



MAHARAJA POLYTECHNIC, BHUBANESWAR

(Approved by AICTE, New Delhi, Affiliated to BPUT, Rourkela, Govt. of Odisha)

Campus: At-Gamai, Gangapada, Bhubaneswar, Khordha-752054, Phone: 0674-2384608

City-office: 2/2 Barabhuja Complex, 2nd Floor, Khandagiri Square, Bhubaneswar-751003, Odisha

E-mail: info.mec23@gmail.com, Visit us at - www.mpolytechnic.edu.in

Ref. No: MP/PRE/16055

Office Order

Date: 04/07/2023

In response to the application received from open advertisement, on recommendation of the selection committee of Maharaja Polytechnic (UG) and on subsequent approval of the Management, **Miss. Sammilani Moharana**, Ganipur, Puri is hereby appointed as **Asst Professor in English** of Maharaja Polytechnic, Khurda under Sony Foundation Trust in the scale of pay 15600-39,100/-, AGP-6000/- with following terms and conditions.

Scale	15600-39100, AGP-6000/-
Pay	21800/-
AGP-	6000/-
Pay+AGP	27800/-
DA	As per MP
Total	27800+DA as per MP

By the order of Management

Principal

Maharaja Polytechnic

Principal
Maharaja Polytechnic
Bhubaneswar

TERMS AND CONDITIONS:

- ❖ On acceptance of this office order, he/she will be a full-time regular employee of the Institution and, therefore, cannot engage himself/herself in any other part-time or visiting assignment of other institute/organization without prior approval of the Management.
- ❖ His/her appointment will be governed by the service rules of the institute, standing Orders and code of conduct as are in force and to be enforced by the Board of Management from time to time.
- ❖ In addition to his/her normal duties, he/she is required to shoulder other responsibilities as may be assigned by the Management from time to time for the institutional growth and development.
- ❖ Whenever he/she opts to leave the institution, he/she is required to serve at least 1(One) month advance notice in writing or deposit an equal amount of salary in lieu thereof. However he/she cannot leave the institution in the middle of the session as it will hamper the academic activity of the institute.
- ❖ His/her service is liable to be terminated at any time with one-month notice or pay in lieu thereof whenever it is noticed that his/her performance of assigned duties has been far from satisfactory, remain absent from duty continuously for 10 days without written prior information, his/her action on different occasions has been found to be detrimental to the interest of the institution and/or violated the service rules, standing orders and code of conduct as enforced by the management from time to time.
- ❖ The institute shall not responsible for his/her any type of unlawful matter.

- ❖ On the date of joining, he/she has to submit copy of the following documents along with original for verification. Original documents will be returned immediately after verification
 - i. All pass Certificates
 - ii. Medical fitness certificate from a registered medical officer not below the rank of SDMO
 - iii. 3 no of Recent pass port size colour photograph
 - iv. Copy of PAN card
 - v. Copy of Aadhar card
 - vi. Copy of 1st page of Bank passbook
 - vii. One signed blank cheque

- ❖ He is required to join in the institute within 7 days from the date of issue of this appointment order failing which the appointment order will stand automatically cancelled.



Principal

Maharaja Polytechnic
Principal
Maharaja Polytechnic
Bhubaneswar

Copy to:

1. Person concerned for information and necessary action.
2. Chairman, Sony foundation Trust, Bhubaneswar
3. Library, MP, Khurda
4. Exam Section, MP, Khurda
5. Accounts section, MP, Khurda.
6. Manager, Transport/ Canteen for information and necessary actions



Principal

Maharaja Polytechnic
Principal
Maharaja Polytechnic
Bhubaneswar

To,

The principal

Maharaja Polytechnic

Gamai , Bhubaneswar

Sub: Application for joining Asst. Professor in Maharaja Polytechnic

Sir

I am writing in response to your offer made to me for the position Asst. Professor in your institution that is Maharaja Polytechnic, Gamai, Gangapada, Bhubaneswar.

I am pleased to accept the offer and term and condition and accordingly Joining as Asst. Professor in your Esteemed institution on DT- 05/07/23

Therefore you will be kind enough to accept my joining letter.

Thanking you,

Your sincerely.

Sammitani Moharana
05/07/23

Joining Accepted
from 05/07/23
fare 2000.
[Signature]
05/07/23