

Ref. SGT/Phar/01/2013/107

Date: 01/07/2013

To

Ms. Priya Shukla
D/o Mr. Raghupati
Village- Rudhaul, Post- Sarpatihari,
District-Jaunpur, PIN-223105.

OFFER/ APPOINTMENT LETTER

With reference to your application and subsequent interview held on 01st Aug, 2013, we are pleased to appoint you as the post of Lecturer in Sagar Institute of Technology & Management, Banda on the following terms and conditions:-

1. The nature of your appointment is regular.
2. As a full time employee, you will not engage yourself in any other employment outside the institute and you are required to abide by the rules and regulations of the Institute.
3. In case of your being found guilty of misconduct or violation of any of the conditions of appointment or being the victim of conduct and discipline of the college, your services can be terminated forthwith without any notice or compensation at the discretion of the college.
4. In addition to your regular duties you may be assigned any other duty in the interest of College. You will also assist in admission of the students for this College.
5. Casual leave - up to 10 days for each completed month of service during first year of service or 11 days in a year in subsequent year.
6. Earned leave - 10 days will be accrued and credited at the rate of one day on completion of each 11 days working. The first accrual will be made after 11 months of continuous service.
7. Sick leave - In this 10 days however during first year of service it is payable on pro rata basis. The leave pay is payable on half pay.
8. TDS will be deducted from Salary as per Income Tax Rates.

You are requested to report for duties before 30 Aug, 2013 and return a duplicate copy of this letter duly signed by you as acceptance letter of the conditions stipulated in this appointment letter.

Thanking you,

Anand
Principal