

१३

MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291
FAX : 23236102

Ref. No. : MSC/ADMN/216/2008-589

Dated : 01-08-2008

Dr. Manisha Mathur,
C/o Shri S.N.Mathur,
Director Finance (CCA),
Room No. 417, Railway Board,
Ministry of Railways, Rafi Ahmed Kidwai Marg,
New Delhi – 110 001

Dear Madam,

On the recommendation of the selection committee meeting held on 31st 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 English 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.
7. 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,


PRINCIPAL

१३

MATA SUNDRI COLLEGE FOR WOMEN

(UNIVERSITY OF DELHI)

MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291

FAX : 23236102

Ref. No. : MSC/ADMN/216/2010-591

Dated : 29/06/2010

Dr. Manisha Mathur,
A-005, ICON Apartments,
Sector Ch1-3,
Greater Noida,
Gautam Budh Nagar - 201308

Dear Madam,

With reference to your application dated 16.07.2009, I am happy to inform you that on the recommendation of a duly constituted selection committee meeting held on 28th June 2010 in the principal's office, you have been appointed as Assistant Prof. in the Department of English 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. 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 basic salary of Rs. 18,850/- (With benefit of five increments on a/c of Ph.D at the time of joining) in the pay band of Rs.15600 /- - Rs.39100/- + 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.

Cont. : : 2 : :

१३

MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 23237291
FAX : 23236102

Ref. No. : MSC/ADMN/216/2010-591

Dated : 29/06/2010

: : 2 : :

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:-
- a) The medical officer in-charge WUS Health Centre, University of Delhi.
 - b) 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.
 - c) Any of the Senior or Junior Hony. Physicians/ Surgeons attached to Lok Nayak J.P.Hospital.
 - d) Senior Staff/Physicians/Surgeons of CGHS/ESI.
 - e) 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,

१३
MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002

PHONE : 23237291

Ref. No. : MSC/ADMN/216/2020-732



Dated : 11/12/2020

TO WHOM IT MAY CONCERN

It is certified that Dr. Manisha Mathur has worked as Assistant Professor on Ad-hoc basis in the Department of English in the College with effect from 04-08-2008 to 30.04.2010 (01.05.2010 to 28.06.2010 being summer Vacation).

It is further certified that at present she is working on permanent basis since 29-06-2010 to till date.

Harpreet Kaur
PRINCIPAL