



# Swami Keshvanand Institute of Technology, Management & Gramothan

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

SKIT/2011/3792

Date: 16.5.2011

To,

Dr. Sudhir Kumar calla,  
204, Maharani Apartment,  
Rajendra Marg, Bapu Nagar,  
Jaipur (Raj.)

**Subject: Appointment Order.**

Dear Sir,

We are pleased to offer you the post of **Principal and Director (Welfare & Planning)** of Swami Keshvanand Institute of Technology, Management & Gramothan , Jaipur on the following terms & conditions :-

1. The appointment is on a consolidated salary of Rs. 1,50,000/- per month.
2. The appointment is initially for 2 years which can be extended provided your services are found satisfactory.
3. 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 Management.
4. That if you wish to resign during the above period, you will have to give one month notice or surrender one month's salary in lieu of the notice.
5. That your 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/society.

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(2)

6. That in all other matter not mentioned herein you would be governed by the rules and regulations of the College/society in force from time to time.
7. 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.

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,

(K. R. Bagaria )

Director

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

Signature

*From : Dr. Sudhir Kumar Kalla,  
204, Maharani Apartment,  
Rajendra Marg, Bapu Nagar,  
Jaipur (Raj.)*

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*Date : 19.06.2011*

*To*

*The Director*

*Swami Keshvanand Institute of Technology,  
Management & Gramothan Ramnagar,  
Jagatpura, Jaipur-25*

***Subject: Joining Report.***

***Ref. Your Appointment Letter No./SKIT/2011/ 3792 dt. 16.5.2011***

*Sir,*

*In reference to above, I hereby join my duty w.e.f. 19.05.2011 forenoon as a Principal of  
Swami Keshvanand Institute of Technology, Management & Gramothan, Ramnagar,  
Jagatpura, Jaipur.*

*Yours sincerely,*




***( Dr. Sudhir Kumar calla)***

Date: 18-5-2012

**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. **Sudhir Kumar Calla** of Electrical Engineering department is hereby confirmed on 18-5-2012.

  
(Mrs. Rachna Meel)  
Registrar

**Copy to:**  
Director  
Principal  
Accounts Office  
Person Concerned  
Personal File