



Ref. No.: SCP/6-17/HO/ordw/20-21/444

Date: 30/06/21

OFFER OF APPOINTMENT

With reference to your application dated 23-06-2021 along with the C.V. and interview held on 23.06.2021, The Chairman, SCPS is pleased to offer you the post of **Assistant Professor**, SCPS at a consolidated emolument of Rs. **24000/-** per month. Your appointment will subject to the following terms and conditions:

1. The appointment is purely temporary and in no way confer entitlement for any regular post in the organization.
2. You will be initially on probation for one year and during the time of probation; you services may be terminated at any time by the Chairman without any notice.
3. In case your work is found not satisfactory, your probation may further be extended.
4. After completion of probation, your services may be terminated by the management giving one month prior notice.
5. If you wish to leave the job at any time, one month prior notice would be required otherwise one month salary will be withhold.
6. As security money, you would be required to deposit the amount equivalent to one month salary in the Accounts section which may be refunded at the time of your leaving the job after adjusting the balance if any against you.
7. You will be entitled to take various kinds of leaves as implemented in the institute.
8. You may be given any other duties/responsibilities as per the requirement of the institute.
9. Your services will be governed as per the rules & regulations of the institute and the amendments issued from time to time.

If the above terms and conditions are acceptable to you, you should give your consent in writing to accept this offer within a week and join your duties within a month of the receipt of this offer letter failing which the offer may be cancelled and given to the next eligible candidate.

Kindly bring your colour photograph (04) and all the documents in original regarding your educational & professional qualifications, experience, Relieving order from the last institution where you worked, residence address proof, PAN card, Aadhaar card, Cast certificate, If applicable etc. for verification at the time of joining.


 Director 30/6/2021

To,
 Ms. Monika Joshi
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