

व्यावसायिक शिक्षा एवं अनुसंधान संस्थान

Institute of Professional Education And Research

(TECHNICAL CAMPUS)

Approved by All India Council for Technical Education (AICTE) New Delhi & Affiliated to Barkatullah University, Bhopal

IPER T.C. / 2016 / 6124F

5th May 2016

To,

Ms. Praseeja Menon,
H. No. 84, Soumya Estates, Awadhपुरी,
Bhopal (M.P.)

LETTER OF APPOINTMENT TO THE POST OF ASSISTANT PROFESSOR UNDER M. P. UNIVERSITY ACT 1973 COLLEGE CODE 28

Dear Ms. Praseeja Menon,

This is in reference to your application against vacancies advertised for the post of **Assistant Professor** under college code 28 of Madhya Pradesh University Act 1973 and subsequent interview held on 30th March 2016. The management is pleased to inform you about your selection on the post of **Assistant Professor** by the Selection Committee and further approval by the **Barkatullah University** through Letter No.860/Academy/Selection Committee/2016 dated 04/05/2016.

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

Your appointment will be in the Scale of Rs.15600 – 39100/- with applicable Grade Pay. You will also be paid allowances as per the institute's policy.

2. **LEAVE :-**

You will be allowed leaves as per the institute's policy.

3. **NOTICE PERIOD:-**

Your services are liable to be discontinued by giving 2 months notice from either side with or without assigning any reason in specific condition, after confirmation. However you may get relieved by payment of salary for the period by which the notice falls short, in case the notice is not served in 1 months advance, by either side.

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 a 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 the Institute.

(Signature)

6. **MISCELLANEOUS: -**

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 and even on holidays/week offs.

Your services are liable to be discontinued 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 **May 10th, 2016**.

Please indicate if you are suffering from any medical problem /disease / allergy / allergic to any drugs, to facilitate us in taking appropriate action in emergency.

You are required to submit the relieving letter of the previous employer within 7 days of your joining. In either case your services may be liable to be discontinued.

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 (Technical Campus).


(NARENDRA KUMAR)
Treasurer - CSS


(DR. A.S. KHALSA)
Group Director

I accept


(Praseeja Menon)

Date: _____

Place: _____