



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India

Recognized by UGC under Section 2 (f) of the UGC Act, 1956

Affiliated to Rajasthan Technical University, Kota

SKIT/2019/ 671

Date: 29-06-2019

Ms. Palika Jajoo

D/o Shri Suresh Chandra Jajoo

S-2, 25-A, Diamond Colony,

Near Saraswati Nagar, Behind Gold Souk Mall,

Malviya Nagar, Jaipur-302017

Mobile: +91 9414499507

Email: palikajajoo@gmail.com

Subject: Appointment Letter

Dear Sir/ Madam,

We are pleased to offer you the post of **Assistant 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 gross salary will be (Basic pay Rs. 19,680/- + AGP Rs. 7,000/- + 68% DA of Basic pay and AGP) Rs. 44,822/- 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, institute can dispense your services with /without assigning any reason/notice.
4. That in the sole discretion of the management of the institute/society that appointment can be extended as regular on the basis of satisfactory services provided by you during probation period.
5. That after the completion of probation period, you will get PF @ 12% on Basic pay 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 services 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 prior notice or surrender one month's salary in lieu of the notice.

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(Acronym used: AICTE- All India Council for Technical Education, AGP- Academic Grade Pay, DA- Dearness Allowance, PF- Provident Fund)

📍: RAMNAGARIA (JAGATPURA), JAIPUR-302017 (RAJASTHAN), INDIA

☎: +91-141-5160400, 2752165, 2752167, 2759609 | 📠: 0141-2759555

✉: info@skit.ac.in | 🌐: www.skit.ac.in



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8. That 20% of your salary will be deducted from starting month till totaling of one month salary as a security and it will be released only after the completion of no dues formalities from the Institute.
9. That you will be entitled for leaves and vacations as per the 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/society, 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/society in force from time to time.
13. That you will submit two sets of self-attested photocopies of the following documents at the time of joining and also required to produce the original documents for verification purpose;
 - Two sets of self-attested photocopies of academic qualifications certificate(s)/mark- sheet(s), experience certificate(s), address proof, PAN card and Aadhaar card etc.
 - Two passport size colored 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, failing which it will be presumed that you are not interested in this appointment.

We cordially 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 in the institute on or before July 15th, 2019.

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**
Ramnagar, Jagatpura, Jaipur-302017

Joining Report

I, **Palika Jajoo** D/o **Shri Suresh Chandra Jajoo** am joining my duties as **Assistant Professor** in the department of **Computer Science and Engineering** at Swami Keshvanand Institute of Technology, Management & Gramothan, Ramnagar, Jagatpura, Jaipur on **10-07-2019** (Afternoon).

(Signature)

Name: **Ms. Palika Jajoo**

Date: 10-07-2019 (A.N.)

Place: Jaipur

(Signature of the Head of Department)

(Signature of the Director Academics/ Principal)

Date: 09.07.2020

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. Palika Jajoo of Computer Science and Engineering department is hereby confirmed on 09.07.2020.



(Dr. Ramesh Kumar Pachar)

Principal

Copy to:

Director
Registrar
Accounts Office
Person Concerned
Personal File