



Smt Champa Devi Shiksha Prashikshan College

Tilaura (Mainapar), Pali, Sahjanwa, Gorakhpur, U.P., PIN- 273 209

Mob.: 9936676673, 9935375532

Email : smt.champadevshiksha@gmail.com, Web : www.scdspcollege.com

O/C

Ref. No. SCDSPC/08/2022/ APPOINT/72

Dated 18/08/2022

To,

Miss. Sonali Shahi

Vill + Po. Purwa

Distt- Gorakhpur Pin Code- 273407 (U.P.)

Sub :- Appointment Letter for the post of Lecturer

With reference to your application and subsequent interview, the management of **SMT CHAMPA DEVI SHIKSHA PRASHIKSHAN COLLEGE, TILaura (MAINAPAR) , PALLI, SAHJANWA, GORAKHPUR**, is pleased to appoint you as a **Lecturer** on the following terms and conditions:

- 1- You are requested to join duty on or before 18-08-2022.
- 2- You will be paid a salary of Rs... 17,000/-... per month from the date of your joining.
- 3- You will be on probation for a period of 12 month from the date of your joining and during the probation period, your services can be terminated at any time without assigning any reason. During probation period you can not leave/resign from your services at the Institution.
- 4- On completion of Probation Period, termination of this appointment will be governed by one month's notice from either side or one month's salary in lieu thereof.
- 5- Your duties besides academic works includes conducting co-curricular, extracurricular activities, training & placement work, maintaining disciplines in students, accompanying with the students for educational tour, placement drives and examination work etc. even as it may involve having to stay till late hours or travelling out of city.
- 6- You will obey and comply with all reasonable orders and instructions given to you by your seniors/H.O.D./Director/Management for time to time.

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- 7- You shall not accept any other full or part time job whether for any other monetary consideration or not, not to do any business and not to acquire any financial interest anywhere without the permission of the Institute in writing during your tenure of service with the Institute.
- 8- ABSENCE FROM DUTIES: Your absence for a continuous period of 7 days (including absence when leave though applied but not granted) or overstay for a period of 7 days would make you to lose your lien on the job and your services automatically come to an end without any notice or intimation from the side of the Management.
- 9- As a part of your duty and otherwise, you will come across many confidential matters. You will treat as confidential the information/affairs of the Institute and will not divulge to any person, firm or institute or company, any information that may come across during the tenure of your services with the Institute and thereafter.
- 10- Casual, Medical, Privilege and any other leave will be 14 days as per Institute service rules.
- 11- If the above term and conditions are acceptable to you, please sign the office copy of this appointment letter as token of your acceptance.

Thanking you,


PRINCIPAL

Dr. Chandra • CGA University • West Bengal
Faculty (Economics) • P.O. Durgam Chatterjee

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