

APPOINTMENT ORDER

29/06/09

BCA (A)/2009-10/1d

Ms. Deepali Agarwal

Sub: Appointment to the post of LECTURER in  
Bachelor of Computer Application Degree Course

The Management is pleased to appoint you on the above stated post w.e.f 1<sup>st</sup> July 2009 - 15<sup>th</sup> April 2010, on a consolidated salary of Rs.8,000/- per month (Eight thousand only). You will be entitled to fifteen days casual leave during this period. No other emoluments or conveyance allowance will be paid for this post.

**Job Profile:**

The job entails pedagogical efforts, conduct<sup>ing</sup> of internal exams and assessment thereof, organising and conducting seminars and extra curricular activities, develop software programmes to ease administrative / academic work and any other administrative work assigned.

Your appointment will be subject to following conditions:

1. Submission of two passport size photographs and original as well as certified true copies of documents mentioned in Annexure I of this appointment order.
2. You are advised to undergo a medical examination and submit 'Job Fitness Certificate' by an approved Medical Practitioner.
3. Submission of your registered mailing address on which all official correspondence will be sent and presumed to be duly acknowledged by you.
4. A detailed Session Plan describing your pedagogical efforts.

You would also be required to strictly adhere to the clauses mentioned under Annexure II of this appointment order.



(2)

Exit Clause:

Your services may be terminated:

1. In the event of unsatisfactory services after serving you a notice period of one month.
2. Automatically in the event of your absence from duty without permission for thirty continuous days or more and / or in the event of violation of Employment Terms and Conditions. You may in addition be liable for disciplinary action detailed in the University of Pune Statutes and/or as decided by the College Management.
3. You may terminate your services after serving a notice of three months (excluding holidays and / or vacation period) or reimburse three months salary in lieu thereof where the period spent in service is more than six months.

You are requested to communicate the acceptance of this appointment order to the Management/ College within seven days from the receipt of the same, failing which your appointment is liable to be cancelled.

We welcome you to the organization and wish you success!

*G.H. Gidwani*  
Dr. G.H. GIDWANI  
Principal

To

- 1) Ms. Deepali Agarwal *Agarwal*
- 2) Accounts Section

