



Swami Keshwanand Institute of Technology, Management & Gramothan

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

No. SKIT/2003-2004/ 2088

Date: 17/06/2003

To,

Ms Sangeeta Gupta
R-2/15, Chambal Power House Colony,
Hawa Sarak, Sodala, Jaipur

Sub : Appointment order.

Dear Sir/Madam,

We are pleased to offer you the post of lecturer in Mathematics on probation in the Engineering College on the following terms & conditions.

1. The appointment is on basic pay of Rs. 8000/- in the AICTE pay scale of Rs. 8000-275-13500/- Dearness Allowance @ 38% of the basic pay will also be admissible.
2. The appointment is on purely adhoc/temporary basis with immediately effect for the on going session and the next academic session 2003-2004 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. That in the sole discretion of the management of the College the period of probation can be extended further.
5. 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.

Contd....2/-



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6. That your appointment is strictly on the basis of undertaking given by you.
7. 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.
8. 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.
9. 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 References letters from persons of repute.
 - The relieving letter from your present employers if any.

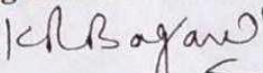
Please sign the enclosed duplicate copy of this appointment letter in token of acceptance of the appointment and return it immediately, and also deposit original certificate of qualification & date of birth etc., failing which it will be presumed that you are not interested in this offer.

We welcome you to the college and look forward to your contribution in building an environment of professional excellence. You are advised to join duties on 1st Aug. 2003.

With best wishes.

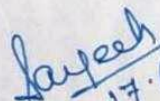
Yours faithfully,

**Swami Keshvanand Institute of Technology,
Management & Gramothan,**


(K. R. Bagaria)
Director

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




Signature 17.6.03

JOINING REPORT

DATE:- 1st AUG 2003

Name:- SANGEETA GUPTA

Post :- LECTURER (MATHS)

Joining Duties on 1st AUG. 2003 (FN/AN)


Signature

Date: 31/7/2004

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. **Sangeeta Choudhary** of Mathematics department is hereby confirmed on 31-7-2004.

S. L. Surana
(Dr. S. L. Surana)
Principal

Copy to:
Director
Accounts Office
Person Concerned
Personal File