

THE ACADEMY OF ENGINEERING & MANAGEMENT TRUST

33A, Chowringhee Road, 12th Floor, CIC Building, Kolkata-700 071

Ph No .- (033) 2226 4396/ 9785/ 2217 0733, FAX (033) 2226 2814

Date: 27/07/2012.

Ref No: AEMT/SIT/Civil/AP/2012/01

Mr. Rajen Koley.
Nipendra Sarani, Fatakgora,
Chandannagar, Hooghly, Pin-712136
Phone No. - 9088145885

Sir,

This refers to your application and subsequent interaction. We are pleased to offer you an appointment as Faculty, Department of **Civil Engineering** subject to the following terms and conditions:

1. **Position**

Assistant Professor, Department of Civil Engineering.

2. **Posting**

You will be initially posted at **Siliguri Institute of Technology**. However your posting is transferable to any place in India or abroad at the discretion of the Trust. On such transfer you will be governed by the appropriate rule of the organization. Schedule working days will be six days per week.

3. **Joining & Reporting**

You are advised to Join Immediately. You will report to the HOD, Civil Engineering or any other supervisor which will be communicated to you subsequently.

4. **Role & Responsibilities**

You will work as faculty member in the engineering college / institute under the trust as per directives of the Competent Authority.

Your roles and responsibilities including working hours as faculty will be guided as per AICTE norms.

In addition / substitution to this, the authority may give you the other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy etc.

5. **Tenure**

You will be under probation for one year from the date of joining. However your performance will be reviewed on completion of one year service. On successful completion of one year of service, further regularization of service will be considered depending on your satisfactory performance reviewed by the competent authority.

6. **Separation**

If required, your services are terminable by either party giving one month notice to the other or salary in lieu of notice. Either party need not assign any reasons for such termination.

However in case of breach of the disciplinary rules of the organization or misconduct or breaking the confidentiality of the organization, your services are terminable with immediate effect in addition to further legal actions if deemed to be suitable. In such event, it would not be necessary for the organization to give you either any notice or salary in lieu of notice whatsoever.



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Ph. No.:- (033) 2226 4396/ 9785/ 2217 0733, FAX (033) 2226 2814

7. Tour and Travel

You may be required to undertake travel for the work of the Trust as and when necessary.

8. Confidentiality

In the course of employment with the Trust, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. Such confidential knowledge however obtained by you, shall not be disclosed or allowed to be disclosed to other parties in the interest of the trust / organization. Therefore you shall not, at any time thereafter, make available or accessible such confidential information to any other party directly or indirectly.

9. Emoluments

You will be placed in the pay band of **Rs. 15,600-39,100/-** with Grade Pay of **Rs. 6,000/-** and the Pay in the band is fixed at **Rs. 15,600/-** p.m. your basic is fixed at **Rs. 21,600/-**.

10. General

1. You will be bound by any rules, regulations and orders of the Institutions promulgated time to time.
2. As this is a full time employment, you will not accept any other employment (Full or Part Time) during the employment period with us.
3. You should be always alive to the responsibilities, duties and dignities attached to this appointment and should conduct yourself accordingly. It is understood that you should not conduct yourself with raising of collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
4. Any variation of the above terms and conditions will not be valid unless expressed in writing.
5. You are requested to give written consent if above terms are acceptable to you .

You are further advised to submit following documents at the time of joining

- d. Copies of degrees and mark sheets.
- e. Copy of age proof.
- f. A copy of CV.

Thanking you,

Yours truly,



(Hillol Majumder)
Manager-HR

CC to:

- 1) The Principal, SIT
- 2) Accounts Department
- 3) HR Department



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009

Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Date: 30.12.2017

Mr. Shakyasen Debnath
C/O- Basu Kumar Debnath, Nayapara
Near Auto Stand, Pragati Road, Dharmanagar
Tripura(N), Pin-799250
Ph. No.- 09436510591

Sir,

This refers to your application and subsequent interaction. We are pleased to offer you an appointment as **Assistant Professor, Department of Civil Engineering** subject to the following terms and conditions:

1. Position

Assistant Professor, Department of Civil Engineering.

2. Posting

You will be posted at **Siliguri Institute of Technology**. Your schedule working days will be as per norms of the institution.

3. Joining & Reporting

You are advised to join on or after 01.01.2018. You will report to the HOD, Civil Engineering, Siliguri Institute of Technology, or any other supervisor which will be communicated to you subsequently.

4. Role & Responsibilities

You will work as faculty member in the engineering college / institute as per directives of the Competent Authority.

Your roles and responsibilities including working hours as faculty will be guided as per AICTE and WBUT norms.

In addition / substitution to this, the authority may give you the other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy etc.

5. Tenure

You will be under contract for 1 (One) year from the date of joining. Your performance will be reviewed on completion of one year service. On successful completion of one year of service, further extension of service/ regularization of service will be considered depending on your satisfactory performance reviewed by the competent authority.

6. Separation

If required, your services are terminable by either party giving one month notice to the other or salary in lieu of notice. Either party need not assign any reasons for such termination.

However in case of breach of the disciplinary rules of the organization or misconduct or breaking the confidentiality of the organization, your services are terminable with immediate effect in addition to further legal actions if deemed to be suitable. In such event, it would not be necessary for the organization to give you either any notice or salary in lieu of notice whatsoever.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

7. Tour and Travel

You may be required to undertake travel for the work of the Institute as and when necessary.

8. Confidentiality

In the course of employment with the Institution, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. Such confidential knowledge however obtained by you, shall not be disclosed or allowed to be disclosed to other parties in the interest of the Institution / organization. Therefore you shall not, at any time thereafter, make available or accessible such confidential information to any other party directly or indirectly.

9. Emoluments

You will receive Rs. 32,000/- per month as consolidated salary. No other allowances will be admissible.

10. General

1. You will be bound by any rules, regulations and orders of the Institutions promulgated time to time.
2. As this is a full time employment, you will not accept any other employment (Full or Part Time) during the employment period with us.
3. You should be always alive to the responsibilities, duties and dignities attached to this appointment and should conduct yourself accordingly. It is understood that you should not conduct yourself with raising of collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
4. Any variation of the above terms and conditions will not be valid unless expressed in writing.
5. You are requested to give written consent if above terms are acceptable to you.

You are further advised to submit following documents at the time of joining.

Copies of degrees and mark sheets.
Copy of age proof.
A copy of CV.

