



Swami Keshvanand Institute of Technology, Management & Gramothan

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

SKIT/2018/978

Date: 30-06-2018

Mrs. Niketa Sharma
W/o Shri Mohit Kapoor
B-15, Opposite Ram Bhawan,
Data Nagar, Ajmer-305001 (Rajasthan)
Phone: 7014128907
Email: niketa.eca@gmail.com

Subject: Appointment Letter

Dear Sir/ Madam,

We are pleased to appoint you on the post of **Associate Professor** in the department of **Computer Science and Engineering** in the Institute on the following terms & conditions:

1. The appointment is in the AICTE pay band of Rs. **15,600 – 39,100**. Your emoluments will be (Basic Rs. 25,540/- + AGP Rs. 8,000/- + 60% DA of Basic and AGP) Rs. 53,664/- per month.
2. The appointment is on probation basis for a period of one year from the date of joining in the institute.
3. That during the probation period, your services can be dispensed with, without notice and without assigning any reason.
4. That in the sole discretion of the management of the institute that the period of probation can be extended provided your services are found satisfactory.
5. After the satisfactory completion of probation period, you will get PF @ 12% on basic pay of Rs. 15,000/- or actual, whichever is less.
6. That you will not pursue any academic course(s) and other formal studies during your employment in the Institute, without prior written permission of the Director/ Principal.
7. That if you wish to resign during your service, you will have to give one month notice or surrender one month's salary in lieu of the notice.

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(Abbreviations Used: AICTE= All India Council for Technical Education, AGP= Academic Grade Pay, DA= Dearness Allowance, PF=Provident Fund)



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8. That 20% of your salary will be deducted every month totaling up to a maximum of one month salary. This amount will be kept as a security and will be released only after the completion of no dues formalities from the Institute.
9. That you will be entitled for leave and vacations as per Institute rules.
10. That your appointment is strictly based on the undertaking given by you.
11. That you will not divulge any information or knowledge gained by you in the service with the Institute, which may prove detrimental to the interest of the Institute.
12. That in all other matters not mentioned herein you would be governed by the rules and regulations of the Institute in force from time to time.
13. That you will be required the following documents to produce at the time of joining;
 - Two sets of self-attested photocopies of academic qualifications certificate(s)/mark-sheet(s), experience certificate(s), address proof, PAN card and Aadhaar card.
 - Two passport size recent photographs.
 - Character certificate from persons of repute.
 - Relieving certificate from your present employer, if any.

Please sign and return the enclosed duplicate copy of this appointment letter as a token of your acceptance of the appointment and also deposit original certificate(s) of the academic qualifications, failing which it will be presumed that you are not interested in this appointment.

We heartily welcome you to the Institute and look forward to your contribution in building an environment of professional excellence. You are required to join the duties immediately after the acceptance of the appointment letter.

Best wishes!

Sincerely yours,

(Rachna Meel)
Registrar

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

(Signature)



**SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY,
MANAGEMENT & GRAMOTHAN**

RAMNAGARIA (JAGATPURA) JAIPUR-302017 (RAJASTHAN)

JOINING REPORT

I, **Niketa Sharma** W/o Shri **Mohit Kapoor** am joining my duties as **Associate Professor** in the **Computer Science and Engineering** department at Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur on **02-07-2018** (Forenoon).

Date: 02.07.2018

Place: Jaipur

(Signature)

Name: **Niketa Sharma**

(Signature of the Head of Department)

(Signature of the Director Academics/Principal)

Date: 01.07.2019

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. Niketa Sharma of Computer Science and Engineering department is hereby confirmed on 01.07.2019.



(Dr. Ramesh Kumar Pachar)

Principal

Copy to:

Director
Registrar
Accounts Office
Person Concerned
Personal File