



# Swami Keshvanand Institute of Technology, Management & Gramothan

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

SKIT/2015/2944-2963

Date: 25-05-2015

To

**Ms. Pooja Choudhary**  
D/o Mr. Hira Lal Sihag  
437, Kailashpuri,  
Distt.: Bikaner-334001  
Mobile: +91 9460869377  
Email: poojachoudharyengg@yahoo.com

**Subject: Appointment Letter**

Dear Sir/Madam,

We are pleased to offer you the post of **Lecturer** in the Department of **Electronics and Communication Engineering** on probation in the Institute on the following terms & conditions:-

1. The appointment is in the AICTE pay band of ₹. 15,600 – 39,100. Your initial pay will be (Basic ₹. 17,550/- + AGP ₹. 6,000/-) + 40% DA (Total Emoluments ₹. 32,970/- per month).
2. The appointment is initially for the academic session 2015-2016 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 ₹. 15,000/- or actual, whichever is less.
5. That in the sole discretion of the management of the Institute the period of probation can be extended further.
6. That you will not undertake any academic course(s) to pursue other formal studies during your employment with the Institute, 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.

*Rachos*

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 Institute, which may prove detrimental to the interest of the Institute.
11. 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.
12. That at the time of joining, you will be required to produce;
  - Self attested copies of certificates/mark-sheet in the support of your date of birth, educational qualification and experience(s), proof of address, pan card, aadhar card etc.
  - Two passport size photographs.
  - Two reference certificates 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(s) 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 Institute 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

**JOINING REPORT**

I, Pooja Choudhary S/D/W/O Shri Hira Lal Sihag  
am joining my duties as Lecturer (Post)  
at SKIT, Jaipur in the fore noon / after noon of 15/7 2015.

Date : 15/7/15

Place : Jaipur

SK Keshvanand  
15/7/15  
(Sign. of HOD)

Pooja Choudhary  
Pooja Choudhary  
(Signature with name)

S. D. Surana  
(Sign. of Principal/Director (Acad.)) 29/7/15

Date: 14-7-2016

**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. **Pooja Choudhary** of Electronics & Communication Engg department is hereby confirmed on 14-7-2016.



(Dr. Ramesh Kumar Pachar)  
Principal

**Copy to:**

Director

Registrar

Accounts Office

Person Concerned

Personal File