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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/ADMINI/216/2006-2242

Dated : 16.11.2006

Mrs. Rajinder Kaur,  
B 994, Shastri Nagar,  
Delhi 110052

Dear Madam

With reference to your application dated 11.5.2006, I am to inform you that on the recommendation of a duly constituted selection committee, you have been appointed as Lecturer in the Department of Hindi 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 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 of Rs.8550 /- p.m. on account of joining with M.Phil in the scale of pay Rs.8000-275-13,500 plus usual allowances i.e. DA, HRA, ADA, CCA, TA at the rates and according to the rules in force in the University.
4. You will be expected to do teaching and research 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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Dated : .....200.....

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,  
MSC  
'v'

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PHONE : 23237291  
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Ref. No. : MSC/ADMN/216/pars-108


Dated : 25-4-2006

**OFFICE ORDER**

The Governing body in its meeting held on 19.11.2007 has confirmed the services of the following lecturers with effect from the date of their appointment as shown against their names :-

S.No.	Name	Deptt.	Date of confirmation
(i)	Dr. Iffat Zarin	Urdu	10.8.2006
(ii)	Ms. Radhika Menon	Edn.	14.11.2006
(iii)	Dr.(Mrs.) Asha Rani	Sanskrit	16.11.2006
(iv)	Ms. Lalita Meena	Hindi	16.11.2006
(v)	Dr(Mrs.) Mamta Chawla	Hindi	16.11.2006
(vi)	Dr(Mrs) Rajinder Kaur	Hindi	16.11.2006
(vii)	Dr(Mrs.) Poonam Sharma	Hindi	16.11.2006
(viii)	Mrs. Laxmi	Hindi	16.11.2006
(ix)	Mrs. Indu Kumari	Hindi	16.11.2006
(x)	Miss Pooja Malik	Psychology	17.11.2006

All concerned are to it.

  
**Principal**

Copy to : (i) S.O.(Accounts)/Bursar for information and N/A

(ii) Dealing Assistant

(iii) All the abovementioned lecturers.