



# KESHAV POLYTECHNIC

Approved by AICTE & Affiliated to Board of Technical Education U.P. (Lucknow)  
Vill. Tejalhera, Barla-Basera Road, Muzaffarnagar (U.P.) Mob. 9837140332

No. : .....

Dated..... 11/7/16



To,  
Miss Rieta Aggarwal  
Muzaffarnagar

The management of the college is pleased to appoint you as a **IT. Engg. lecturer within 15 days**. Your appointment will be on the following terms and conditions.

**SALARY :**

Your salary is consolidated Rs. 15000/- per month. Increment and promotions are as per AICTE norms.

**TENURE :**

You will be on probation for a period of six months. This period may be extended for another six months.

**SERVICE :**

You are being appointed as full time employee of the college and therefore you will not undertake any other assignments with any other education or other kind of organization either on honorary basis or otherwise without the written consent of the college.

**TERMINATION :**

If your performance during probation period or after that is not considered satisfactory, the college management may terminated your service at any time by giving one month notice and one month salary. If you wish to leave the service you shall give one-month notice to college management in writing or on payment of one-month salary.

**CONFIRMATION :**

Confirmation of your services will occur only upon being expressly communicated to you by the college management.

**CONFIDENTIAL INFORMATION :**


During the employment, you will not directly indirectly to any person or use the confidential information for your own or another's benefit unless so authorized by college management in writing. You will also not leak any information/affairs of the college to any person or firm or institute or commercial house or educational institute during tenure of service with this college.

**HANDING OVER OF CHARGE :**

On completion of your tenure or severance of relationship for relationship for one reason or other, you will handover the charge to head of the college, which may be at that time in your possession relating to the affairs of the institute and will not retain any document or extracts there from.

Please sign and return one copy to us for acknowledgement of having understood the same.

  
(Principal)  
KESHAV POLYTECHNIC  
Muzaffarnagar

  
Y. D. Tyagi  
(R.G.M.I)  
CENTRAL ELECTRONICS LIMITED  
4, Industrial Zone  
Sector-20, GATEWAY INDIA

  
Principal  
Keshav Polytechnic  
Muzaffarnagar