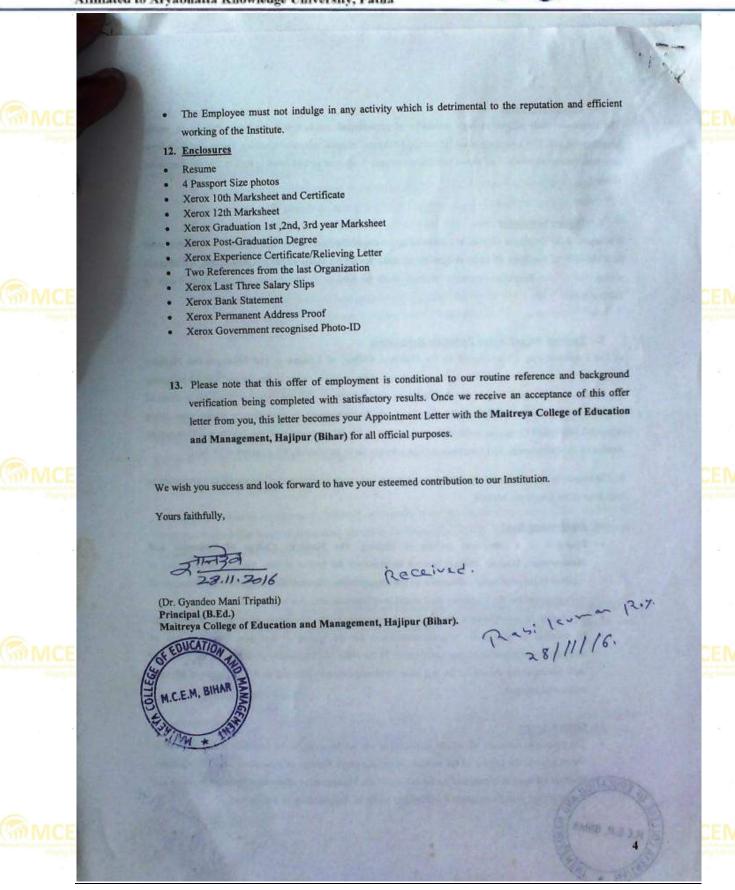
Hajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, nployee shall be terminated without any notice or compensation in lieu thereof.





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Maitreya College of Education & Management

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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 Maitreya
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

MCEM

- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 06th 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 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.

Roj Kum Ro 01.01.17

EPIP Campus, Hajipur Industrial Area,
Hajipur, Valshali - 844 102 (Bihar), Ph. : 06224-271834, 9473447717, 9204061733
e-mail : maitreya@maitreyaedu.co.in, Web. : www.maitreyaedu.co.in

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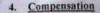




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The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

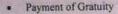
- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
-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



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 miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.



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

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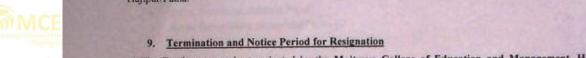
7. Employee Manual

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.

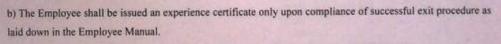


8. Dispute Settlement

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/Patna.



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.



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.

e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in



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EPIP Campus, Hajipur Industrial Area, Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834







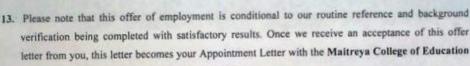


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- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.
- 12. Enclosures
- · Resume
- · 4 Passport Size photos
- · Xerox 10th Marksheet and Certificate
- Xerox 12th Marksheet
- 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



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 MAITREYA COLLEGE OF EDUCATION AND

Principal

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

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MAITREYA COLLEGE OF EDUCATION & MANAGEMENT

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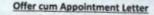


Affiliated to Aryabhatta Knowledge University, Patna

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

Date: - 28.11.2016

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



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
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.



- 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 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

EPIP Campus, Hajipur Industrial Area, Hajipur, Vaishali-844102 (Bihar), ph:-06224-271834

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Affiliated to Aryabhatta Knowledge University, Patna MATTREYA COLLEGE OF EDUCATION & MANAGEMEN Compensation Shaping bone 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 Maîtreya 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









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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

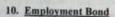
If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction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



- 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,

lajipur (Bihar). If it comes to the knowledge of the Management of the Institution of any such act, oyee shall be terminated without any notice or compensation in lieu thereof.



