



ACOE/APP/ 005A

August 05, 2019

APPOINTMENT LETTER

Dear **Geeta Yadav**,

With reference to your application for the post of Lecturer and subsequent interview held at our office, I wish to inform you that the management is pleased to offer you the post of Lecturer.

The terms and conditions of your appointment are as under:-

1. The appointment shall be effective from the date of joining. If the duties are not joined within one month from the date of issue of appointment letter, the offer shall stand withdrawn. The acceptance/non-acceptance of this offer should be sent immediately.
2. You will be on probation for a period of two years.
3. Your service will be confirmed on the expiry of the probation period if your work, conduct and integrity are found satisfactory during the probation period.
4. This appointment can be terminated on one month notice from either side, or pay in lieu of that.
5. As a whole time employee, you will not engage yourself in any other employment outside the Institute and you are required to abide by the Rules & Regulation of the Institute in letter and spirit as applicable and issued time-to-time.
6. Your services are transferable to anywhere in the interest of the Institute.
7. In case of your being found guilty of misconduct or violation of any of the conditions of appointment including the Code of Conduct and Discipline of the Institute, your services can be terminated forthwith without any notice or compensation in lieu of that whatsoever.
8. In addition to your regular duties you may be assigned any other duty in the interest of the Institute.
9. No travelling/conveyance allowance shall be payable for joining the duties.

You are required to join the Institute latest by September 04, 2019. At the time of joining you are also required to submit self attested copies of your testimonials of academic qualification & work experience.

With good wishes,

A handwritten signature in green ink, appearing to read 'C.S. Bhargava', is written over a horizontal line.

(C.S. BHARGAVA)
Managing Director