

Shivdan Singh Institute of Technology & Management
Mathura Road, Aligarh -202001



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Dated: 01/08/2018

PAYAL VARSHNEY

Kucha Vagan banah Chhipeti

Mathura Road Aligarh (202001)

Sub: Appointment Letter

With reference to your application and subsequent interview, the management is pleased to inform you that you have been selected as a Assistant Professor at the Institute in the pay scale as per AICTE and plus allowances.

1. JOB RESPONSIBILITIES

- Quality Teaching
- Minimum 75% result in subjects taught by you
- Instruction in laboratories
- Students assessment and evaluation
- Assisting in consulting and R & D services
- Developing resources, material and laboratory development

2. LEAVE

- You will be governed by the Institute leave rules as amended by the Institute from time to time.
- You will be eligible for leave, salary according to the Rules and Regulations of the Institute; but the grant of leave shall always be at the discretion of the Director or the sanctioning authority.
- You will not abstain yourself from your duties without obtaining permission for such absence except in case of an accident or sickness to be certified by an authorized Medical Officer.
- You are eligible for one-day casual leave per month during the tenure of your appointment.

3. TERMINATION OF SERVICES

- If your work and conduct during contract period is not found satisfactory, your services are liable to be terminated without any prior notice.
- Your services can be terminated even after the confirmation of your services by giving one months notice by either side or salary in lieu thereof.
- The Management reserves the right to accept your resignation with effect from such a date as it may deem fit even before the expiry of the period of notice given by you.

You are required to return the duplicate copy of the letter of appointment duly signed by you, in acceptance of our offer with the terms and conditions mentioned above.

Director
DIRECTOR

Shivdan Singh Institute of Tech. & Mgmt.
ALIGARH