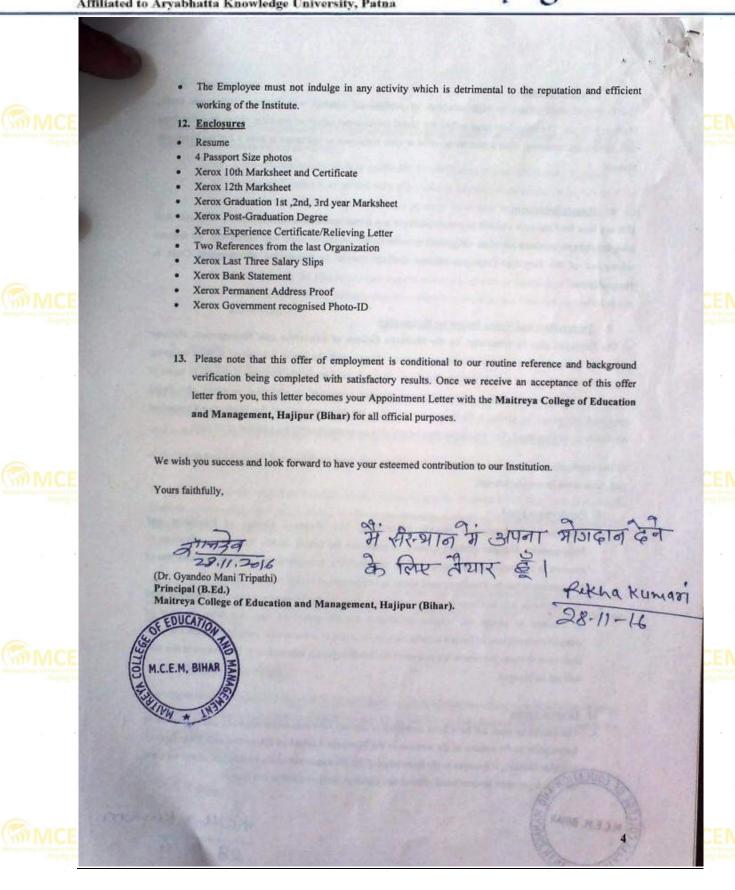
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Maitreya College of Education & Management

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, Bihar-844101



- 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
 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

Marreya College of Education & Management
Shaping Education

- 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, 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 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.

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

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

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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.
- 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 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 authorized 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 behavior must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behavior shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.







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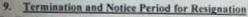
Affiliated to Aryabhatta Knowledge University, Patna



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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/Patna.



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 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,
 Hajipur (Bihar) sponsor its employee for further studies, training certifications as required in the
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 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,
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- The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.



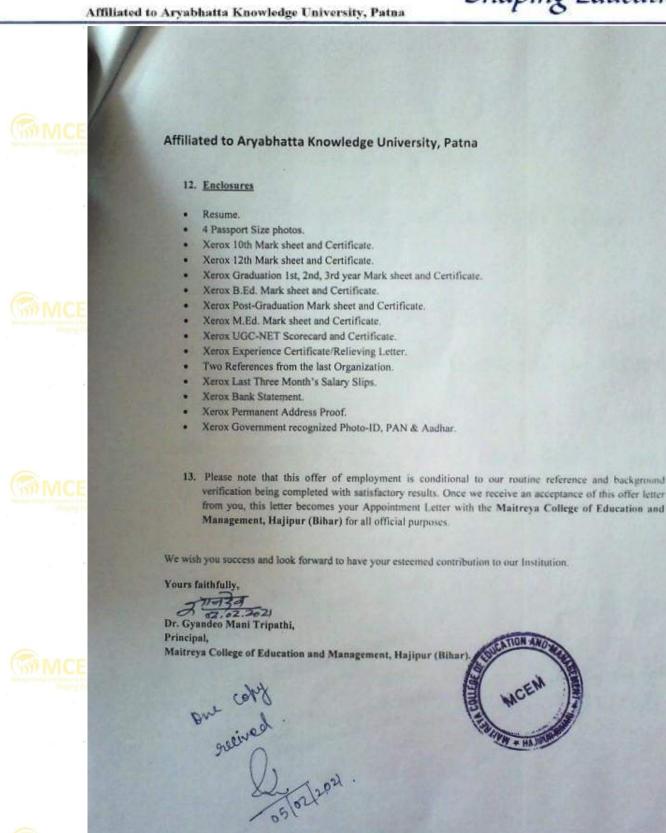








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e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in





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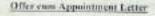
Maitreya College of Education & Management

Shaping Education

Ref No. M.C. E.M-65/14

Dos: 02/04/2014

16. Softya Prakash Mishra Sto-Sharad Chandra Mishra H.No-4459, Avas tikas colony, Yojna-3 jhoshi Alfahabad, U.P., Pin-211019



- 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 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, 62, 2014. The Mattraya 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 action or no payment of 30 days' unlary in less thereof, without accigning any reason whatseever, if the Institute in its opinion belief that your performance is not as per the espected standards or if it finds that any of the information statements documents submitted by the Employee is take or fabricated.
- The permanent approximent of the Employee shall be subject to expected standard performance.
- 3. Performance of Didies and Bi-Annual Performance Review

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- The Employee agrees that during the Employeeus Period belobe shall devent bisher full time to the offsire 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 out 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 historie sets contain benchmark for itself in every academic year to be achieved by the
 conjunctive offents of the limiture is general and each of its Employees in particular. The
 performance of each of its Employees will be observed and highlighted be-annually.