Thanking you,

Yours truly,

T. K. Ghosh
(Executive Director)

Cc: to the Director, Siliguri Institute of Technology
Cc: to the HR Department, Siliguri Institute of Technology
Cc: to the Accounts Department, Siliguri Institute of Technology



Siliguri Institute of Technology

TECHNO CAMPUS, SALBARI, HILL CART ROAD, SILIGURI, DARJEELING
Phone : 0353-2574074, 2574076, Fax : 0353-2574075, E-mail : silsig@satyam.net.in

August 22, 2006

Mr. Anupam Mukherjee
P-2, Neel Gopal Park,
Brahmapur, P.O : Garia,
Kolkata : 700 084

Dear Sir,

We are pleased to offer you a position as **Lecturer**, in the **Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join immediately.
- 2) Probation You would be on probation for 1 year from your date of joining
- 3) Terms of Probation On completion of probation period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report.
- 4) Place of Posting/Schedule You will be posted **at Siliguri Institute of Technology**. Schedule working days will be six days per week.
- 5) Salary & Allowances You will be paid Rs. 8000 as a consolidated pay. On completion of the probation period and subsequent regularization of your service, you will be entitled for other admissible allowances as per the rules of the Institute
- 6) Physical Fitness Your appointment is subject to your being found medically fit
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**.
- 9) Job Responsibilities
 - a) Lecturer for the students of **Department of Computer Science & Engineering / Information Technology** at Siliguri Institute of Technology.
 - b) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management



Siliguri Institute of Technology

TECHNO CAMPUS, SALBARI HILL, CART ROAD, SILIGURI, DARJEELING
Phone : 0353-257407x, 2574076, Fax : 0353-2574075, E-mail : siit@notyam.net.in

10) General

: 2 :

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport-size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: The Principal, Siliguri Institute of Technology
Cc: A/C Dept.
Cc: HR Dept



Siliguri Institute of Technology

HILL CART ROAD P.O. : SUKNA, SILIGURI, DIST. DARJEELING - 73.
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003. E-mail : info@silcollege

: 2 :

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.


You will treat these terms and conditions of your employment as confidential.

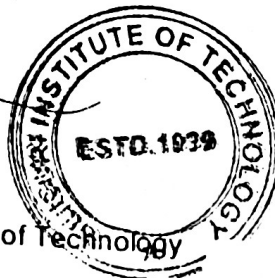
You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copy of each of the mark-sheets and certificates for our records &
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,


(T K Ghosh)
Director



Cc: The Principal, Siliguri Institute of Technology
Cc: A/C Dept.
Cc: HR Dept

HM: PP D:\HRD\SIT APMNT LETTER\Revsd Lec 06\Mithun Roy CSE IT.doc

Received original
Mithun Roy
31/10/08



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST : DARJEELING - 734225
Phone : (0353) 2778002/04, Fax : (0353) 2778003, E-mail : info@sitcollege.org

January 31, 2008

Mr. Sampa Das
Birbal Das Para, P.O : Amarpur,
South Tripura, Pin : 799101

Madam,

We are pleased to offer you a position as **Lecturer**, in the **Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join immediately.
- 2) Probation You would be on probation for 1 year from your date of joining
- 3) Terms of Probation On completion of probation period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report.
- 4) Place of Posting/Schedule You will be posted at **Siliguri Institute of Technology**. Schedule working days will be six days per week.
- 5) Salary & Allowances You will be paid Rs. 8000 as a consolidated pay. On completion of the probation period and subsequent regularization of your service, you will be entitled for other admissible allowances as per the rules of the Institute
- 6) Physical Fitness Your appointment is subject to your being found medically fit
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**.
- 9) Job Responsibilities
 - a) Lecturer for the students of **Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**.
 - b) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225

Phone : (0353) 2778002/04, Fax : (0353) 2778003, E-mail : info@sitcollege.org

: 2 :

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: The Principal, Siliguri Institute of Technology
Cc: A/C Dept.
Cc: HR Dept.



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2574074 / 4076, Fax : (0353) 2574075, E-mail : silsig@satyam.net.in

December 26, 2005

Ms. Sucharita Das
P.O: Debinagar, P.S: Raiganj,,
Dist : Uttar Dinajpur, Pin : 733123

Madam,

We are pleased to offer you a position as **Lecturer**, in the **Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- | | |
|------------------------------|--|
| 1) Date of joining | You are advised to join immediately.. |
| 2) Nature | The appointment is contractual and valid upto 31.07.2006 |
| 3) Regular Employment | On completion of contract period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report. |
| 4) Place of Posting/Schedule | You will be posted at Siliguri Institute of Technology . Schedule working days will be six days per week. |
| 5) Salary & Allowances | You will be paid Rs. 8000 as basic pay. On completion of the contract period and subsequent regularization of your service, you will be entitled for other admissible allowances as per the rules of the Institute |
| 6) Physical Fitness | Your appointment is subject to your being found medically fit |
| 7) Termination of employment | Your service is terminable on one (1) month notice from either side during probation period. |
| 8) Reporting | You will be reporting to the HOD, Department of Computer Science & Engineering / Information Technology at Siliguri Institute of Technology. |
| 9) Job Responsibilities | a) Lecturer for the students of Department of Computer Science & Engineering / Information Technology at Siliguri Institute of Technology.
b) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management |



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2574074 / 4076, Fax : (0353) 2574075, E-mail : silsg@satyam.net.in

10) General

: 2 :

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: The Principal, Siliguri Institute of Technology
Cc: A/C Dept.
Cc: HR Dept



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009

Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

July 25, 2009,

Ms. Sutapa Bhattacharya,
66, Swamiji Sarani, Hakim Para,
Siliguri, Darjeeling-734001.

Madam,

We are pleased to offer you the position of **Lecturer** in the **Department of Computer Science Engineering/Information Technology** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join in the 1st week of August, 2009.
- 2) Probation You would be on probation for 1 year from your date of joining
- 3) Terms of Probation On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report, your service in the Institute may be considered for confirmation
- 4) Place of Posting/Schedule You will be posted at **Siliguri Institute of Technology**. Schedule working days will be six days per week.
- 5) Salary & Allowances You will be placed in the scale of **Rs.8000-275-13500/-** together with other admissible allowances as per the rules of the Institute. The basic is fixed at **Rs.8000/- (Rupees Eight Thousand Only)** per month be entitled during probation period as per the rules of the Institute.
- 6) Physical Fitness Your appointment is subject to your being found medically fit
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of the Computer Science Engineering/Information Technology at Siliguri Institute of Technology**
- 9) Job Responsibilities
 - a) Lecturer for the students of the Department of Computer Science Engineering/Information Technology at Siliguri Institute of Technology.
 - b) You have to prepare complete study materials, question banks, tutorials on regular basis for upload into Techno India Group Learning Management System server.
 - c) You will also be given regular assignments in management of Learning Management System centrally.
 - d) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management



Siliguri Institute of Technology

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Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'T K Ghosh'.

