



# Swami Keshvanand Institute of Technology, Management & Gramothan

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

No. SKIT/2007-2008/387

Date: 25.1.2008

To

Ms Richa Rawal  
B-60, Vidya Nagar  
Jagatpura, Jaipur  
Ph. 9414642806

**Sub : Appointment order.**

Dear Sir/Madam,

We are pleased to offer you the post of lecturer in Information Technology on probation in the Institute on the following terms & conditions:-

1. The appointment is on a basic pay of Rs. 8,000/- in the AICTE pay scale of Rs. 8000-275-13500/-. Dearness Allowance @ 70% of the basic pay will also be admissible.
2. The appointment is initially for the session 2007-2008 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 provident fund @ 12% on basic pay of Rs. 8,000/- will also be admissible.
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.

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 on 01<sup>st</sup> February, 2008.

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

**JOINING REPORT**

I, Richa Rawal S/D/W/O Shri J. N. Rawal

am joining my duties as Lecturer IT (Post)

at SKIT, Jaipur in the for noon/after noon of 01/02/2008

Richa Rawal  
(Richa Rawal)  
Signature with name

Date : 01/02/2008

Place : \_\_\_\_\_

Date: 1-2-2009

**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 Rawal** of Computer Science and Engineering/ Information Technology department is hereby confirmed on 31-1-2009.

  
(Mrs. Rachna Meel)  
Registrar

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