



Swami Keshvanand Institute of Technology, Management & Gramothan

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

SKIT/2017/560

Date: 05.01.2017

To

Ms. Tanu Sharma
D/o Shri Kanhaiya Lal Sharma
House No.: 96, Shiv Vihar,
Lalapura, Vaishali Nagar, Distt.: Jaipur-302021
Mobile: +91 8058958006
Email: tanusharma.sharma92@gmail.com

Subject: Appointment Letter

Dear Sir/Madam,

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

1. The appointment is on a fixed salary of Rs. 30,000/- per month.
2. The appointment is initially for the academic session 2016-2017 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. 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.

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8. That 20% of your salary will be deducted every month totaling up to 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 Institute 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 certificate/mark-sheet(s) in support of your date of birth, educational qualification, experience(s), proof of address, PAN card, Aadhaar card.
 - Two passport size recent 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 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
(Rachna Meel)
Registrar

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

Tanu Shand
Signature

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagar (Jagatpura) Jaipur-302017

JOINING REPORT

I, TANU SHARMA
Son/ Daughter/ Wife of Shri KANHAIYA LAL SHARMA am joining
my duties as Lecturer (C.E.) (Post) at SKIT, M&G, Jaipur
in the ~~forenoon~~ [✓] afternoon of 09/01/2017.

Date: 09/01/2017

Place: JAIPUR

L. W. S. S. S.
(Sign. of HOD)

Tanu Sharma
(Signature with name)
TANU SHARMA

L. L. Surana
19/1/17
(Sign. of Principal/Director (Academics))

Date: 08.01.2018

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. Tanu Sharma of Civil Engineering department is hereby confirmed on 08.01.2018.



(Dr. Ramesh Kumar Pachar)

Principal

Copy to:

Director
Registrar
Accounts Office
Person Concerned
Personal File