

**MATA SUNDRI COLLEGE FOR WOMEN**  
(UNIVERSITY OF DELHI)



MATA SUNDRI LANE  
NEW DELHI - 110 002

Ref. No. MSC/ADMN/216/98-601

Dated: 19.8.98

Ms. Poonam  
2, North End Road,  
Civil Lines, Delhi-110054

Madam,

With reference to your application dated 26.6.98 candidature, I am to inform you that on the recommendation of a duly constituted Selection Committee, it has been decided to offer you an appointment as Lecturer in Pal. Science..... 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 w.e.f. the date of your joining the appointment and this probationary period may be further extended by not more than 12 months by the College Governing Body.
2. You will receive an initial pay of Rs. 2200/- p.m. in the Pay Scale of Rs. 2200-75-2800-100-4000. The starting pay offered to you is subject to the approval of the University. In addition to pay, you will receive DA, HRA, CCA & I.R. etc. according to the rules in force in the Delhi University from time to time.
3. On confirmation, you will be entitled to retirement benefits in terms of the Delhi University College Retirement Benefit rules, 1970 and as amended from time to time.
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 leave and conditions of service, you will be governed by the Ordinances and Rules in force in the Delhi University from time to time.
6. On confirmation, you will be required to enter into an Agreement of Service with the College Governing Body.
7. On confirmation, you will have to opt for the Pension Scheme and will have to enroll yourself with the New Savings Linked Group Insurance Scheme.
8. Your appointment is subject to your being found medically fit for which you are required to produce a fitness certificate from CMD of WUS Health Centre, Delhi University or Prof./Asth. Prof. of any of the Medical Colleges.

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9. 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 is acceptable to you, you are requested to report to intimate your acceptance immediately and report for duty to the undersigned latest by 18-8-98, failing which the offer of this appointment will be cancelled.

Yours faithfully,

Principal

Copy of the above is sent herewith for information and necessary action to :

- (i) S/O. (Accounts) / Bursar
- (ii) Dealing Assistant
- (iii) Personal File.

Ms./Mrs. has joined her duty on ( /N)

Principal

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