(T K Ghosh)
Director

Cc: The Principal, Siliguri Institute of Technology.
Cc: A/C Dept.
Cc: HR Dept



Siliguri Institute of Technology

HILL CART ROAD, P.O.: SUKNA, SILIGURI, DIST.: DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Dated: 01.02.2010

Mr. Rajeeb Chetri
C/o. Mr. M.B. Chetri,
Chandmari, P.O.: Tezpur, Dist: Sontipur,
Assam: 784001, Ph No: 03712 231444

Sir,

We are pleased to offer you the position of **Lecturer** in the **Department of Basic Science & Humanities (English)** at **Siliguri Institute of Technology, Siliguri**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join from 1st week of February 2010.
- 2) Probation You would be on probation for 1 year from your date of joining.
- 3) Terms of Probation On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report, your service in the Institute may be considered for confirmation.
- 4) Place of Posting/Schedule You will be posted at **Siliguri Institute of Technology, Siliguri**. Schedule working days will be six days per week.
- 5) Salary & Allowances You will receive **Rs. 15,000/-** per month as consolidated pay. No other admissible allowances will be entitled during probation period as per the rules of the institute.
- 6) Physical Fitness Your appointment is subject to your being found medically fit.
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of Basic Science & Humanities (English)** at **Siliguri Institute of Technology, Siliguri**.
- 9) Job Responsibilities
 - a) Lecturer for the students of Department of Basic Science & Humanities (English) at Siliguri Institute of Technology, Siliguri.
 - b) You have to prepare complete study materials, question banks, tutorials on regular basis for upload into Techno India Group Learning Management System server.
 - c) You will also be given regular assignments in management of Learning Management System centrally.
 - d) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) All the certificates and mark-sheets in original for verification
- (ii) Duly attested copies of each of the mark-sheets and certificates for our records
- (iii) Two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: The Principal, Siliguri Institute of Technology, Siliguri.
Cc: A/c Dept.
Cc: HR Dept.



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : silsig@satyam.net.in

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: Principal-In-Charge, Siliguri Institute of Technology, Siliguri.
Cc: Acct Dept.
Cc: HR Dept.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silig@satyam.net.in

Date: 26th July 2013

Ref No: SIT/BSH (Math)/AP./2013/01

Ms. Debasmriti Bhattacharjee
C/o Biswanath Bhattacharjee, Rest Camp,
RLY QRS No. DS/50/F, P.O. Rest Camp,
Guwahati-781012
Phone No. - 08967176283

Madam,

This refers to your application and subsequent interaction. We are pleased to offer you an appointment as **Assistant Professor, Department of Basic Science and Humanities (Mathematics)** subject to the following terms and conditions:

1. Position

Assistant Professor, Department of Basic Science and Humanities (Mathematics)

2. Posting

You will be posted at **Siliguri Institute of Technology**. Your schedule working days will be as per norms of the institution.

3. Joining & Reporting

You are advised to join from 25th July, 2013. You will report to the **HOD, Basic Science & Humanities, Siliguri Institute of Technology** or any other supervisor which will be communicated to you subsequently.

4. Role & Responsibilities

You will work as faculty member in the engineering college / institute as per directives of the Competent Authority.

Your roles and responsibilities including working hours as faculty will be guided as per AICTE norms.

In addition / substitution to this, the authority may give you the other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy etc.

5. Tenure

You will be under contract for 2 (Two) years from the date of joining. However your performance will be reviewed on completion of one year service. On successful completion of one year of service, further regularization of service will be considered depending on your satisfactory performance reviewed by the competent authority.

6. Separation

If required, your services are terminable by either party giving one month notice to the other or salary in lieu of notice. Either party need not assign any reasons for such termination.

However in case of breach of the disciplinary rules of the organization or misconduct or breaking the confidentiality of the organization, your services are terminable with immediate effect in addition to further legal actions if deemed to be suitable. In such event, it would not be necessary for the organization to give you either any notice or salary in lieu of notice whatsoever.

Corporate Office : Techno India, Phase II, 7th Floor, EM4/1, Salt Lake, Sector V, Kolkata - 700 091, West Bengal, India
Phone : +91 33 2357-6163 / 64 / 84 / 2658 / 1094, Fax : +91 33 2357-2450

Received and
accepted for
12/8/13



Siliguri Institute of Technology

HILL CART ROAD, P.O. SUKNA, SILIGURI, DIST. DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

7. Tour and Travel

You may be required to undertake travel for the work of the Institute as and when necessary.

8. Confidentiality

In the course of employment with the Institution, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. Such confidential knowledge however obtained by you, shall not be disclosed or allowed to be disclosed to other parties in the interest of the Institution / organization. Therefore you shall not, at any time thereafter, make available or accessible such confidential information to any other party directly or indirectly.

9. Emoluments

You will receive Rs. 30,000/- (Thirty Thousand Only) per month as consolidated pay. No other allowances will be given.

10. General

1. You will be bound by any rules, regulations and orders of the Institutions promulgated time to time.
2. As this is a full time employment, you will not accept any other employment (Full or Part Time) during the employment period with us.
3. You should be always alive to the responsibilities, duties and dignities attached to this appointment and should conduct yourself accordingly. It is understood that you should not conduct yourself with raising of collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
4. Any variation of the above terms and conditions will not be valid unless expressed in writing.
5. You are requested to give written consent if above terms are acceptable to you.

You are further advised to submit following documents at the time of joining

- a. Copies of degrees and mark sheets.
- b. Copy of age proof.
- c. A copy of CV.

Thanking you,

Yours truly,

T. K. Ghosh
(Director)

Cc: To the Director / Principal, Siliguri Institute of Technology
Cc: HR Department
Cc: Accounts Department



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silsig@satyam.net.in

Date: 19.02.2020

Ref. No.-SIT/BSH (Math)/AP/NA/2020/02

Mr. Samit Ghosh
Haiderpara, Siliguri, P.S.-Bhaktinagar, Jalpaiguri
Ph. No.- 08927884125

Sir,

This refers to your application and subsequent interaction. We are pleased to offer you an appointment as **Assistant Professor, Department of Engineering Science & Humanities (Mathematics)** subject to the following terms and conditions:

1. Position

Assistant Professor, Department of Engineering Science & Humanities (Mathematics).

2. Posting

You will be posted at **Siliguri Institute of Technology**. Your schedule working days will be as per norms of the institution.

3. Joining & Reporting

You are advised to join on or after 01.03.2020. You will report to the HOD, Engineering Science & Humanities (Mathematics), Siliguri Institute of Technology, or any other supervisor which will be communicated to you subsequently.

4. Role & Responsibilities

You will work as faculty member in the engineering college / institute as per directives of the Competent Authority.

Your roles and responsibilities including working hours as faculty will be guided as per AICTE and MAKAUT norms.

In addition / substitution to this, the authority may give you the other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy etc.

5. Tenure

You will be under contract for 1 (One) year from the date of joining. Your performance will be reviewed on completion of one year service. On successful completion of one year of service, further extension of service/regularization of service will be considered depending on your satisfactory performance reviewed by the competent authority.

6. Separation

If required, your services are terminable by either party giving one month notice to the other or salary in lieu of notice. Either party need not assign any reasons for such termination.

However in case of breach of the disciplinary rules of the organization or misconduct or breaking the confidentiality of the organization, your services are terminable with immediate effect in addition to further legal actions if deemed to be suitable. In such event, it would not be necessary for the organization to give you either any notice or salary in lieu of notice whatsoever.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

7. Tour and Travel

You may be required to undertake travel for the work of the Institute as and when necessary.

8. Confidentiality

In the course of employment with the Institution, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. Such confidential knowledge however obtained by you, shall not be disclosed or allowed to be disclosed to other parties in the interest of the Institution / organization. Therefore you shall not, at any time thereafter, make available or accessible such confidential information to any other party directly or indirectly.

9. Emoluments

You will receive Rs. 56,000/- per month as consolidated salary. No other allowances will be admissible.

