



Vivek College of Technical Education, Bijnor

Ref. No.-VCTE/2016-17/564

Date: - 28/06/2017

To,

Ms. Chhavi Verma
D/o Shri Chandra Shekhar Verma
Mohalla- Chashree, Shiv Parvati Dham
Bijnor, Distt- Bijnor, (U.P).

Madam,

I am pleased to inform you that selection committee has recommended your name as Asst Professor in Deptt. of Pharmacognosy in Vivek college of Technical Education, Bijnor on basic pay Rs.8550/- in the AICTE scale of 8000-275-13500 on adhoc basis in addition to basic pay, the post carries allowances admissible as per the rules in force at the college.

The following are the terms and condition of the appointment:

- 1 Your appointment in the college is a full time job. It is mandatory that you remain accessible from 10:00 am to 5:00 pm on all working days of the college.
- 2 Your duties will include training students to requirement of the University and Board, assisting in co-curricular and extracurricular activities and any other assignments in the best interest of the institute.
- 3 You will be on probation for a period of one year from the date of reporting to service. It is binding on you that you will not discontinue your services with us in the middle of an academic year.
- 4 In the event you wish to discontinue your service with us at any time (not in the middle of an academic year) you will have to give one month notice in advance. Similarly the institute will also give you one month notice or one month remuneration in the lieu of the notice dispensing your engagement with us.
- 5 You are bound by the rules, regulation and service condition of Shivika Educational Society applicable from time to time.

A duplicate copy of this letter is enclosed herewith, which you have to sign and return as a token of your confirmation and acceptance of the above terms and conditions.

We extent our best wishes for the success of your career with us.

Thanking you.

(Er. Deepak Mittal)
Secretary
Shivika Educational Society

Copy forwarded to the following for kind information and necessary action please:-
The Principal, Vivek College of Technical Education, Bijnor for necessary action. He will ensure that Ms. Chhavi Verma will be allowed to join her duties only after completing all necessary formalities.