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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/216/2014-1523

Dated : 01/09/2014

**Dr. Kavita Singh,**  
H. No 20, Vill. Matiala,  
P.O Uttam Nagaar,  
New Delhi – 110 059

Dear Madam,

On the recommendation of the selection committee meeting held on 29<sup>th</sup> August 2014 in the Principal's office, I am happy to inform you that, you have been appointed as Asst. Professor on Adhoc Basis in the Department of Environmental Studies with effect from your date of joining, subject to the following terms and conditions:-

1. That you are appointed for 89 days from date of joining.
2. That you are appointed at the initial pay of Rs.15600/- p.m. in the pay scale of Rs.15600-39100 plus Rs.6000/- grade pay plus usual allowances as are admissible under the rules of Delhi University.
3. That your appointment is subject to the approval of the College Governing Body.
4. That you will be governed by the rules of Delhi University as amended from time to time.
5. That no notice will be served upon you on the expiry of your specified terms unless and otherwise informed.
6. That you are expected to do the teaching and any other related work assigned to you by the undersigned.
7. That your temporary services can be terminated even earlier from the specified date if your work and conduct is not found to be satisfactory.
8. 15 days notice is required for termination of this appointment by either side.

If the said terms and conditions are acceptable to you, then you are advised to report for duty immediately.

Yours sincerely,

*Kavita Singh*

**OFFG. PRINCIPAL**

Copy to S.O.(Accounts), MSC