10. General

1. You will be bound by any rules, regulations and orders of the Institutions promulgated time to time.
2. As this is a full time employment, you will not accept any other employment (Full or Part Time) during the employment period with us.
3. You should be always alive to the responsibilities, duties and dignities attached to this appointment and should conduct yourself accordingly. It is understood that you should not conduct yourself with raising of collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
4. Any variation of the above terms and conditions will not be valid unless expressed in writing.
5. You are requested to give written consent If above terms are acceptable to you.

You are further advised to submit following documents at the time of joining.

Copies of degrees and mark sheets.
Copy of age proof.
A copy of CV.

Thanking you,

Yours truly,

T. K. Ghosh
(Executive Director)

Cc: to the Director, Siliguri Institute of Technology
Cc: to the HR Department, Siliguri Institute of Technology
Cc: to the Accounts Department, Siliguri Institute of Technology



Siliguri Institute of Technology

P.O. SUKNA, SILIGURI, DIST. DARJEELING, PIN : 734 009
Tel. : (0353) 2778002 / 04, Fax : (0353) 2778003
e-mail : sittechno@rediffmail.com
sitsiliguriwb@yahoo.com

18.08.2014

Ref.No.SIT/REG/14-15/01

To Whom It May Concern

On acceptance of resignation letter dtd.16.08.2014 and submission of no dues certificate, Mr. Samit Ghosh has been relieved from the post of Assistant Professor in the Department Of Engineering Sciences and Humanities wef. 16.08.2014 afternoon. He has served this college satisfactorily wef. 01.02.2012

We do not know nothing against him and wish him success in future.

A handwritten signature in purple ink, appearing to read 'S. Ray Chaudhuri'.

(Dr. S. Ray.Chaudhuri)
Director,
S.I.T



Siliguri Institute of Technology

P.O. SUKNA, SILIGURI, DIST. DARJEELING, PIN : 734 009
Tel. : (0353) 2778002 / 04, Fax : (0353) 2778003
e-mail : sittechno@rediffmail.com

26th July, 2017

Ref. No. SIT/Bon./2017/116

TO WHOM IT MAY CONCERN

This is to certify that Mr. Bikiran Das is designated as Assistant Professor in Mathematics in the Department of Engineering, Science & Humanities (DESH) in Siliguri Institute of Technology, Siliguri which is approved by All India Council for Technical Education (AICTE) and affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal (Formerly known as West Bengal University of Technology), Kolkata.

A handwritten signature in black ink, appearing to read 'Dr. J. Jhampati'.

(Dr. J. Jhampati)

Director

Siliguri Institute of Technology



Bikiran Das



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Date: 30.05.2017

To.
Mr. Bikiran Das
2/5, Bagha Jatin Colony, Pradhannagar, Siliguri -734003

Sir/Madam,

This refers to your application and subsequent interaction, we are pleased to offer you an appointment as Assistant Professor, Department of Basic Science and Humanities (Mathematics) subject to the following terms and conditions:

1. Position

Assistant Professor, Department of Basic Science and Humanities (Mathematics)

2. Posting

You will be posted at Siliguri Institute of Technology. Your schedule working days will be as per norms of the institution.

3. Joining & Reporting

You are advised to join on or after **1st June 2017**. You will report to the HOD, Department of Basic Science and Humanities (Mathematics), Siliguri Institute of Technology, or any other supervisor which will be communicated to you subsequently.

4. Role & Responsibilities

You will work as faculty member in the engineering college / institute as per directives of the Competent Authority.

Your roles and responsibilities including working hours as faculty will be guided as per AICTE and MAKAUT (Previously known as WBUT) norms.

In addition / substitution to this, the authority may give you the other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy etc.

5. Tenure

You will be under Contract for 2(Two) Years from the date of joining. On successful completion of two years of service, further extension of contract/probation will be considered depending on your satisfactory performance reviewed by the competent authority.

6. Separation

If required, your services are terminable by either party giving one month notice to the other or salary in lieu of notice. Either party need not assign any reasons for such termination.

However in case of breach of the disciplinary rules of the organization or misconduct or breaking the confidentiality of the organization, your services are terminable with immediate effect in addition to further legal actions if deemed to be suitable. In such event, it would not be necessary for the organization to give you either any notice or salary in lieu of notice whatsoever.

Bikiran Das



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

7. Tour and Travel

You may need to travel pertaining to the Institute's work as and when necessary

8. Confidentiality

In the course of employment with the Institution, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. Such confidential knowledge however obtained by you, shall not be disclosed or allowed to be disclosed to other parties in the interest of the Institution / organization. Therefore you shall not, at any time thereafter, make available or accessible such confidential information to any other party directly or indirectly.

9. Emoluments

Your will receive Rs. 20,000/- (Rupees Twenty Thousand Only) as consolidated pay per month. This will be subjected to statutory deductions as per applicable norms.

10. General

1. You will be bound by any rules, regulations and orders of the Institutions promulgated time to time.
2. As this is a full time employment, you will not accept any other employment (Full or Part Time) during the employment period with us.
3. You should be always alive to the responsibilities, duties and dignities attached to this appointment and should conduct yourself accordingly. It is understood that you should not conduct yourself with rising of collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
4. Any variation of the above terms and conditions will not be valid unless expressed in writing.
5. You are requested to give written consent if above terms are acceptable to you.

You are further advised to submit following documents at the time of joining

- a) Copies of degrees and mark sheets.
- b) Copy of age proof.
- c) A copy of CV.

Thanking you,
Yours truly,

T. K. Ghosh
(Executive Director)

Cc: to the Director, Siliguri Institute of Technology
Cc: to the HR Department, Siliguri Institute of Technology
Cc: to the Accounts Department, Siliguri Institute of Technology

Bikram Das



Siliguri Institute of Technology

HILL CART ROAD, P.O. SUKNA, SILIGURI, DIST DARJEELING - 734009
Phone (0353) 2778002 / 8004, Fax (0353) 2778003, E-mail silslg@satyam.net.in

Date: 28.06.2019

Mr. Bikiran Das
Assistant Professor
Department of Engineering, Science & Humanities (Mathematics)
Siliguri Institute of Technology

Sub: Extension of Service

Sir/Madam,

As per decision of the Competent Authority we are pleased to extend your service with effect from 01.07.2019

The revised terms of appointment are as mentioned below:

Designation	: Assistant Professor
Department	: Engineering, Science & Humanities (Mathematics)
Emoluments	: Rs. 23,000/- Consolidated per month
Tenure	: 1 Year extended Probation
With Effect From	: 1 st July 2019
Valid upto	: 30 th June 2020

All other terms & conditions will remain unaltered as mentioned in your previous letter.

Thanking you,

Yours truly,

(T. K. Ghosh)
Executive Director

Co: The Director, Siliguri Institute of Technology
Co: Accounts Dept., Siliguri Institute of Technology
Co: HR Dept., Siliguri Institute of Technology

Bikiran Das



Siliguri Institute of Technology

HILL CART ROAD, P.O : SUKNA, SILIGURI, DIST : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Date: 27.03.2019

Ref. No.-SIT/DESH (Phy)/AP/NA/2019/01

Dr. Manjima Bhattacharya
C-31, Diamond Park, Joka, Kolkata-700104
Ph. No.- 09433816837

Madam,

This refers to your application and subsequent interaction. We are pleased to offer you an appointment as **Assistant Professor, Department of Engineering, Science & Humanities (Physics)** subject to the following terms and conditions:

1. Position

Assistant Professor, Department of Engineering, Science & Humanities (Physics).

