



# Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India and  
Affiliated to Rajasthan Technical University, Kota

SKIT/2015/ 2176

Date: 15-01-2015

To

**Ms. Deepika Jain**  
25, Ganesh Vihar-B,  
Rail Nagar, Jaipur-302019  
Mobile : +91 8094584015

**Subject: Appointment Letter**

Dear Sir/Madam,

We are pleased to offer you the post of Lecturer in the Department of Mathematics on probation in the Institute on the following terms & conditions:-

1. The appointment is on a fixed salary of ₹. 23,500/- per month.
2. The appointment is initially for one semester which can be extended provided your services are satisfactory and a vacancy exists.
3. That during the period, your services can be dispensed with, without notice and without assigning any reason.
4. That if you wish to resign during the period, you will have to give one month notice or surrender one month's salary in lieu of the notice.
5. That your appointment is strictly on the basis of undertaking given by you.
6. That you will not divulge any information or knowledge gained by you in the service of the College, which may prove detrimental to the interest of the College.

*Rakesh*

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7. That in all other matters not mentioned herein you would be governed by the rules and regulations of the College in force from time to time.
8. That at the time of joining, you will be required to produce;
  - Self attested copies of certificates in support of your date of birth, qualifications and experience, address proof, pan card etc.
  - Two passport size photographs.
  - Two reference letters from persons of repute.
  - The relieving letter from your present employer if any.

Please sign the enclosed duplicate copy of this appointment letter in token of your acceptance of the appointment and return it immediately, and also deposit original certificate of qualification & date of birth etc., failing which it will be presumed that you are not interested in this offer.

We welcome you to the college and look forward to your contribution in building an environment of professional excellence. You are requested to join duties immediately after receiving the appointment letter.

With best wishes,

**For : Swami Keshvanand Institute of Technology,  
Management & Gramothan,**

  
(Rachna Meel)  
Registrar

I accept this appointment on the terms and conditions mentioned therein.

  
Signature

**Swami Keshvanand Institute of Technology,  
Management & Gramothan**

Ramnagar (Jagatpura) Jaipur-302017

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**JOINING REPORT**

I, Deepika Jain S/D/W/O Shri Rahul Jain  
am joining my duties as Lecturer (Post)  
at SKIT, Jaipur in the fore noon / after noon of 17/01/2015.

  
Deepika Jain  
(Signature with name)

Date : 17/1/15

Place : Jaipur

  
(Sign. of HOD)

S. K. Swarna 22/1/15  
{Sign. of Principal/Director (Acad.)}

Date: 16-1-2016

**Office Order**

On completion of satisfactory services for the duration of one year probation period from the date of joining the Institute, the appointment of Mr./Ms. **Deepika Jain** of Mathematics department is hereby confirmed on 16-1-2016.



(Dr. Ramesh Kumar Pachar)  
Principal

**Copy to:**

Director

Registrar

Accounts Office

Person Concerned

Personal File