



SKYLINE INSTITUTE OF ENGINEERING & TECHNOLOGY

Plot No. 03, Knowledge Park-II, Gautam Budh Nagar,
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Date 28/08/2008

Ref:- SCS/SHET/APPT/2008-2009

To,
Mr. Ashwini Kumar,
Voll / P.O. Unchauri,
Ghaziipur, U.P.

APPOINTMENT LETTER

Dear Sir,

The management is pleased to appoint you as **Lecturer in Electrical & Electronics Engineering Department**. It is expected that you will perform the duties assigned to you to the best of your knowledge and fully devote to institute. Your appointment is subject to your acceptance of the following terms & conditions.

1. You are being appointed in the consolidated salary of Rs. 12,000.00 (Rs. Twelve Thousand Only) per month.
2. You will be a full time employee of the institute. In addition to taking Lecture / Tutorial / Practical classes as assigned to you, your job responsibility shall include:
 - Assisting the Institute for the work relating to Accreditation (NBA)
 - Interaction with AICTE wherever required regarding Research / Development / Consultancy
 - Students assessment and evaluation;
 - Assisting in Consultancy and R & D Services;
 - Developing resource material & laboratory;
 - Organizing co-curricular & extra curricular activities;
 - Assisting in departmental / Institute/ Hostel administration
 - Coordinating with T & P department.
 - Seminars from Industry / Institutes.
 - Any other work assigned by the competent authority.
3. You will be on probation for a period of one year. Either side can terminate the services without assigning any reason by giving one-month notice or salary in lieu. However, not withstanding the above, you may be asked to work if required, up to the end of semester in the interest of students.
4. Your services are liable to be terminated for any physical / mental disability rendering you incapable of performing the duties assigned to you. Physical / mental disability includes continuous ill health resulting in prolonged absence from duties.
5. You will be a fulltime employee of this institute and as such you will not accept any other part time of consultancy appointment from any other organization without the written permission of the management.