



# Swami Keshvanand Institute of Technology, Management & Gramothan

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

SKIT/2012/ 8562

Date: 02.07.2012

To

**Ms. Kavita Jain**  
431, Scheme 10-A  
Vivek Vihar, Alwar (Raj.)-01  
Mob. 9461011668

***Sub : Appointment order.***

Dear Sir/Madam,

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

1. The appointment is in the AICTE pay scale of Rs. 8,000-275-13,500/-. Your initial basic pay will be Rs. 12,000/- (with 50% DA merger) + 50% DA) + 240 CCA P.M. (Total emoluments 18,240/- PM)
2. The appointment is initially for the session 2012-2013 which can be extended provided your services are found satisfactory.
3. That during the probation period, your services can be dispensed with, without notice and without assigning any reason.
4. After satisfactory completion of probation period you will get provident fund @ 12% on basic pay of Rs. 8,000/-.
5. That in the sole discretion of the management of the College the period of probation can be extended further.
6. That you will not undertake any academic course to pursue other formal studies during your employment with the College, without prior written permission of the Director.
7. That if you wish to resign during the probation period, you will have to give one month notice or surrender one month's salary in lieu of the notice.

*Rachana*

Contd....2/-



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8. That 20% of your salary will be deducted every month totaling upto a maximum of one month salary. This amount will be kept as security money and will be released provided you give due notice to the college about your resignation.
9. That your appointment is strictly on the basis of undertaking given by you.
10. 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.
11. 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.
12. That at the time of joining, you will be required to produce;
  - Attested copies of certificates in support of your date of birth.
  - Qualifications and experience.
  - 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-25

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JOINING REPORT

I, KAVITA JAIN S/D/W/O Shri MAHESH CHAND JAIN  
am joining my duties as LECTURER (Electrical Engg.) (Post)  
at SKIT, Jaipur in the Fore noon/After noon of 04/07/2012.

Kavita Jain (KAVITA JAIN)  
Signature with name

Date : 4 July 2012

Place : JAIPUR


[Signature]  
(Signature of HOD)

[Signature]  
(Signature of Principal)

Date: 3-7-2013

**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. **Kavita Jain** of Electrical Engineering department is hereby confirmed on 3-7-2013.

  
(Dr. S. K. Calla)  
Principal

**Copy to:**

Director  
Registrar  
Accounts Office  
Person Concerned  
Personal File