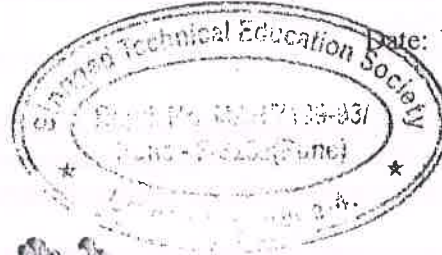


LETTER OF APPOINTMENT

No.STES/2013-14/4365

Ms. Tejaswini Adikane
3, Prajapati Nagar Bhandara Road,
Nagpur-440008.
Mob No-8275904057



Sub: Appointment to the post of Asst. Professor (Computer)

Sir / Madam,

In response to advertisement dated 10/10/2013 you had applied for the post of Asst. Professor. You were interviewed for the above post by the Selection Committee on 25/01/2014 appointed by the Management under Statute No. 415 of the University of Pune.

I am pleased to inform you that the Management has appointed you on the post of Asst. Professor in Sinhgad Institute of Technology, Kusgaon (BK), Lonavala in the pay band of ₹ 15600 – 39100/- with effect from 17/02/2014.

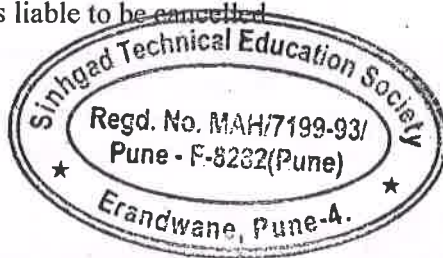
Your appointment is subject to the following terms and conditions:

- 1) Your services will be governed by the Maharashtra Universities Act, 1994, Statutes, code of Conduct Ordinances and rules and regulations laid down by the University of Pune and State Government from time to time.
- 2) a) You are appointed in clear vacancy on full-time / part-time basis on probation for a period of Two Years from the date of joining.
b) Your appointment is for the period NA.
c) Your appointment is on the leave vacancy for the period from N.A to N.A.
d) The post is reserved for SC Category. Since you belong to the said category you are appointed on a full-time basis on probation for a period of Two years from the date of joining.
e) The post is reserved for NA Since you do not belong to the said category, you are appointed full-time on temporary basis against the reserved post for the NA. You shall not have any claim on the said post in future.
f) This is temporary vacancy caused by N.A. Hence you are appointed full-time on purely temporary basis for a period of N.A.
g) Your appointment is on part-time / clock hour basis only.
- 3) i) You will be paid a pay in pay band of ₹ 15600/- + ₹ 6000/- (AGP) per month in the pay band indicated above. You will also be entitled to Dearness Allowance, House Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time. In case you are appointed for a period of more than one year, you shall earn annual increment.
ii) You will be paid consolidated salary of ₹ NA per month.
iii) You will be paid remuneration at the rate of Rs. N.A per lecture / per hour.
iv) Your appointment and salary shall be subject to approval by the University of Pune and Director of Technical Education / Director of Medical Education & Research / Director of Higher Education, as the case may be.



ATTESTED
(Dr. M. S. Gaikwad)
PRINCIPAL
SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401

- 4) a) You shall have to qualify the NET or the SET or B.Ed. or similar test (as the case may be) as laid down by the University or State Government/UGC or the Central Council pertaining to your faculty within the stipulated period.
- b) You shall have to acquire the qualifications N.A. (M.Phil./Ph.D.,M.S.,M.D.S.,M.E. etc.) as prescribed by the University State Govt. or the Central Councils concerned within the N.A. period.
- 5) Your appointment is subject to the minimum number of students and the workload prescribed for the post.
- 6) You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, marksheets, experience certificate, discharge/relieving certificate, Last Pay Certificate, Caste certificate, change of name certificate (if any), etc. before joining your duties.
- 7) In case you accept the appointment you shall have to execute a Deed of Contract of Service as prescribed in the Statutes at the time of joining the duties.
- 8) You will be allowed to join the duties on producing –
 - i) Two Passport size photographs
 - ii) Character Certificate from two eminent persons, one of them should be a Government Gazetted Officer.
 - iii) Discharge Certificate from previous employer (if any).
- 9) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the college/institution.
- 10) You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal/Director. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given shall be deemed to have been acknowledged duly signed by you.
- 11) You will not conduct or engage yourself in any private tuitions or private coaching classes.
- 12) You will not engage yourself in any other job paid, full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/Management.
- 13) Your services are transferable to any other colleges/institutions run by the Management.
- 14) In case of resignation, you will have to give notice of three months or basic pay (pay in pay band + AGP) of three months in lieu of notice period.
- 15) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above, you will be liable for disciplinary action and punishment decided by the Management as provided for in the Statutes. During the period of your service you shall not directly or indirectly do such things, which are subversive to the interest of the Society/University/Institute/College/Students.
- 16) You have to communicate your acceptance to the Management/College/Institution within **seven days** from the date of receipt of this Letter of Appointment, failing which your appointment is liable to be cancelled.



Yours faithfully,

(Signature)
Rachana M. Navale
President & Vice President

ATTESTED

(Signature)
(Dr. M. S. Gaikwad)
PRINCIPAL

Encl: (Acceptance Form in Duplicate)

Sinhgad Technical Education Society, Pune-4

SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410004

Copies forwarded to –

- 1) Founder Secretary, STE Society, Karve Road, Pune 411 004
- 2) Principal, SKN Sinhgad Institute of Technology & Science, Kusgaon BK, Lonavala. The joining report of the candidate should be sent to the Central Office immediately.
- 3) Director Campus, STES, Kusgaon (BK), Lonavala
- 4) Personal File of the candidate concerned



Date : 28/2/2014

JOINING REPORT

To,
The Principal
Sinhgad Technical Education Society's
Lonavala Campus,
Gat No. 309/310,
Kusgaon (Bk.), Lonavala,
Pune - 410 401.

Respected Sir,

With reference to the Appointment Order No. STES/2013-14/4365

Date 13.02.2014 for the Post of Ass. professor in Computer

SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA, - 410 401. I am joining
my duties from today i. e. on 28/2/2014.

Employee Code No. - 27/B/1817/14762

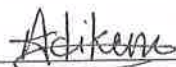
Yours sincerely,


28.2.2014

PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY

Gat No. 309/310, Kusgaon (Bk.),
Lonavala - 410 401


(Tejaswini Adikane)



ATTESTED


(Dr. M. S. Gaikwad)
PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401