

मदन महाराज स्मृति संस्थान

कमला निकुंज, स्टेशन रोड, भोपाल (म.प्र.) - 462 010

क्रमांक

दिनांक 03/10/2015

Agreement: In accordance as per law an Agreement has to be signed between the institute and the employee.

Code of Conduct: It is also required to follow the College Code of Conduct with full commitment and spirit.

Contract Period: No employee can leave the services in between the session. The employee can resign from the services by giving one month advance notice of one month Salary the conditions as per the agreement signed will be applicable.

PAN CARD: Every Employee is required to submit his/her PAN number failing the Institution has to deduct the TDS @ 20% of total Salary.


Performance Appraisal Report (PAR): Every Employee shall at the end of the session submit PAR as per UGC guidelines in order to have a progressive career.

You are required to send copies of the following per return courier:-

1. Latest Passport size photograph & Post Card Size photo in a Coat and Tie or Saree for ladies.
2. Service Certificates of your previous jobs.
3. Birth Certificate/ School Leaving Certificate showing date of birth.
4. Educational Qualification Certificate from X to P.G.
5. Copy of PAN Card.
6. Copy of Reliving Order of Last Organization.
7. A Brief note of your field and expertise.

Please return the enclosed copy duly signed as a token of your unconditional acceptance of the letter.

Yours faithfully.



Chairman

अध्यक्ष

Madan महाराज स्मृति संस्थान,
Bhopal

Copy To-

- Dr. Shalini Saxena, Bhopal
- Registrar, BU, Bhopal
- Commissioner, Higher Education, Bhopal

Office Copy

मदन महाराज स्मृति संस्थान

कमला निकुंज, स्टेशन रोड, भोपाल (म.प्र.) - 462 010

क्रमांक 1999/A/MMC/2015

दिनांक 03/10/2015

APPOINTMENT LETTER

Dear Dr. Shalini Saxena

This has reference to your application dated 27/01/2015 and subsequent interview on 09/09/2015 for the position of **Principal** in our College at Bhopal.

We are pleased to confirm the employment for the above position on terms and condition as given below. It has been proposed to place you in group 'A'.

As, per College policy you'll be eligible to receive the following beginning on your joining date on or before 07/10/2015.

Salary: As per State Government Basic Pay Band of 37400-67000 starting salary 41140/- per month paid in monthly basis by your choice of check or direct deposit.

Traveling Allowance: 05% of your Basic paid monthly by your choice of check or direct deposit.

Daily Allowance*: 05 % of your Basis paid monthly by your choice of Check or direct deposit.

P.F./E.P.F. Depend on the Discretion of the Employee if availed then deduction as per the law applicable.

Tax and Deduction: Professional Tax @ 2500/- per annum and Income Tax TDS. as per law applicable.

Salary In hand: (BASIC-P.F./E.P.F.)+D.A+T.A= 37400+1870+1870=41,140/- per month subject to tax and Deduction as mentioned above.

Benefits: Organization provides benefits for Full time regular employees, including the following

Salary account

Education assistance

Health, dental, life and disability insurance etc.

Leaves: As per Leave rules of the College (13 CL, 3 SCL, 10 ML in an Academic year shall be granted). Working Hours As per UGS guidelines working should be of 6 days a week and total hours should be 40 but the College timing shall be from 10.30 am to 4.00 pm.

Working Hours: As per UGC guidelines working should be of 6 days a week and total working hours should be 40 hour.

Work Load: As per accordance as per law an Agreement has to be signed between the institute and the employee.

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