

IPER/G.C./2016.4114(A)

5th May 2016

To,

Dr. Upasana Sharma,
Flamingo 38, AG8, Aakriti Eco City,
E 8 Ext. Bawadia Kalan,
Bhopal (M.P.)

LETTER OF APPOINTMENT TO THE POST OF PRINCIPAL

Dear Dr. Upasana Sharma,

This is in reference to your application against vacancy advertised on for the post of **PRINCIPAL – General Courses** 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 **PRINCIPAL – General Courses** by the selection committee and further approval by Barkatullah University through Letter No. 865/Academy/Selection Committee/2016 dated 04/05/2016.

SALARY ALLOWANCE AND OTHER BENEFITS

Your appointment will be in the scale of Rs. 37400 – 67000/- with applicable Grade Pay. You will also be paid allowances as per the institute's policy.

1. 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. 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.

2. LEAVE

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

3. 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.

4. All Other conditions of service will be as per the applicable Regulatory Body of Government of Madhya Pradesh and Government of India.

5. 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.

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 - Chaitanya Shiksha Samiti
Parent Society of Institute Of Professional
Education and Research, Bhopal


(R.K. SADHWANI)

Secretary - Chaitanya Shiksha Samiti
Parent Society of Institute Of Professional
Education and Research, Bhopal

Received
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