Plot No. - N.S-1(P), EPIP Campus, Hajipur Industrial Area, Near Pepsi Factory, (1.8 km. from Paswan Chowk), Vaishaii - 844 102, Hajipur, Bihar, Ph. : 06224-271834, 9473447717, 9204061733, e-maii : maitreya@maitreyaedu.co.in, Web. : www.maitreyaedu.co.in

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Compensation

The Employer stall be compensated for his ber services as follows:

Pay Band	15600
	6000
AGP(grade Pay)	200
Medical	1000
CYA	2160
HRA III 10 %	24060
Payment	44000

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

- a) Compensation will be made as per the NCTE/ Affilliating University: State/UGC norms
- b) Heishe shall receive an annual satary; payable in mentally instalments, on or before T* of every togeth subject to such increases as may from time to time be determined by the Management of the Institution.
- c) He she thall be estilled to such other perquisites as may be contomorily granted by the Employer to employees of similar rank and position.
- a). 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



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Contributory Prevodent Fund

The Employee shall be mandaturily required to contribute towards the Provident Fund created by the Institute. The stationally requirement mandates are equal contribution of 12% of the basic salary from the Employee as well as the Employer (The Maitreya Chillege of Education and Management, Hajipur (Bilbar).

· Poyment of Gratuity

The Employee shall be crelefed to the payment of Granalty as per the Payment of Granalty Act, provided the Employee renders five years of continuous service in the Multreya Chillege of Education and Management, Hajipur (Bahar), as required by the Act.



Group Insurance Peticy

The permanent employees of the Mattreya College of Education and Management, Hajipor (Bihar) chall 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







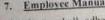
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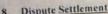


Re-imbursement Policy

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



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



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/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.

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2/7/2014



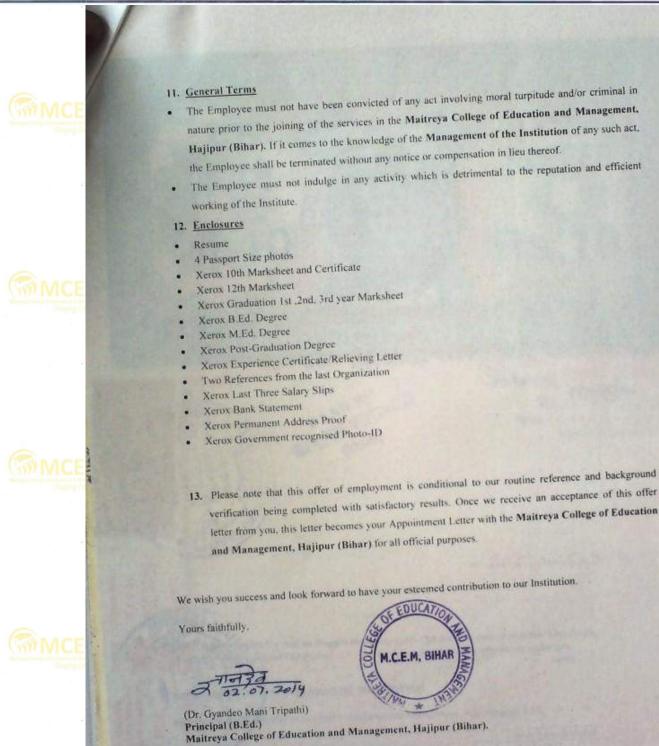




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S.p miny 2/7/2014



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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.-232332

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 (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 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 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 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.

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EPIP Campus, Hajipur Industrial Area,
Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834, 9473447717, 9204061733
e-mail: maitreya@maitreyaedu.co.in, Web.: www.maitreyaedu.co.in

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4. Compensation

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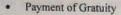
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- b) He/she shall receive an annual salary; payable in monthly instalments, on or before 7th of every month subject to such increases as may from time to time be determined by the Management of the Institution.
- He/she shall be entitled to such other 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).



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.

