

IPER G.C. / 2016 /4118-B

16th May 2016

To,
Ms. Sheeba Khan
97-A/1, Tulsi Nagar,
Bhopal-462008

**LETTER OF APPOINTMENT ON THE POSITION OF ASSISTANT PROFESSOR
UNDER M.P. UNIVERSITY ACT 1973 COLLEGE CODE-28**

Dear Ms. Sheeba Khan

Please refer to earlier Letter no. IPER/UG/2015/1648D Dt. 14/03/2015 for your appointment on the position of **Assistant Professor**. In furtherance to the compliance of the instructions of Department of Higher Education, Govt. of Madhya Pradesh, the following are the terms and conditions of the service:-

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

You are appointed in the pay scale of Rs. – 15600 - 39100/- with applicable Grade Pay. The other allowances will be paid as per the institution's policy.

2. **LEAVE :-**

As per the institution's policy.

3. **NOTICE PERIOD:-**

Your services are liable to be discontinued by giving 1 month notice before confirmation and 2 months notice after confirmation from either side with or without assigning any reason in specific. 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 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.



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.

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 & Research.


(NARENDRA KUMAR)
Treasurer - CSS


(DR. A.S. KHALSA)
Group Director
IPER Group of Institutions

I accept



(Sheeba Khan)

Date: 17/05/16

Place: Bhopal