SKIT/2013/ 1545   Date: 31.05.2013

To

Mr. Saurabh Kumar
Village Maharajsar, Post- Borai,
Tehsil & Dist.- Bharatpur- 321001
Mob. 77928-18485

Sub : Appointment Order.

Dear Sir/Madam,

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

1. The appointment is on a fixed salary of Rs. 19,500/- per month.

2. The appointment is initially for the session 2013-2014 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 Rs. 8,000/-.

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/-

Swami Keshvanand Institute
of Technology, Management & Gramothan
Approved by AICTE, Ministry of HRD, Government of India and
Affiliated to Rajasthan Technical University, Kota

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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 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
Ramnagaria (Jagatpura) Jaipur-17

JOINING REPORT

I, _SAURABH KUMAR_ S/D/W/O Shri _HARICHARAN MEENA_ am

joining my duties as _LECTURER (CIVIL)_ (Post) at SKIT,

Jaipur in the Fore noon/After noon of _5 / 6_ 20_13_.

Signature with name

Sawrabh KM.
SAURABH KUMAR

Date : _5/6/2013_

Place : _JAIPUR_

For H.O.D.

5/6/13

(Signature of HOD)

S. K. Srivava 7/6/13

(Signature of Principal)

Date: 05.05.2014

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. Saurabh Kumar of Civil Engineering department is hereby confirmed on 05.05.2014.

(Mrs. Rachna Meel)

Registrar

Copy to:

Director
Accounts Office
Person Concerned
Personal File