



SARASWATI HIGHER EDUCATION AND TECHNICAL COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi and Affiliated to
Dr APJ Abdul Kalam Technical University, Lucknow

AKTU CODE-384

Ref..... SHEAT/ Faculty/20-21/15

Date..... 11/01/2021.....

To,

Mr. Diwakar Singh

Subject- Appointment Letter

Dear Sir,

With reference to your application for the post of **Lecturer** in the **Department of Mechanical Engineering** and subsequent interview held on dated 21/12/2020, we are pleased to appoint you on the above post as per following terms & conditions:-

- You are appointed as **Lecturer** in the **Department of Mechanical Engineering** as per AICTE norms.
- You will be a full time employee of the college. Thus, you will not undertake any assignment either on honorary basis or on permanent basis, without written permission from the management of institute.
- In addition to above job responsibility, your job responsibility shall also include students admission, extracurricular activities, assisting in departmental /college / hostel administration and any other work assigned to you by any competent authority from time to time.
- Your Performance will be evaluated by the committee on the basis of your performance and services offered. Once regularized, the terms and conditions of this appointment can be terminated by either party giving one month notice or one month salary in lieu thereof.
- You will be abided by HR Policy of the institution and any change made there in from time to time.
- Please return the duplicate copy of this offer letter duly signed in token of acceptance of this offer. At the time of joining, kindly submit the following documents:
 1. Medical fitness certificate from government hospital
 2. Two character certificate-cum references
 3. Three latest passport size photographs
 4. Certificates/degrees, testimonials along with one set of attested copies.
 5. Aadhar card and PAN card
- You are requested to join on the 11.01.2021. Thereafter, this letter will stand cancelled.

We welcome you to Saraswati Group of Institutions and hope that your skills and expertise will help to move our institutions to greater heights. Kindly note that this offer is subject to Saraswati Group of Institutions receiving approval from AICTE and affiliation form AKTU, Lucknow.

We look forward to having long lasting relationship.

Yours Sincerely,

Director
SHEAT College of Engineering

I accept the above offer of appointment

Signature of the candidate..... Diwakar Singh.....

Name in block letters..... DIWAKAR SINGH.....

Copy to

- Personal File
- Account Department