

Ref: No. SIET/DO/APPT./10-1

Date: July 15, 2010

To,

Ms. Saloni Arora  
D/o Sh. Sunder Lal Arora  
Punjabi Mahal, Purana Bazar,  
Gulaothi, Distt. Bulandshahr.  
Mob. :

APPOINTMENT LETTER

Dear Ms. Arora,

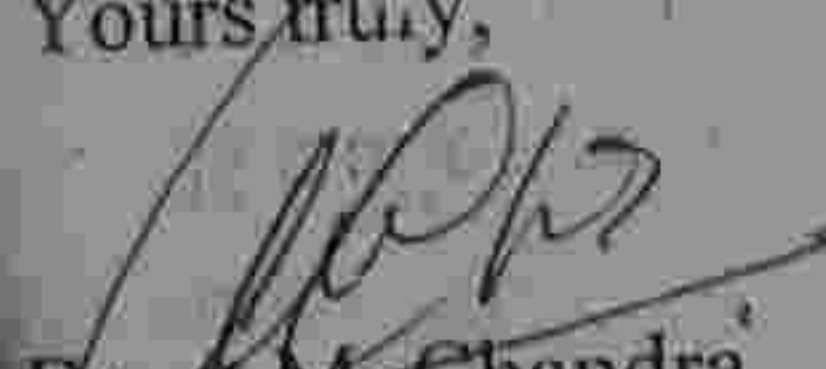
With reference to your application and subsequent interview for the post of Lecturer in the Department of Applied Science & Humanities of Saraswati Institute of Engineering & Technology, Pilkhuwa, Ghaziabad in the scale 8000-375-13500. We are pleased to appoint you for the same. You will be governed as follows:

1. The allowance will be payable as per institute's rules in operation from time to time.
2. You will be governed by the institute's rules as applicable from time to time.
3. Either side can terminate the appointment without assigning any reason whatsoever by giving a notice of one month or a salary of one month in lieu thereof. The decision whether to accept a month's notice or deduct a month's salary in-lieu thereof shall be that of management. No leave is admissible during the notice period & if you are entitled leave is lying unused. However, you will not be allowed to leave in mid session.
4. You will be required to deliver your level best in class and laboratory. You will undertake the responsibility of academic administration and any other duty assigned to you from time to time.
5. You are being appointed as a full time employee of the college and therefore you shall not undertake any other assignment/job in any other educational institute or organization either on honorary basis or otherwise without the written consent of the management.

If the above-mentioned conditions are acceptable, you may kindly sign the copy of this letter for our records.

You are expected to join your duties as early as possible.

Yours truly,

  
Dr. A.M. Chandra  
Director