Swami Keshvanand Institute
of Technology, Management & Gramothan

(Accredited by NAAC with 'A++' Grade)

Approved by AICTE, Ministry of Education, Government of India
Recognized by UGC under Section 2 (f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

SKIT/2023/712

Date: 04-03-2023

Ms. Akshita Garg
D/o Late Shri Bal Mukund Garg
Vivekanand Colony, Deoli,
District Tonk-304804
Mobile: +91 7726988519
Email: gargakshita27@gmail.com

Subject: Appointment Letter

Dear Sir/ Madam,
We are pleased to appoint you for the post of Technical Assistant in the Department of Computer Science and Engineering of the Institute on the following terms & conditions:

1. The appointment is in the AICTE pay band of Rs. 6,200–20,200. Your gross salary will be Rs. 16,920/- per month which includes basic pay Rs. 6200 + AGP Rs. 2800 + DA 88% (basic pay and AGP).
2. The appointment is for one year on probation from the date of joining the institute.
3. That the institute will deduct PF @12% on 60% of gross salary per month or total Rs. 15,000/, whichever is less and contribute the same amount towards your PF. The ESIC deduction will be applicable as per the rules.
4. That the institute can terminate your services with or without assigning any reason/ notice during the probation period.
5. That it is the sole discretion of the management of the institute/society regarding continuation of your services, if it is found satisfactory during the probation period.
6. That if you wish to resign from your services to the institute, you will have to give one month prior notice or surrender salary of one month in lieu of the notice.
7. That you will be entitled for leaves and vacations as per the Institute rules.

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(Acronym used: AICTE- All India Council for Technical Education, AGP- Academic Grade Pay, PF- Provident Fund DA- Dearness Allowance, ESIC- Employees State Insurance Corporation)

8. That you will not pursue any academic course(s) and other formal studies during your services in the Institute, without prior written permission of the Director/Principal.

9. That your appointment is strictly based on the undertaking given by you.

10. That you will not divulge any institute's information or knowledge gained by you during the service in the institute that may prove detrimental to the interest of the Institute.

11. That in all other matters not mentioned herein, you would be governed by the rules and regulations of the Institute/society in force from time to time.

12. That you need to submit two sets of self-attested copies of the following documents in support of information mentioned by you in your resume and as shared with selection committee during the interview:

    - Academic qualification certificates/mark sheets, experience certificates, PAN card and Aadhaar card.
    - Four Passport size coloured photographs.
    - Character certificate from a gazetted officer.
    - Relieving letter along with salary slip from your present employer, if any.

Please sign the duplicate copy of this appointment letter to accept this appointment. Otherwise, it will be assumed that you are not interested in this appointment.

We cordially welcome you to the Institute and look forward to your contribution in building an environment of professional excellence. You are required to join duties immediately after receiving the appointment letter.

Best wishes!

Sincerely yours,

(Mrs. Rachna Meel)
Registrar

I accept this appointment on the terms and conditions mentioned therein.

Signature