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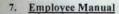




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8. Dispute Settlement

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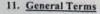


9. Termination and Notice Period for Resignation

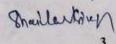
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 will not be pledged.



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.



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MCE Shaping following to

EPIP Campus, najipur industriai Area,

Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: admin @maitreyaedu.co.in, Web: www.maitreyaedu.co.in





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 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
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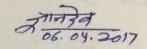


13. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the Maitreya College of Education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



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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



- 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
- **Probation Period**
- The appointed Employee shall be on a probation period of one year from the date of joining w.e.f. 1st 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' 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
- 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

EPIP Campus, Hajipur Industrial Area Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 @maitreyaedu.co.in, Web : www.maitreyaedu.co.in Page I of 4

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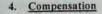




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The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- 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.
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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

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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/Patna.

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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.







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12. Enclosures

- Resume.
- 4 Passport Size photos.
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- 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
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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,

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











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Maitreya College of Education & Management

Shaping Education

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

Date: - 11/07/2018

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 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. 1st August, 2018. 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.
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EPIP Campus, Hajipur Industrial Area, Hajipur, Vaishali - 844 102 (Bihar), Ph.: 06224-271834 e-mail: maitreya@maitreyaedu.co.in, Web: www.maitreyaedu.co.in

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4. Compensation

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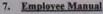
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	12. Enclosures
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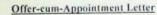
Affiliated to Aryabhatta Knowledge University, Patna Shaping Education

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

Date: - 02-02-2021

To.

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



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 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

latreya College of Education & Management Shapping Education

- The appointed Employee shall be on a probation period of one year from the date of juning wet 1st 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' 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 a 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 Employees will be observed and highlighted bi-annually.

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







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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 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 authorized 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 behavior must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behavior shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual











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8. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Limptoyer 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/Patna.



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 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, 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.





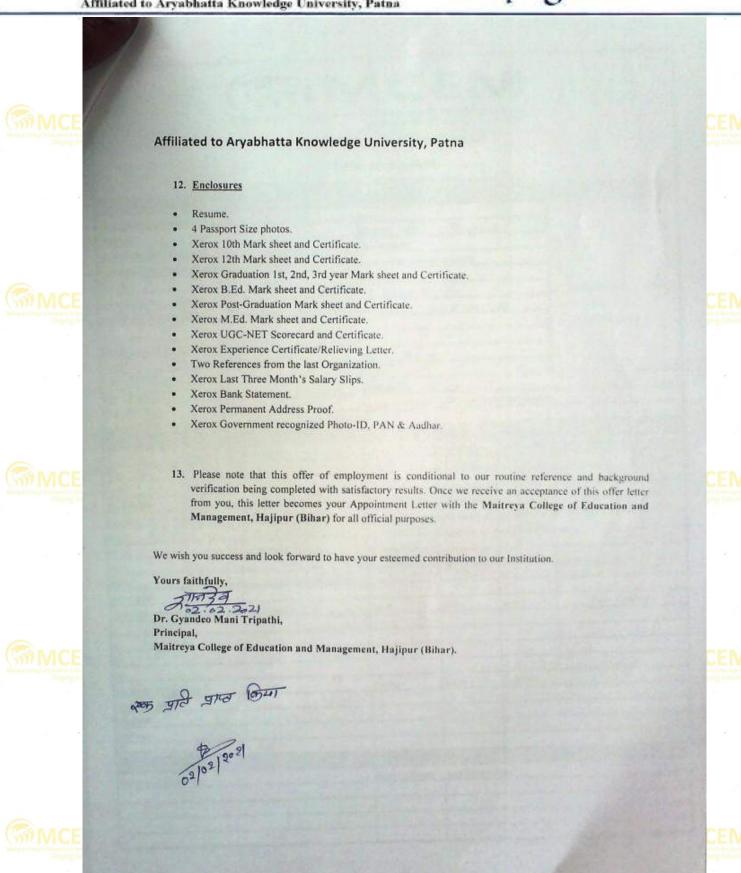






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MAITREYA COLLEGE OF EDUCATION & MANAGEMENT Shaping Education

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- Haya Ghat Distt- Samstipur

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 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 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 bighlighted bi-annually.

EPIP Campus, Hajipur Industrial Area, Hajipur, Vaishali-844102 (Bihar), ph:-06224-271834

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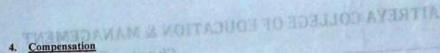




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Contributory Provident Fund

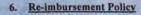
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Payment of Gratuity

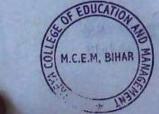
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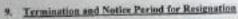


7. Employee Manual

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