



# Dr. Rizvi College of Engineering

Rizvi Education Campus Karari, Kaushambi - 212206 (U.P.)  
Approved by AICTE, Ministry of HRD, Govt. of India  
Affiliated to AKTU, Lucknow, College Code - 310

To: Ref. No.: DRCEI Poly/Appnt/2022/141

Date: 01/10/22

Ms. FARHAT ARA

D/O IHTISHAM ISLAM KHAN

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E-mail id - farhat12ara@gmail.com

## Subject: Appointment as Senior Lecturer

Dear Sir,

With reference to your application and subsequent interview held on **30/09/2022** and as per the recommendations of selection committee the undersigned is pleased to appoint you as a Lecturer in our institute w.e.f. **01/10/2022** on the following terms and conditions-

- SALARY As per AICTE norms.
- SERVICE You are being appointed as a full time employee of the institute and thereof will not undertake any other assignment with any other educational institute or other kinds of organization either on honorary basis or otherwise without the written consent of the management of the institute. Your service are on probation period for one year from the date of joining and can be terminated by either side by giving one month's notice or payment of one month salary in lieu thereof.
- RULES You will abide by all the rules and regulations of the institute as may be enforced time to time and will report to the President of the Society.
- CONFIDENTIALLY You will treat all information/affairs of the institute as a confidential and will not divulge to any person, firm or institute or company any information that you may come across during the tenure of your service with the institute and thereafter.
- HANDLING OVER OF CHARGE Upon completion of your tenure of relationship for one reason and another, you will hand over to the President all papers and documents which may at Time be in your possession relating to the affairs of the institute and will not retain any of extracts there from.

Please sign on the duplicate copy of this letter signifying your acceptance of the terms & conditions enumerated above.

