



Ref...SIT.m./2013/85

Date...22/10/13.....

To,

Ms Navneeta Singh,
D/o Chhitar Mal Singh,
E/65, Phase-2, Trans Yamuna Colony,
Ram Bagh, Agra, Uttar Pradesh,
Pin-282001.

OFFER / APPOINTMENT LETTER

With reference to your application and subsequent interview held on 10/10/2013 we are pleased to appoint you on the post Assistant Professor of in Sagar Institute of Technology & Management, Barabanki in the pay scale of 15600-39400 and other benefits, on the following terms and conditions :-

1. The nature of your appointment is regular.
2. As a full time employee, you will not engage yourself in any other employment outside the institute and you are required to abide by the rules and regulations of the.
3. In case of your being found guilty of misconduct or violation of any of the conditions of appointment including the code of conduct and discipline of the college, your services can be terminated forthwith without any notice or compensation in the lieu of that what so ever.
4. In addition to your regular duties you may be assigned any other duty in the interest of College. You will also assist in admission of the students for this College.
5. Casual leave -one day for each completed month of service during first year of service or 12 days in a year in subsequent year.
6. Earned leave, P/L will be accrued and credited at the rate of one day on completion of each 11 days working. The first accrual will be made after 11 months of continuous service.
7. Sick leave: 15 days in a year however during first year of service it is payable on pro rate basis. The sick leave payable on half pay.
8. TDS will be deducted from Salary as per Income Tax Rules.

You are requested to report for duties before 30 Nov, 2013 and return a duplicate copy of this letter duly signed by you as acceptance letter of the conditions stipulated in this appointment letter.

Thanking you,


Principal