

MATA SUNDRI COLLEGE FOR WOMEN

(UNIVERSITY OF DELHI)

MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291

FAX : 23236102

Ref. No. : MSC/ADMNI.216/2008-527

Dated : 24-07-2008

Ms. Neerja Yadav,
T-517/D -68,
Dr. Ambedkar Marg,
Baljeet Nagar,
New Delhi-110008

Dear Madam,

On the recommendation of the selection committee meeting held on 23rd July 2008 in the Principal's office, I am happy to inform you that, you have been appointed as Adhoc Lecturer in the Department of Elementary Education with effect from your date of joining the College subject to the following terms and conditions:-

1. That you are appointed upto 30th Sep 2008 or till the selection committee meets, whichever is earlier.
2. That you are appointed at the initial pay of Rs.8000/- p.m. in the pay scale of Rs.8000-275-13,500 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 strictly abide by the rules of Delhi University.
5. That no notice will be served upon you on the expiry of your specified terms unless and otherwise informed.
6. That your temporary services can be terminated even earlier from the specified date if your work and conduct is not found to be satisfactory.

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

Yours sincerely,


PRINCIPAL

Copy to S.O. (Accounts), MSC with the information that Ms. Neerja Yadav, has joined her duty on _____.

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MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291

FAX : 23236102

Ref. No. : MSC/ADMN/2.16./2010-1647

Dated : 13.01.2010

Ms. Neerja Yadav
Room No-13,
Sabarmati Hostel,
JNU,
New Delhi-110067

Dear Madam,

With reference to your application dated 23.06.08, I am happy to inform you that on the recommendation of a duly constituted selection committee meeting held on 11th & 12th January 2010 in the principal's office, you have been appointed as Lecturer/ Assistant Prof. in the Department of B.El.Ed with specialization in Linguistics 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 your date of joining the appointment and this probationary period may further be extended by not more than twelve months by the Governing Body.
2. On confirmation, you will be entitled for New Pension Scheme, as introduced in Delhi University, vide EC resolution dated 18.11.2004 and other retirement benefits according to Delhi University Rules.
3. You will draw salary in the pay band of Rs.15600 /- - Rs.37400/- + Academic grade pay of Rs. 6000/- p.m. plus usual allowances i.e. DA, HRA, CCA, at the rates and according to the rules in force in the University.
4. You will be expected to do teaching, research work and other college work as may be assigned to you from time to time.
5. In all matters, relating to Group Insurance, Leave and other conditions of service, you will be governed by the rules in force in the University of Delhi from time to time.
6. You will be required to enter into an agreement of service with the University of Delhi immediately on joining the appointment.

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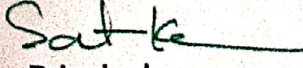
Ref. No. : MSC/ADMN/216/2010-1647

Dated : 13-01-2010

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7. Your appointment will further be subject to your being found medically fit for which you are required to produce a fitness certificate from any one of the following:-
- The medical officer in-charge WUS Health Centre, University of Delhi.
 - Prof./Asstt. Directors/Associate Prof. or Readers/Senior Research Officers/Assistant Prof. Of any of the Medical college/Institution in Delhi or out side Delhi.
 - Any of the Senior or Junior Hony. Physicians/ Surgeons attached to Lok Nayak J.P.Hospital.
 - Senior Staff/Physicians/Surgeons of CGHS/ESI.
 - Civil Surgeons or District medical Officer in India.
8. The appointment will also be subject to verification of your qualifications etc. as mentioned in your application.

If the offer of appointment on the above terms and conditions is acceptable to you, report for duty to the under signed immediately.


Principal

Copy to :-
S.O.(accounts)/Bursar,

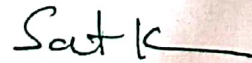
Ref. No. MSC/ADMN./216/2010-139

Dtd. 11/05/10

CORRIGENDUM

With reference to our letter No. MSC/ADMN/216/2010/1647 dated 13/01/2010
The following amendments are enforced and be read as under :-

4. In para 2 delete the words "on confirmation" and read as You will be entitled for new Pension scheme.
5. In para 3 amend to read the pay band as "You will draw a basic salary of Rs.16900/= (with 2 additional increments on account of having M.Phil degree) in the pay band of 15,600—39100 + academic grade pay of Rs.6000/=.
6. Rest all the terms and conditions remain same.



Principal

Copy to : (i) S.O.(Accounts)/Bursar for information and N/A
(ii) Dealing Clerk
(iii) Ms. Neerja Yadav (B.E.I. Ed.)

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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/216/2011-143

Dated : 25/04/2011

OFFICE ORDER

The Governing Body in its meeting held on 21.4.2011 confirmed the services of the following teaching staff members retrospectively w.e.f the dates of their appointments :-

S. No.	Name & Designation	Deptt.	Date of confirmation
(a)	Ms. Ravneet Kaur, Asstt. Prof.	Ele. Education	13.1.2010
(b)	Ms. Nirja Yadav --do--	--do--	--do--
(c)	Ms. Malica Mishra --do--	--do--	--do--
(d)	Ms. Arti Mathur, --do--	--do--	--do--
(e)	Ms. Nidhi Kunwar (SC) --do--	--do--	--do--
(f)	Ms. Meenakshi Goenka --do--	Commerce	16.1.2010
(g)	Ms. Sapna Dhaliwal --do--	--do--	--do--
(h)	Ms. Tanu Dhingra --do--	--do--	--do--
(j)	Ms. Poonam Nasa --do--	--do--	--do--
(k)	Ms. Harleen Kaur --do--	--do--	--do--
(l)	Ms. Priya --do--	--do--	10.2.2010
(m)	Ms. Rashmi Verma --do--	Mathematics	23.2.2010
(n)	Ms. Gurpreet Kaur --do--	--do--	22.2.2010
(o)	Ms. Sonia Aneja --do--	--do--	--do--

(IV) Ms. Reanu Sharma, Librarian w.e.f 1.2.2010

Kawaljit
Offg. Principal

Copy to : (i) S.O.(Accounts)/Bursar for info and N/A
(ii) Dealing Assistant
(iii) All the abovementioned Asstt. Profs.

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PHONE : 23237291



Ref. No. : MSC/ADMN/...21.6/2008-109

Dated : 11.09.2010

TO WHOM IT MAY CONCERN

It is certified that Ms. Neerja Singh was worked as Assistant Professor on Ad-hoc basis in the Department of Elementary Education in the College with effect from 24-07-2008 to 09.01.2010.

It is further certified that at present she is working on permanent basis since 13-01-2010 to till date.

Harjeet Kaur
PRINCIPAL

✓ Copy to:- Ms. Neerja Singh,
Deptt. Of B.El.Ed