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MATA SUNDRI COLLEGE FOR WOMEN

(UNIVERSITY OF DELHI)

MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291
FAX : 23236102

Ref. No. : MSC/ADMN/216/2005-1198

Dated : 10-1-2005

Mrs. Kalpana Devi S,
C-5, AIR Staff Quarters,
R.M.V. Extn. IInd Stage,
7th Cross, 5th Main,
Banglore-560094

Dear Madam,

With reference to your application for the post of Lecturer in Commerce, I am to inform you that on the recommendations of a duly constituted Selection Committee meeting held on 6.1.2005, it has been decided to offer you an appointment as lecturer in Commerce in this College on the following terms and conditions subject to the approval of the Governing Body of the College and subject to the University of Delhi recognising you as a teacher of the University.

1. You will be on probation for a period of one year with effect from the date of your joining the appointment and this probationary may further be extended by not more than 12 months by the Governing Body.
2. You will receive an initial pay of Rs.8000 p.m. in the scale of pay of Rs.8000-275-13,500. In addition to pay you will receive ADA, DA, CCA, HRA, TA according to the rules enforce in the Delhi University from time to time.
3. On confirmation you will be entitled to Retirement Benefits in term of the Delhi University Colleges Retirement Benefit Rules, 1970 as amended from time to time.
4. You will be expected to do the teaching and research work as may be assigned to you from time to time.
5. In all matters relating to Leave and conditions of service you will be governed by the Ordinance and the rules enforced in the Delhi University from time to time.
6. You will be required to enter an agreement of service with the College governing Body.

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Dated :200....

7. Your appointment is subject to your being found medically fit for which you are required to produce a fitness certificate from CMO of the WUS Health Centre, University of Delhi or Professor /Assistant Professor of any of the Medical College.
8. The appointment is further subject to verification of your qualifications etc. as mentioned in your application.

If the offer of appointment under the above terms and conditions are acceptable to you, you are requested to intimate your acceptance immediately and report for duty to the under signed.

Yours faithfully,


Principal

Copy to:
S.O.(Accounts),
MSC.