

# UDHIR FOUNDATION

LAXMI NAGAR, DELHI-110092, E-mail : sudhirfoundation2011@gmail.com  
Reg. No. : 10024 Year 2010-11, Book No.4

Ph. : 22427676  
Fax: 22019390  
Mob. : 9873398238

S.R.C.P/2019-20/22

Date 11 Nov 2019

## APPOINTMENT ORDER

To,

Shalini D/o Sh. Deepika Ranjan Bhardwaj  
1276 A Shakti Nagar  
Distt- Hapur , Pin Code-245101

Dear Madam,

With reference to your application and subsequent interview for the post of the Lecturer in **Sudhir Foundation**. The management committee of the Institute is pleased to appoint you at the said post.

The consolidated salary will paid to you as per UGC norms

The following terms and conditions will govern your appointment-

1. You shall be on probation for one session. The probation period may be extended for a period of another session and your services may be terminated without notice during the period of probation if the work and conduct during the said period is not found satisfactory in the opinion of the appointing authority. During extended probation period no annual increment as given to other benefits for confirmed employees will be granted.
2. You shall not leave the Institute before the completion of the academic session.
3. Your services may be terminated either by giving one month's notice or one month's salary in lieu of notice period during the probation period or extended probation period.
4. As a whole time employee of the Institute, you will apply yourself honestly, efficiently and diligently towards the duties assigned to you.
5. Your services will be liable to be transferred anywhere from one place to another and for one department to another department or from one institute to another Institute run by the foundation, at the discretion of the management.
6. You will not engage yourself in any other job on paid basis whether fulltime or otherwise during the continuation of your services, in this Institute.
7. At the time of joining the duties, you have to produce the recent two passport size photographs and relieving certificate from previous employer (if any).
8. You shall undergo medical examination by approved medical officer or the civil surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional & conditional till the submission of medical certificate stating that you are free from any contagious diseases & you are physically fit for employment as the staff of the college/institution.
9. You shall not absent yourself from your duties without prior permission of the Director.