



IPER-BHOPAL

## Institute of Professional Education And Research

M.B.A. & M.C.A. Programme - Approved by A.I.C.T.E., New Delhi.  
Affiliated to Barkatullah Vishwa Vidyalaya, Bhopal  
& Rajiv Gandhi Pradyogiki Vishwa Vidyalaya, (M.P.)

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IPER/2006/ 3045C

21<sup>st</sup> Aug, 2006

To,  
**Ms. Pooja Rawtani,**  
E-7/723,  
Arera Colony  
Bhopal

Dear Ms. Pooja Rawtani,

This has a reference to your application against vacancies advertised & subsequent interview. We are pleased to inform you that the selection committee constituted by the University as recommended you for the post of "**Lecturer**".

1. **SALARY ALLOWANCE AND OTHER BENEFITS: -**

You will be paid a monthly basic salary of Rs.8275/- in the grade of 8000-275-13500 plus 65% DA as applicable also. You will be entitled to Provident Fund.

2. **LEAVE: -**

Causal Leave	-08 Days
Sick Leave	-07 Days

The Institute also has a Earned Leave Scheme which shall come into force after completion of one year service

3. **NOTICE PERIOD:**

Your services are liable to be terminated by giving 2 months notice from either side after confirmation. The management may relieve you by payment of salary for the period by which the notice falls short, in case the notice is not served in 1 months advance.

4. **TRANSFER OF SERVICE:**

You would be required to work, in any of the department of the Institute as required from time to time.

5. **RESTRICTION TO OUTSIDE EMPLOYMENT:**

You will be full time employee of the Institute and will not engage yourself in any other business or work or employment whether part time or full time or will accept any remuneration or fee or honorarium without the prior permission from Institute.

6. **PROBATION**

You will be on probation for a period of one year from the date of joining which may be extended or curtailed at the discretion of the management.

7. **MISCELLANEOUS: -**

- ☐ You will inform the Institute in writing about any change in your residential address. In the absence of such information all communication sent to you on the last address given by you to the Institute shall be deemed to have been delivered to you.
- ☐ The normal working hours of the office to which you are attached will apply. There may be occasions, however, when you will be required to work beyond these hours.
- ☐ Your services are liable to be terminated without any notice if any particulars furnished by you in your application form/interview are found to be false or incorrect.
- ☐ You will observe and adhere to the rules and regulations of the office as may be applicable from time to time.
- ☐ You are requested to join latest by **25/8/06**.

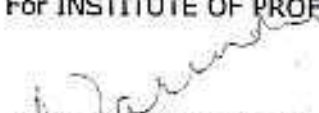
Should the above terms and conditions be acceptable, you are requested to return the duplicate copy of this letter duly signed as a token of acceptance of the terms and conditions of your employment.

We hope that this will be beginning of a long and successful career with us.

Thanking You,

Yours faithfully

For INSTITUTE OF PROFESSIONAL EDUCATION AND RESEARCH

  
(NARENDRA KUMAR)  
Treasurer