



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India

Recognized by UGC under Section 2 (f) of the UGC Act, 1956

Affiliated to Rajasthan Technical University, Kota

SKIT/2021/046-A

Date: 04-08-2021

Dr. Dinesh Kumar Sharma

S/o Shri Kedarnath Sharma

B-41-42, Flat No. 203, Anand Heights,

Anand Vihar, Jagatpura, Jaipur-302017

Mobile: +91 9829120170

Email: jaipur.dk@gmail.com

Subject: Appointment Letter

Dear Sir/ Madam,

We are pleased to offer you the post of **Professor** in the department of **Civil Engineering** in the Institute on the following terms & conditions:

1. The appointment is in the AICTE pay band of Rs. 37,400 – 67,000. Your gross salary will be (Basic pay Rs. 70,175/- + AGP Rs. 10,000/- + 68% DA of Basic pay and AGP) Rs. 1,34,694/- per month.
2. The appointment is on probation basis for a period of one year from the date of joining in the institute.
3. That during the probation period, institute can dispense your services with /without assigning any reason/notice.
4. That in the sole discretion of the management of the institute/society that appointment can be extended as regular on the basis of satisfactory services provided by you during probation period.
5. That after the completion of probation period, you will get PF @ 12% on basic pay of Rs. 15,000/- or actual, whichever is less.
6. That you will not pursue any academic course(s) and other formal studies during your services in the Institute, without prior written permission of the Director/Principal.
7. That if you wish to resign during your service, you will have to give one month prior notice or surrender one month's salary in lieu of the notice.

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(Acronym used: AICTE- All India Council for Technical Education, AGP- Academic Grade Pay, DA- Dearness Allowance, PF- Provident Fund)

📍 **RAMNAGARIA (JAGATPURA), JAIPUR - 302017 (RAJASTHAN), INDIA**

☎ **+91-141-5160400, 2752165, 2752167, 2759609, 3500300** | 📠 **0141-2759555**

✉ **info@skit.ac.in** | 🌐 **www.skit.ac.in**



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-2-

8. That 20% of your salary will be deducted from starting month till totaling of one month salary as a security and it will be released only after the completion of no dues formalities from the Institute.
9. That you will be entitled for leaves and vacations as per the Institute rules.
10. That your appointment is strictly based on the undertaking given by you.
11. That you will not divulge any information or knowledge gained by you in the service with the Institute/society that may prove detrimental to the interest of the Institute.
12. That in all other matters not mentioned herein you would be governed by the rules and regulations of the Institute/society in force from time to time.
13. That you will submit two sets of self-attested photocopies of the following documents at the time of joining and also required to produce the original documents for verification purpose;
 - Two sets of self-attested photocopies of academic qualifications certificate(s)/mark-sheet(s), experience certificate(s), address proof, PAN card and Aadhaar card etc.
 - Two passport size colored photographs.
 - Character certificate from persons of repute.
 - Relieving certificate from your present employer, if any.

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

We cordially welcome you to the Institute and look forward to your contribution in building an environment of professional excellence. You are required to join the duties in the institute on or before August 20, 2021.

Best wishes!

Sincerely yours,


(Mrs. 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, **Dr. Dinesh Kumar Sharma** S/o **Shri K. N. Sharma** am joining my duties as **Professor** in the department of **Civil Engineering** at Swami Keshvanand Institute of Technology, Management & Gramothan, Ramnagar, Jagatpura, Jaipur on **14-08-2021** (Forenoon).

(Signature)

Name: **Dr. Dinesh Kumar Sharma**

Date: **14-08-2021**

Place: **Jaipur**

(Signature of the Head of Department)

(Signature of the Director Academics/ Principal)



Swami Keshvanand Institute of Technology, Management & Gramothan

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SKIT/2015/554

Date: 03-11-2015

To

Dr. Dinesh Kumar Sharma
S/o Mr. Kedarnath Sharma
B:41-42, Flat No. 203, Anand Heights,
Anand Vihar, Jagatpura, Jaipur-302017
Mobile: +91 9829120170
Email: jaipur.dk@gmail.com

Subject: Appointment Letter

Dear Sir/Madam,

We are pleased to offer you the post of **Professor** in the Department of **Civil Engineering** on probation in the Institute on the following terms & conditions:

1. The appointment is on a consolidated salary of ₹. **1,10,000.00** (Rs. One Lakh Ten Thousand only) per month.
2. The appointment is initially for the academic session 2015-2016 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 ₹. 15,000/- or actual, whichever is less.
5. That in the sole discretion of the management of the Institute 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.

Contd....2/-



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-2-

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 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 certificates/mark-sheet(s) in the support of your date of birth, educational qualification, experience(s), proof of address, pan card, AADHAR card etc.
 - Two passport size photographs.
 - Two reference certificates 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(s) 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,

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, Dr Dinesh Kumar Sharma S/D/W/O Shri K. N. Sharma
(Dr D. K. Sharma)

am joining my duties as Professor (Post)

at SKIT, Jaipur in the fore noon / after noon of 02/12/2015.

Date : 02/12/2015

Place : Jaipur

D.K.
(Signature with name)

(Dr D. K. Sharma)

(Sign. of HOD)

S. L. Surana 4/12/15

(Sign. of Principal/Director (Acad.))

Date: 31-7-2012

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. **Dinesh Kumar Sharma** of Civil Engineering department is hereby confirmed on 1-12-2016.



(Dr. Ramesh Kumar Pachar)
Principal

Copy to:

Director

Registrar

Accounts Office

Person Concerned

Personal File