



Parle Tilak Vidyalyaya Association's  
**Institute of Management**

(Affiliated to University of Mumbai & approved by AICTE)

Chitrakar Ketkar Marg,  
Behind M. L. Dahanukar  
College of Commerce  
Vile Parle (East),  
Mumbai - 400 057.

Tel. : 26100100 / 26100200  
Fax : 2610 0199  
E-mail :  
admin@ptvaim.com  
Website :  
www.ptvaim.com

Outward no. 3490/2018

12<sup>th</sup> April, 2018

To

**Mr. Bhavesh Vaity**

205, Vimal Kunj, Opp. Laxman Smruti Smashan Bhumi Marg,  
Nr. HDFC Bank, Naigaon Koliwada,  
Taluka Vasai.  
Dist. Palghar - 401207

**Sub. : Appointment for the post of Assistant Professor in PTVA's Institute of Management (PTVA's IM)**

Sir,

With reference to your application dated 10<sup>th</sup> January, 2018 for the post of Assistant Professor in our PTVA's Institute of Management and your subsequent interview before the Selection Committee on 4<sup>th</sup> April, 2018, the management of Parle Tilak Vidyalyaya Association's PTVA's Institute of Management has accepted the recommendation of the Selection Committee recommending your name for the post of Assistant Professor. Accordingly, we are pleased to appoint you as Assistant Professor in PTVA's Institute of Management with effect from 1<sup>st</sup> July, 2018 subject to the fulfillment of the guidelines of the University of Mumbai and All India Council for Technical Education (AICTE), New Delhi. Your appointment will be subject to the confirmation of the approval received for the mentioned post from University of Mumbai and on following terms and conditions:

**1. Salary and perquisites**

In case you accept the offer, your basic salary will be Rs. 17,610/- p.m. in the Pay Band of 15600-39100 with Academic Grade Pay of Rs.6,000/- p.m. Accordingly, your gross salary will be Rs. 66,211/- that includes Dearness Allowance, H.R.A., C.L.A., and Travelling Allowance as permissible under the rules of University of Mumbai.

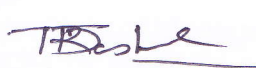
**2. Probation**

Your services will be on probation for a period of two years from 1<sup>st</sup> July, 2018. Your continuance in the service will depend on your performance and conduct, if found satisfactory, during the probation period and subject to approval from the University of Mumbai for the said post appointment. During the period of probation, your services can be dispensed with at one month's notice or salary in lieu thereof on either side. Your probation period may also be extended at the discretion of the management of the Institute and Parle Tilak Vidyalyaya Association.

**3. Discipline**

As per prevailing norms, you are required to remain present in the institute (PTVA's IM) premises for atleast 6 & 1/2 hours (Six and Half Hours) a day and minimum 40 hours (Forty Hours) a week and do the assigned teaching, administrative and other activities for the development of yourself, the students and the institute (PTVA's IM).



  
**Director**  
**PTVA's Institute of Management**  
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The PTVA's IM places strong emphasis on supporting its teaching activity with a sound research base. You are expected to actively contribute in the development of teaching-learning process with a qualitative research base through your own individual efforts as well as the collective efforts of the PTVA's IM's faculty members.

Your contribution through students' feedback, organizing conferences/workshops, placement initiatives, management development programs, research and publication etc. will count towards our assessment of your performance.

Your services will be governed by the provisions of the Statutes, Ordinances, Regulation and Rules of University of Mumbai, University Grants Commission (UGC) and All India Council for Technical Education (AICTE), New Delhi for the time being in force and the rules of trust i.e. Parle Tilak Vidyalaya Association not in consistent with the Statues, Ordinances, Regulation and Rules of University of Mumbai and All India Council for Technical Education (AICTE), New Delhi.

**4. Outside Employment / No Simultaneous Employment**


You cannot engage in any other gainful pursuit, academic or otherwise without the written consent of the Director, and, or Management. You are not expected to give tuitions with or without honorarium in any form. For any consultancy assignment or lectures at other institutions/ College(s)/ Organisation(s), including guest lectures, you will take prior written permission from the Director of the PTVA's IM or in his absence from the Chairman of the Managing Committee of the Institute during your employment with us.

**5. Confidentiality**

- You will not divulge, communicate or disclose to any person or persons any of the trade secrets of the Institute and Association, which you may come across during your employment with us or in the event of your resignation or termination, as the case may be.
- During your employment with us you shall not without the written permission of the Institute and Association publish any article or deliver any talk or lecture on any subject related to the activities you will be either directly or indirectly engaged in for the Institute and Association.
- You will be responsible for the safe keeping and return in good condition and order all the properties of the Institute and Association such as calculators, books, tools, equipments, video-recorder/camera, computers, etc. placed in your custody or during use. The Institute reserves the right to deduct the money value of such articles from your dues and may take suitable action as deemed proper in the event of your failure to account for such property to its satisfaction.

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**6. Termination/Resignation**

- (a) In the event of your confirmation after, expiry of probation period, you will be required to give one month notice in writing if you wish to resign from the Institute's services or pay the Institute one month's Basic Salary, Grade Pay and D.A. in lieu thereof.
- (b) This contract of employment may be terminated without notice or any compensation in lieu thereof, if any act of yours is detrimental to the interest of the Institute (PTVA's IM), and Parle Tilak Vidyalaya Association.

**7. Validity of Information**

The appointment is offered to you based on the information provided by you in writing and during the course of subsequent correspondence and meetings. In the event of any of the information provided by you being found to be incorrect, the Management of the Institute will view it seriously and at its discretion will take appropriate action.

**8. Policies, facilities and amenities**

- (a) The facilities and amenities granted by the Management of the Institute & Association in excess of statutory requirements do not form a part of conditions of service and are subject to change at the discretion of the Management of the Institute & Association.
- (b) Any change in rules, regulations, policies and orders issued by the Management of the Institute & Association from time to time and applicable to you will form a part of this contract.

**9. Medical Fitness**

This offer is being made to you subject to you being found medically fit.


**10. Change of Address and contact details**

You will keep the Institute informed about the change in your contact details, if any, of your residence phone number, Mobile numbers, email id, residential and permanent address.

You are requested to submit following documents:-

- Proof of Date of Birth (School Leaving Certificate / Passport)
- Two (2) sets of self-attested photocopies of all relevant original documents, pertaining to your Academic / Professional qualifications and work experience
- Two latest passport size identical photographs
- Photo ID Proof (PAN Card)
- Aadhar Card
- Blood Group details



  
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Your appointment is subjected to submission of relieving and experience letter within 30 days of joining. If failed, appropriate action will be taken.

We look forward to a mutually rewarding relationship with you in building the PTVA's IM to a position of national eminence in management education and research.

Kindly sign and return the duplicate copy of this letter in token of your acceptance of the aforesaid terms and conditions.

Thanking you,

Yours faithfully

For PTVA's Institute of Management

Dr. Harish Kumar S. Purohit  
DIRECTOR

I hereby confirm having read and having understood, my acceptance of above terms and conditions.

Place: Mumbai

Signature: .....

Date: (2/04/2018)

Name:

Mr. Bhavesh Vaity



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