



# Swami Keshvanand Institute of Technology, Management & Gramothan

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

SKIT/2014/ 085

Date: 07.04.2014

To

**Shri S. P. Garg**  
GAURAV,  
C-1, Saraswati Colony, Opp. Central School,  
Tonk Phatak Pulia, Jaipur - 302015  
Mob.: 9309292080

**Subject: Appointment Order**

Dear Sir,

We are pleased to offer you the post of Professor and Dean in Department of Management Studies on probation in the Institute on the following terms & conditions:-

1. The appointment is on a consolidated salary of ₹. 1,10,000/- per month.
2. The appointment is initially for the session 2014-2015 which can be extended further on mutually agreed conditions.
3. 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.
4. 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.
5. That at the time of joining, you will be required to produce;
  - Self attested copies of certificates in support of your date of birth, qualifications and experience
  - Two passport size photographs
  - 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.

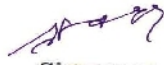
We welcome you to the college and look forward to your contribution in building an environment of professional excellence. You are requested to join duties from July 1, 2014

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, S. P. GARG S/D/W/O Shri Surendra Prasad Garg  
am joining my duties as Dean, DMS (Post)  
at SKIT, Jaipur in the fore noon / after noon of 3 / 07 2014.

Date : 3.7.2014

Place : JAIPUR

(Signature with name)

(S. P. GARG)

(Sign. of HOD)

S. L. Swami  
{Sign. of Principal/Director (Acad.)}



Date: 02.07.2015

**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. Shailendra Prasad Garg of Master of Business Administration department is hereby confirmed on 02.07.2015.



(Dr. Ramesh Kumar Pachar)

Principal

**Copy to:**

Director  
Registrar  
Accounts Office  
Person Concerned  
Personal File