2. Posting

You will be posted at **Siliguri Institute of Technology**. Your schedule working days will be as per norms of the institution.

3. Joining & Reporting

You are advised to join on or after 01.04.2019. You will report to the HOD, Engineering, Science & Humanities, Siliguri Institute of Technology, or any other supervisor which will be communicated to you subsequently.

4. Role & Responsibilities

You will work as faculty member in the engineering college / institute as per directives of the Competent Authority.

Your roles and responsibilities including working hours as faculty will be guided as per AICTE and MAKAUT norms.

In addition / substitution to this, the authority may give you the other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy etc.

5. Tenure

You will be under probation for 1 (One) year from the date of joining. Your performance will be reviewed on completion of one year service. On successful completion of one year of service, further extension of service/ regularization of service will be considered depending on your satisfactory performance reviewed by the competent authority.

6. Separation

If required, your services are terminable by either party giving one month notice to the other or salary in lieu of notice. Either party need not assign any reasons for such termination.

However in case of breach of the disciplinary rules of the organization or misconduct or breaking the confidentiality of the organization, your services are terminable with immediate effect in addition to further legal actions if deemed to be suitable. In such event, it would not be necessary for the organization to give you either any notice or salary in lieu of notice whatsoever.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009

Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

7. Tour and Travel

You may be required to undertake travel for the work of the Institute as and when necessary.

8. Confidentiality

In the course of employment with the Institution, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. Such confidential knowledge however obtained by you, shall not be disclosed or allowed to be disclosed to other parties in the interest of the Institution / organization. Therefore you shall not, at any time thereafter, make available or accessible such confidential information to any other party directly or indirectly.

9. Emoluments

You will receive **Rs. 25,000/-** per month as consolidated salary. Which will be subjected to statutory deductions as per applicable norms. No other allowances will be admissible.

10. General

1. You will be bound by any rules, regulations and orders of the Institutions promulgated time to time.
2. As this is a full time employment, you will not accept any other employment (Full or Part Time) during the employment period with us.
3. You should be always alive to the responsibilities, duties and dignities attached to this appointment and should conduct yourself accordingly. It is understood that you should not conduct yourself with raising of collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
4. Any variation of the above terms and conditions will not be valid unless expressed in writing.
5. You are requested to give written consent If above terms are acceptable to you.

You are further advised to submit following documents at the time of joining.

Copies of degrees and mark sheets.

Copy of age proof.

A copy of CV.

Thanking you,

Yours truly,

T. K. Ghosh
(Executive Director)

Cc: to the Director, Siliguri Institute of Technology
Cc: to the HR Department, Siliguri Institute of Technology
Cc: to the Accounts Department, Siliguri Institute of Technology



Siliguri Institute of Technology

WOMEN'S POLYTECHNIC CAMPUS
DABGRAM, SILIGURI, DARJEELING
TEL: 0353-533722[SIT Extn.]

SIT/APPT/F-55/2000/67

Ref. No..... Date..... 27.02.2000

From : Prof. (Dr.) G. C. Kakoti, B.E., M. Phil (London),
Ph.D. (Roorkee), F.I.E. (India),
Principal.

To: Mr. Jayanta Basu,
C/o Mr. R. B. Basu
Sukna Railway Station,
Sukna,
Darjeeling.

Sub. : Appointment Letter

Dear Mr. Basu,

With reference to your application dated 20.02.2000 and subsequent interview, we are pleased to inform you that you have been selected for appointment to the post of a Lecturer in this Institute.

This appointment is initially for a period of one year with effect from the date of your joining and will be reviewed at the end of the one year. During this period you are in the scale of Rs. 8000/- to 13500/- plus other allowances admissible, as per Institute rules subject to statutory deductions, if any. The present appointment is terminable, without showing any ground, with one month's notice from either side or on payment of a month's salary in lieu of notice.

You are requested to join the post with immediate effect. You will have to abide by the service rules and regulations of the college now existing and as may be framed and/or amended from time to time.


In case the terms are acceptable to you, please sign the copy of this offer letter and submit the same to the undersigned for record, along with attested copies of all testimonials and certificates.

We may utilise your service in any other manner as and when necessary for the any other service related to the Institute for which no extra remuneration will be paid.

Welcoming you to our Institute.

Thanking you,

Yours faithfully,


(Prof. G.C. Kakoti)
Principal, SIT



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

30 June 2008

Ms. Shraboni Pal
Vill+P.O.-Dhara
Distt.-Bankura

Dear Madam,

We are pleased to offer you a position as **Lecturer** in the **Electrical Engineering** at **Siliguri Institute Of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join on or immediately after 1st July 2008.
- 2) Tenure The appointment will be contractual & valid for 2 years i.e upto 30.06.2010.
- 3) Place of Posting/Schedule You will be posted in Siliguri Institute of Technology. schedule working days will be six days per week.
- 4) Salary & Allowances You will receive Rs.8000/-per month as consolidated pay. No other admissible allowances will be entitled during probation period as per the rules of the Institute.
- 5) Physical Fitness Your appointment is subject to your being found medically fit
- 6) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 7) Reporting You will be reporting to the **HOD, Department of Electrical Engineering at Siliguri Institute Of Technology.**
- 8) Job Responsibilities
 - a) Lecturer for the students of Department of Electrical Engineering at Siliguri Institute Of Technology.
 - b) You will also be assigned responsibility in research, project, training programme & other development programme as directed by the management.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

9) General

- You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- You will devote your full time, attention and capability in the interest of the Institute.
- You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

10) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

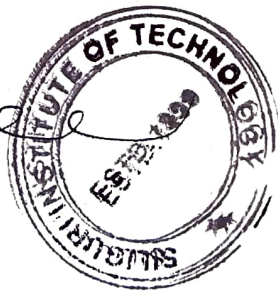
You will please produce at the time of your joining the following:

- all the certificates and mark-sheets in original for verification
- duly attested copies of each of the mark-sheets and certificates for our records
- two copies of recent passport size photographs.

Thanking you,

Yours faithfully,


(T K Ghosh)
Director



Cc: A/C Dept.

Cc: HR Dept.

