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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/216/2005/1196

Dated : 10-1-2005

Dr.(Mrs.)Savita,  
H.No.4/2363, Gali No.8,  
Behari Colony,  
Shahdara  
Delhi-110032

Dear Madam,

With reference to your application dated 29.10.2004 for the post of Lecturer in Hindi, I am to inform you that on the recommendations of a duly constituted Selection Committee meeting held on 3.1.2005, it has been decided to offer you an appointment as lecturer in 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 the date of your joining the appointment and this probationary may further be extended by not more than 12 months by the Governing Body.
2. You will receive an initial pay of Rs.8000 p.m. in the scale of pay of Rs.8000-275-13500. In addition to pay you will receive ADA, DA, CCA, HRA, TA according to the rules enforce in the Delhi University from time to time.
3. On confirmation you will be entitled to Retirement Benefits in term of the Delhi University Colleges Retirement Benefit Rules, 1970 as amended from time to time.
4. You will be expected to do the teaching and research work as may be assigned to you from time to time.
5. In all matters relating to Leave and conditions of service you will be governed by the Ordinance and the rules enforced in the Delhi University from time to time.
6. You will be required to enter an agreement of service with the College governing Body.

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Ref. No. : MSC/ADMN/.....

Dated : .....200....

7. Your appointment is subject to your being found medically fit for which you are required to produce a fitness certificate from CMO of the WUS Health Centre, University of Delhi or Professor /Assistant Professor of any of the Medical College.
8. The appointment is further subject to verification of your qualifications etc. as mentioned in your application.

If the offer of appointment under the above terms and conditions are acceptable to you, you are requested to intimate your acceptance immediately and report for duty to the under signed.

Yours faithfully,

  
Principal

Copy to:  
S.O.(Accounts),  
MSC.

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PHONE : 23237291  
FAX : 23236102

Ref. No. : MSC/ADMN/216/226-80

Dated 21/4/2006

**OFFICE ORDER**

The Governing Body in its meeting held on 19.4.2006 has confirmed the services of the following lecturers with effect from the date of their appointment as shown against their names :-

S. No.	Name	Department	Date of Confirmation
(i)	Mrs. Hem Lata Krishanani	Philosophy	11.11.2003
(ii)	Ms. Poonam Gautam	Hindi	19.11.2003
(iii)	Mrs. Gursharan Kaur	Music	10.1.2005
(iv)	Mrs. Kalpana	Commerce	10.1.2005
(v)	Mrs. Chetan Kaur	Commerce	10.1.2005
(vi)	Dr. Savita	Hindi	11.1.2005
(vii)	Mrs. Rouble Rani	Pol. Sc.	24.1.2005
(viii)	Ms. Grima Kumar	Psychology	3.2.2005

All concerned are to note it.

  
Principal

Copy to : S.O. (Accounts)/Bursar for information and N/A  
(ii) Dealing Assistant  
(iii) All the aforementioned Lecturers