

# SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY, MANAGEMENT & GRAMOTTHAN

RAMNAGARIA (JAGATPURA) JAIPUR – 302017

Admn. Office : 5 D-Villa, Station Road, Jaipur. Phone : 205410, 203799 Fax : 205469

Date:23/08/2000

To,  
Mrs Archana Sexana,  
56/123 Rajatpath,  
Mansarovar,  
Jaipur.

**Sub : Appointment Letter for the post of Lecturer (Chemistry)**

Dear Madam,

We are pleased to offer you the position of Lecturer for Chemistry on probation in the Engineering College on the following terms & conditions.

1. That you will be paid Rs.8,000/-(Eight thousand only) per month in the grade of Rs. 8000-275-13,500/-.
2. That you will be on probation for a period of six months from the date of joining
3. That on satisfactory completion of the period of probation, you will be granted extension for a period of another six months on ad-hoc basis. At that time you will be paid D.A. as per Rajasthan Government rules.
4. That during or at the end of probation period, your services can be dispensed with, without notice and without assigning any reason.
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.

Contd....2/-

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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.

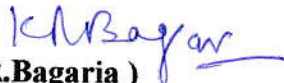
Please sign the enclosed duplicate copy of this appointment letter in token of acceptance of the appointment and return it within 7 days, failing which it will be presumed that you are not interested in this offer.

We welcome you to the college and look forward to your contribution in building an environment of professional excellence. Date of joining will be intimated after receiving your acceptance.

With best wishes.

Yours faithfully,

For **Technocrats & Managers Society For Advanced Learning & Gramotthan**

  
(K.R. Bagaria )  
Director

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

  
Signature

SWAMI KESVANAND INSTITUTE OF TECHNOLOGY, MANAGEMENT & GAMOTHAN,  
RAMNAGARIA JAIPUR-302017

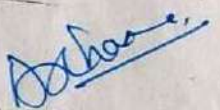
JOINING REPORT

Date : 6<sup>th</sup> Sept. 2000

Name: Mrs. Archana Saxena

Post: Lecturer (Chemistry)

Joining Duties on: 6<sup>th</sup> Sept. 2000 (FN/✓)

  
Signature

permitted to join  
with effect from  
forenoon of 6<sup>th</sup> Sept  
2000

R. L. Kashyap  
6/9/2000



Date: 05.09.2001

**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. Archana Saxena of Chemistry department is hereby confirmed on 05.09.2001.



(Surja Ram Meel)

Chairman

**Copy to:**

Director  
Accounts Office  
Person Concerned  
Personal File