Received &
accepted
Shrabani Pal
18/08/08



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Dated: 31.07.2010

Mr. Subhajit Roy
151, Prafiulla Chaki Sarani, NJP Main Rd,
Near NCC Office Deshbandhupara Siliguri
Ph No: 9733020030

Sir,

We are pleased to offer you the position of **Lecturer** in the **Department of EE** at **Siliguri Institute of Technology, Siliguri**. The appointment is as per the following terms and conditions:

- 1) **Date of joining** You are advised to join immediately.
- 2) **Probation** You would be on probation for 1 year from your date of joining.
- 3) **Terms of Probation** On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report; your service in the Institute may be considered for confirmation.
- 4) **Place of Posting/Schedule** You will be posted at **Siliguri Institute of Technology, Siliguri**. Schedule working days will be six days per week.
- 5) **Salary & Allowances** You will be placed in the scale of **Rs.8000-275-13500/-** together with other admissible allowances as per the rules of the Institute. The basic is fixed at **Rs.8000 /-** p.m.
- 6) **Physical Fitness** Your appointment is subject to your being found medically fit.
- 7) **Termination of employment** Your service is terminable on one (1) month notice from either side during probation period.
- 8) **Reporting** You will be reporting to the **HOD, Department of EE at Siliguri Institute of Technology, Siliguri**.
- 9) **Job Responsibilities**
 - a) Lecturer for the students of EE at Siliguri Institute of Technology, Siliguri.
 - b) You have to prepare complete study materials, question banks, tutorials on regular basis for upload into Techno India Group Learning Management System server.
 - c) You will also be given regular assignments in management of Learning Management System centrally.
 - d) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management.



10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: Principal-In-Charge, Siliguri Institute of Technology, Siliguri.
Cc: Acct Dept.
Cc: HR Dept.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST.: DARJEELING - 734225
Phone: (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : sisig@satyam.net.in

April 20, 2010

Mr. Manas Kumar Parai
Vill- Kodalia
PS- Kolaghat
P.O.- Bhogpur
Dist- Purba Medinipur
Pin- 721151

Sir,

We are pleased to offer you a position as **Lecturer, in the Department of Electronics & Communication Engineering at Siliguri Institute of Technology.** The appointment is as per the following terms and conditions:

- 1) Date of joining
You are advised to join immediately.
- 2) Probation
You would be on probation for 1 year from your date of joining
- 3) Terms of Probation
On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report, your service in the Institute may be considered for confirmation
- 4) Place of Posting/Schedule
You will be posted at **Siliguri Institute of Technology.** Schedule working days will be six days per week.
- 5) Salary & Allowances
You will be placed in the scale of **Rs. 8000-275-13500/-** together with other admissible allowances as per the rules of the Institute. The basic is fixed at **Rs.8000/-** (Rupees Eight Thousand Only) per month
- 6) Physical Fitness
Your appointment is subject to your being found medically fit
- 7) Termination of employment
Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting
You will be reporting to the HOD, Department of **Electronics & Communication Engineering, Siliguri Institute of Technology**
- 9) Job Responsibilities
a) Lecture for the students of Department of Department of Electronics & Communication Engineering at Siliguri Institute of Technology .
b) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management.



Siliguri Institute of Technology

EEE

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002/04, Fax : (0353) 2778003, E-mail : info@sitcollege.org

July 27, 2007

Mr. Sudip Kumar Ghosh
C/O Mr. Panchanan Ghosh
Vill : Sultannagore, P.O: Radhakanta pur
Dist : Paschim Midnapore

Sir,

We are pleased to offer you a position as **Lecturer**, in the **Department of Electronics & Communication Engineering** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join immediately.
- 2) Probation You would be on probation for 1 year from your date of joining.
- 3) Terms of Probation On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report, your service in the Institute may be considered for confirmation
- 4) Place of Posting/Schedule You will be posted at **Siliguri Institute of Technology**. Schedule working days will be six days per week.
- 5) Salary & Allowances You will be placed in the scale of **Rs. 8000 – 275 – 13500** per month together with other admissible allowances as per the rules of the Institute. The basic is fixed at Rs. 8000/- p.m.
- 6) Physical Fitness Your appointment is subject to your being found medically fit
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of Electronics & Communication Engineering at Siliguri Institute of Technology**.
- 9) Job Responsibilities
 - a) Lecturer for the students of Department of Electronics & Communication Engineering at Siliguri Institute of Technology.
 - b) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002/04, Fax : (0353) 2778003, E-mail : info@sitcollege.org

: 2 :

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)

Director

Cc: The Principal, Siliguri Institute of Technology

Cc: A/C Dept.

Cc: HR Dept.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

July 18, 2009.

Mr. Debojyoti Mishra
P.O- Pandapara, Kalibari,
Jalpaiguri-735132.

Sir,

We are pleased to offer you the position of Lecturer in the **Department of Electronics and Communication Engineering** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join in the 1st week of August, 2009.
- 2) Probation You would be on probation for 1 year from your date of joining.
- 3) Terms of Probation On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report, your service in the Institute may be considered for confirmation.
- 4) Place of Posting/Schedule You will be posted at **Siliguri Institute of Technology**.
Schedule working days will be six days per week.
- 5) Salary & Allowances You will receive **Rs.8000/-** per month as consolidated pay. No other admissible allowances will be entitled during probation period as per the rules of the Institute
- 6) Physical Fitness Your appointment is subject to your being found medically fit.
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of Electronics and Communication Engineering, Siliguri Institute of Technology**
- 9) Job Responsibilities
 - a) Laboratory Assistant for the students of Department of Electronics and Communication Engineering, Siliguri Institute of Technology.
 - b) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management.

Checked & Approved
Syl
HR Office
TIG

THE ACADEMY OF ENGINEERING & MANAGEMENT TRUST

33A, Chowringhee Road, 12th Floor, CIC Building, Kolkata-700 071

Ph. No :- (033) 2226 4396/ 9785/ 2217 0733, FAX (033) 2226 2814

Date: 01/01/2012.

Ref No: SIT /ECE/2012/01

Ms. Jayati Routh
SN Bose Road, Babupara,
Siliguri, Dist.-Darjeeling,
Pin-734004

Sir/Madam,

This refers to your application and subsequent interaction. We are pleased to offer you an appointment as Faculty, Department of Electronics & Communication Engineering subject to the following terms and conditions:

1. Position

Assistant Professor, Department of Electronics & Communication Engineering.

2. Posting

You will be initially posted at **Siliguri of Institute Technology, Siliguri**. However your posting is transferable to any place in India or abroad at the discretion of the Trust. On such transfer you will be governed by the appropriate rule of the organization. Schedule working days will be six days per week.

3. Joining & Reporting

You are advised to Join Immediately. You will report to the HOD, Electronics & Communication Engineering or any other supervisor which will be communicated to you subsequently.

4. Role & Responsibilities

You will work as faculty member in the engineering college / institute under the trust as per directives of the Competent Authority.

Your roles and responsibilities including working hours as faculty will be guided as per AICTE norms.

In addition / substitution to this, the authority may give you the other assignments such as (but not limited to) developing course materials, training materials, R&D, consultancy etc.

5. Tenure

You will be under contractual appointment for two years from the date of joining. However your performance will be reviewed on completion of one year service. On successful completion of two years of service, further extension of the contract or regularization of service will be considered depending on your satisfactory performance.

6. Separation

If required, your services are terminable by either party giving one month notice to the other or salary in lieu of notice. Either party need not assign any reasons for such termination.

However in case of breach of the disciplinary rules of the organization or misconduct or breaking the confidentiality of the organization, your services are terminable with immediate effect in addition to further legal actions if deemed to be suitable. In such event, it would not be necessary for the organization to give you either any notice or salary in lieu of notice whatsoever.



