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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/216/2016-1387

Dated : 03/08/2016

Miss. Menka Ahlawat,  
H.No.- 144/6, Cariappa Vihar,  
Near Dhaulakuan, Delhi Cantt,  
New Delhi - 110010

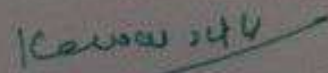
Dear Madam,

On the recommendation of the selection committee meeting held on 1<sup>st</sup> August 2016 in the Principal's office, I am happy to inform you that, you have been appointed as Assistant Professor on Adhoc basis in the Department of English with effect from 3<sup>rd</sup> August 2016, subject to the following terms and conditions :-

1. That you are appointed for a period of 89 days.
2. That you are appointed at the initial Pay of Rs.15,600/- p.m. in the Pay band of Rs.15,600-39100 plus Grade Pay of Rs. 6,000/- and 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. You are expected to do teaching and any other related work as assigned by the undersigned.
7. That your Adhoc 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 the either side.

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

Yours Sincerely,

  
OFFG. PRINCIPAL

Copy to :  
S.O.(Accounts)/Bursar for n/a,  
Dealing Assistant