



असतो मा सद्गमय

Swami Keshvanand Institute of Technology, Management & Gramothan

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

SKIT/2017/1673

Date: 20.06.2017

To

Ms. Richa Sharma
D/o Shri Manmohan Sharma
81/245, Sector-8, Pratap Nagar,
Sanganer, Jaipur-302033
Mobile: +91 8058301495
Email: sharmaricha670@gmail.com

Subject: Appointment Letter

Dear Sir/Madam,

We are pleased to offer you the post of an **Assistant Professor** 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 Rs. 15,600 – 39,100. Your initial pay will be (Basic Rs. 15,600 + AGP (Academic Grade Pay) Rs. 6,000) + DA (Dearness Allowance) 60% of Basic and AGP = Total Salary Rs. 34,560/- per month.
2. The appointment is initially on probation for a period of one year from the date of joining 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. 15,000/- or actual, whichever is less.
5. That in the sole discretion of the management of the institute that 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.

Richa

Contd...2



असतो मा सद्गमय

Swami Keshvanand Institute of Technology, Management & Gramothan

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

-2-

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 security money and will be released provided you give due notice to the Institute 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 certificate/mark-sheet(s) in support of your date of birth, educational qualification, experience(s), proof of address, PAN card, Aadhaar card.
 - Two passport size recent photographs.
 - Two reference letters from persons of repute.
 - The relieving letter from your present employer, if any.

Please sign and return the enclosed duplicate copy of this appointment letter in token of your acceptance of the appointment 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 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!

Yours Sincerely,


(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, Ms. Richa Sharma D/o Shri Man Mohan Sharma am joining my duties as Assistant Professor in the department of Electronics and Communication Engineering at SKIT, M&G, Jaipur in the afternoon of 04-07-2017.

Richa

(RICHIA SHARMA)

Date: 04-07-2017

Place: JAIPUR

For *Praveen K. Jain*
4/7/2017

(Signature of HOD)

S. L. Swarna
25/7/17

(Signature of Director Academics/Principal)

Date: 3-7-2018

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. **Richa Sharma** of Electronics & Communication Engg department is hereby confirmed on 3-7-2018.



(Dr. Ramesh Kumar Pachar)
Principal

Copy to:

Director
Registrar
Accounts Office
Person Concerned
Personal File