THE ACADEMY OF ENGINEERING & MANAGEMENT TRUST

33A, Chowringhee Road, 12th Floor, CIC Building, Kolkata-700 071

Ph. No. :- (033) 2226 4396/ 9785/ 2217 0733, FAX (033) 2226 2814

7. Tour and Travel

You may be required to undertake travel for the work of the Trust as and when necessary.

8. Confidentiality

In the course of employment with the Trust, by virtue of the position held by you, you may acquire knowledge regarding the Institutions tailor made process, method of operation, marketing plan and operational practice or any other information which are not in the public domain. Such confidential knowledge however obtained by you, shall not be disclosed or allowed to be disclosed to other parties in the interest of the trust / organization. Therefore you shall not, at any time thereafter, make available or accessible such confidential information to any other party directly or indirectly.

9. Emoluments

You will receive Rs. 15,600/- pm as consolidated monthly salary. No other allowances will be admissible.

10. General

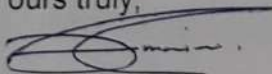
1. You will be bound by any rules, regulations and orders of the Institutions promulgated time to time.
2. As this is a full time employment, you will not accept any other employment (Full or Part Time) during the employment period with us.
3. You should be always alive to the responsibilities, duties and dignities attached to this appointment and should conduct yourself accordingly. It is understood that you should not conduct yourself with raising of collective demands and shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
4. Any variation of the above terms and conditions will not be valid unless expressed in writing.
5. You are requested to give written consent if above terms are acceptable to you .

You are further advised to submit following documents at the time of joining

- a. Copies of degrees and mark sheets.
- b. Copy of age proof.
- c. A copy of CV.

Thanking you,

Yours truly,



Authorized Signatory

CC to:

- 1) Director
- 2) Accounts Department



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2574074 / 4076, Fax : (0353) 2574075, E-mail : silslg@satyam.net.in

August 14, 2006

Mr. Debaditya Kundu
Vivekananda Puram, Ram Krishna Sarani,
Race Course, Jalpaiguri,
Pin: 735101

Dear Sir,

We are pleased to offer you a position as **Lecturer**, in the **Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join on immediately after 1st September 2006
- 2) Probation You would be on probation for 1 year from your date of joining
- 3) Terms of Probation On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report.
- 4) Place of Posting/Schedule You will be posted at **Siliguri Institute of Technology**. Schedule working days will be six days per week.
- 5) Salary & Allowances You will be placed in the scale of **Rs. 8000 – 275 – 13500** per month together with other admissible allowances as per the rules of the Institute. The basic is fixed at Rs. 8550/- p.m.
- 6) Physical Fitness Your appointment is subject to your being found medically fit
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**.
- 9) Job Responsibilities
 - a) Lecturer for the students of **Department of Computer Science & Engineering / Information Technology** at **Siliguri Institute of Technology**.
 - b) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2574074 / 4076, Fax : (0353) 2574075, E-mail : silsg@satyam.net.in

10) General

: 2 :

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)

Director

Cc: The Principal, Siliguri Institute of Technology

Cc: A/C Dept.

Cc: HR Dept



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Date: 01.12.2010

Ref. No: SIT / IT / F / 014

Name: Mr. Asit Barman

Address: Vill – Rangamati, P.O Ramttunga
P.S : Groksadanga , Dist: Cooch Behar
Pin : 735211

Sub: Revised terms of Appointment

Sir,

We are pleased to designate you as **Assistant Professor**, in the **Department of Information Technology**, with retrospective effect from 1st July 2010.

The revised terms are as mentioned below:

Position:

Assistant Professor

Department:

Department of Information Technology

Emoluments

Pay Band: Rs.15600- 39100

Pay in the Pay Band: Rs. 15910.00

Academic Grade Pay: Rs. 6000.00

You will be entitled to admissible allowances as per rule of the College.

Your next Increment will be due on **01.07.2011** subject to satisfactory performance.

Role & Responsibilities

- As **Assistant Professor** your role & responsibilities in Teaching, R&D, Consultancy, External Projects, Extra Curricular activities and Departmental works will be guided by the AICTE norms.
- You have to take significant role in allied activities like seminars, workshops, publications, faculty Development program etc as part of total quality improvement Programme.
- All the above mentioned components will be given adequate weightage in the annual performance appraisal.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009

Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

General

All other terms of appointment will be guided by the service rules and regulations of the college now existing and as may be framed and / or amended from time to time.

You are further advised to acknowledge the letter by signing the duplicate copy of the letter as token of acceptance.

Thanking you,
Yours faithfully,

A handwritten signature in cursive script, appearing to read 'T K Ghosh'.

(T K Ghosh)
Director

Cc: to the Principal in Charge, Siliguri Institute of Technology



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : silstg@safyam.net.in

March 15, 2010

Mr. Shuvendu Dey
Sunview Apartments
Ashutosh Mukherjee Road, College Para
Siliguri-734001
West Bengal

Sir,

We are pleased to offer you a position as **Assistant Professor** in the Department of **MBA** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining
You are advised to join immediately.
- 2) Probation
You would be on probation for 1 year from your date of joining.
- 3) Terms of Probation
On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report, your service in the Institute may be considered for confirmation.
- 4) Place of Posting/Schedule
You will be posted at **Siliguri Institute of Technology**.
Schedule working days will be six days per week.
- 5) Salary & Allowances
You will receive **Rs.35000/-** per month as consolidated pay.
No other admissible allowances will be entitled during probation period as per the rules of the Institute.
- 6) Physical Fitness
Your appointment is subject to your being found medically fit.
- 7) Termination of employment
Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting
You will be reporting to the **Principal** at **Siliguri Institute of Technology**.
- 9) Job Responsibilities
 - a) **Assistant Professor** for the students of Department of **MBA** at **Siliguri Institute of Technology**.
 - b) You have to prepare complete study materials, question banks, tutorials on regular basis for upload into Techno India Group Learning Management System server.
 - c) You will also be given regular assignments in management of Learning Management System centrally.
 - d) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management.



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : silsig@satyam.n

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / amended from time to time
- b) You will devote your full time, attention and capability to the interest of the Institute
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade in your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act or omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return us the duplicate copy of this letter duly signed by you as token of your formal acceptance of the offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: The Principal- Siliguri Institute of Technology
Cc: A/C Dept.
Cc: HR Dept
Cc: Statutory Dept



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

March 15, 2010

Ms. Santana Guha
P.O.- Binnaguri
Dist-Jalpaiguri
Pin- 735203
West Bengal

Madam,

We are pleased to offer you a position as **Lecturer** in the Department of **MBA** at **Siliguri Institute of Technology**. The appointment is as per the following terms and conditions:

- 1) Date of joining You are advised to join immediately.
- 2) Probation You would be on probation for 1 year from your date of joining.
- 3) Terms of Probation On completion of probationary period, your service in the Institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report, your service in the Institute may be considered for confirmation.
- 4) Place of Posting/Schedule You will be posted at **Siliguri Institute of Technology**.
Schedule working days will be six days per week.
- 5) Salary & Allowances You will receive **Rs.10000/-** per month as consolidated pay. No other admissible allowances will be entitled during probation period as per the rules of the Institute.
- 6) Physical Fitness Your appointment is subject to your being found medically fit.
- 7) Termination of employment Your service is terminable on one (1) month notice from either side during probation period.
- 8) Reporting You will be reporting to the **HOD, Department of MBA at Siliguri Institute of Technology**.
- 9) Job Responsibilities
 - a) *Lecturer* for the students of Department of **MBA** at **Siliguri Institute of Technology**.
 - b) You have to prepare complete study materials, question banks, tutorials on regular basis for upload into Techno India Group Learning Management System server.
 - c) You will also be given regular assignments in management of Learning Management System centrally.
 - d) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management.



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : silsg@satyam.net.in

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time.
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully,

(T K Ghosh)
Director

Cc: The Principal- Siliguri Institute of Technology
Cc: A/C Dept.
Cc: HR Dept
Cc: Statutory Dept

Received & Accepted
Santana Braha
19/3/10



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. DARJEELING - 734225
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : silig@satyam.net.in

Dated: 31.07.2010

Mr. Debayan Nandi
"Shri Nitai Kunja", Ward No. XII, 22, Rishi Aurobindo Road,
Hakimpara, P.O.: Siliguri- 734001
Ph No.: 9832012382

Sir,

We are pleased to offer you the position of **Lecturer** in the **Department of MBA** at **Siliguri Institute of Technology, Siliguri**. The appointment is as per the following terms and conditions

- 1) **Date of joining** You are advised to join immediately.
- 2) **Probation** You would be on probation for 1 year from your date of joining.
- 3) **Terms of Probation** On completion of probationary period, your service in the institute will be reviewed by a Committee constituted for the purpose and upon receipt of their satisfactory report; your service in the institute may be considered for confirmation.
- 4) **Place of Posting/Schedule** You will be posted at **Siliguri Institute of Technology, Siliguri**. Schedule working days will be six days per week.
- 5) **Salary & Allowances** You will be placed in the scale of **Rs.3000-275-13500/-** together with other admissible allowances as per the rules of the institute. The basic is fixed at **Rs.8000 /- p.m.**
- 6) **Physical Fitness** Your appointment is subject to your being found medically fit.
- 7) **Termination of employment** Your service is terminable on one (1) month notice from either side during probation period.
- 3) **Reporting** You will be reporting to the **HOD, Department of MBA at Siliguri Institute of Technology, Siliguri**.
- 9) **Job Responsibilities**
 - a) Lecturer for the students of MBA at Siliguri Institute of Technology, Siliguri
 - b) You have to prepare complete study materials, question banks, tutorials on regular basis for upload into Techno India Group Learning Management System server.
 - c) You will also be given regular assignments in management of Learning Management System centrally.
 - d) You will also be assigned responsibility in research, project, training programmes and other development programme as directed by the Management.



Siliguri Institute of Technology

HILL CART ROAD, P. O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734225
Phone : (0353) 2778002 / 2778004, Fax : (0353) 2778003, E-mail : sitig@sanyam.net.in

10) General

- a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and / or amended from time to time
- b) You will devote your full time, attention and capability in the interest of the Institute.
- c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.

11) Confidentiality

You will treat as "Strictly Confidential" the affairs of the Institute as you may be cognizant in the due course of your work responsibilities. In rendering your service you will ensure that the interest of this Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment

You will treat these terms and conditions of your employment as confidential.

You will please produce at the time of your joining the following:

- (i) all the certificates and mark-sheets in original for verification
- (ii) duly attested copies of each of the mark-sheets and certificates for our records
- (iii) two copies of recent passport size photographs.

Thanking you,

Yours faithfully

(T K Ghosh)
Director

Cc: Principal-In-Charge, Siliguri Institute of Technology, Siliguri.
Cc: Acct Dept.
Cc: HR Dept.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Date: 01.12.2010

Ref. No: SIT / MBA / F / 05

Name: MR. DEBAYAN NANDI

Address: SHRI NITAI KUNJA, HAKIMPARA, 22, RISHI AUROBINDO ROAD, WARD NO XII
DARJEELING-734001

Sub: Revised terms of Appointment

Sir,

We are pleased to designate you as **Assistant Professor**, in the Department of MBA with retrospective effect from 1st July 2010.

The revised terms are as mentioned below:

Position:

Assistant Professor

Department:

Department of MBA

Emoluments

Pay Band: Rs.15600- 39100

Pay in the Pay Band: Rs. 15600/-

Academic Grade Pay: Rs.6000/-

You will be entitled to admissible allowances as per rule of the College.

Your next Increment will be due on **01.07.2011** subject to satisfactory performance.

Role & Responsibilities

- As **Assistant Professor** your role & responsibilities in Teaching, R&D, Consultancy, External Projects, Extra Curricular activities and Departmental works will be guided by the AICTE norms.
- You have to take significant role in allied activities like seminars, workshops, publications, faculty Development program etc as part of total quality improvement Programme.
- All the above mentioned components will be given adequate weightage in the annual performance appraisal.



Siliguri Institute of Technology

HILL CART ROAD, P.O. : SUKNA, SILIGURI, DIST. : DARJEELING - 734009
Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

General

All other terms of appointment will be guided by the service rules and regulations of the college now existing and as may be framed and / or amended from time to time.

You are further advised to acknowledge the letter by signing the duplicate copy of the letter as token of acceptance.

**Thanking you,
Yours faithfully,**

A handwritten signature in cursive script, appearing to read 'T K Ghosh'.

**(T K Ghosh)
Director**

Cc: to the Principal in Charge, Siliguri Institute of Technology



Siliguri Institute of Technology

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Date: 01.12.2011

Mr. Debayan Nandi
Assistant Professor
Department of MBA
Siliguri Institute of Technology
Sukna, Salbari, Siliguri

Sub: Confirmation of service

Sir,

The Appraisal Committee has duly reviewed your performance and we are pleased to confirm your terms of service as **Assistant Professor** in the **Department of MBA** at **Siliguri Institute of Technology** with effect from **01-07-2011**.

All other terms and conditions will remain unaltered.

Thanking you,

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'T.K. Ghosh'.

(T.K.Ghosh)
Director

Cc: The Principal, Siliguri Institute of Technology
Cc: A/C Department
Cc: HR Deptt.

Arindam



Siliguri Institute of Technology

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Phone : (0353) 2778002 / 8004, Fax : (0353) 2778003, E-mail : silslg@satyam.net.in

Date: 13.09.2017

Mr. Debayan Nandi
Assistant Professor
Department of Business Administration
Siliguri Institute of Technology

Sub: Change of AGP

Sir,

As per decision taken by the Competent Authority we are pleased to revise your Academic Grade Pay with effect from 01.10.2017

The revised terms of appointment are as mentioned below:

Designation : Assistant Professor
Department : Business Administration
Academic Grade Pay : Rs. 7,000/-

All other terms and conditions will remain unaltered as mentioned in your previous letter.

Thanking you,

Yours truly,

T. K. Ghosh
(Executive Director)

Cc: to the Director, Siliguri Institute of Technology
Cc: to the HR Department, Siliguri Institute of Technology
Cc: to the Accounts Department, Siliguri Institute of Technology