

**APPOINTMENT ORDER
(ADHOC)**

To,

Mr./Ms./Mrs. Walunj Pooja Dhananjay.

A/P- Khanderao Wadi,

Tal- Sangamner,

Dist- Ahmednagar.

With reference to your application, I have the pleasure to inform you that you have been appointed as a **Assistant Professor in Computer Engg. Dept. in Amrutvahini College of Engineering**, conducted by Amrutvahini Sheti and Shikshan Vikas Sanstha, Amrutnagar, Tal.Sangamner, Dist. Ahmednagar. W.e.f. **12/06/2017** on the following terms and conditions.

1. You will be paid basic pay of **Rs.15600/-** per month in the pay scale of Rs.15600-39100(+AGP 6000) and allowances as per the rules laid down by the management from time to time.
2. Your appointment is purely on Adhoc basis and it is up to **31/05/2018**. Thereafter your service will be ceased automatically.
3. Your appointment will be governed by all prescribed service conditions, leave facilities, rules and regulations of the institutions as laid down by the management from time to time.
4. Your appointment shall be subject to approval by University of Pune and Director of Technical Education as the case may be.
5. Your appointment is on full time basis. You must have to stay in the institute according to the rules of the institution.
6. During the tenure of employment, you shall not be permitted to engage your self in any out side business, consultations, profession, and tuition's or any type of outside work either with or without permission of the Sanstha.
7. You shall be required to comply with the norms of the **AICTE, New Delhi / STATE GOVERNMENT / DIRECTORATE OF TECHNICAL EDUCATION, Mumbai / Pune University and the norms of the institution** regarding your duties of employment. You should discharge your duties devotedly, diligently and faithfully to the institution.
8. You are required to take up any other work like curricular, co – curricular etc. apart from regular work that is assigned by the principal in the interest of the institution from time to time.
9. The decision of the authorities in the matter of your performances shall be absolute, final and conclusive.
10. During the period of your service you shall not directly or indirectly do such thing(s) which is/are subversive to the interest of the Sanstha.
11. Your services may be terminated by giving one month's notice or one month's pay in lieu thereof from either of the parties

12. You shall produce your original certificates and all other relevant documents for verification and submit attested copies of the same before joining the post.
13. You shall have to undergo a medical examination by the panels of Doctors appointed by the Sanstha. The appointment is subject to communicable disease and that you are physically fit to be employed on the staff of the society.
14. You shall not communicate to press or public, any matter relating to the affairs of the college and its Management.
15. You will be allowed to join the duties on production of
- Signing of declaration.
 - Two passport Photographs.
 - Character certificate from two prominent person one of them should be Govt. Grade-a officer.
 - Discharge certificate from previous employer.
16. If you are found absent continuously for more than seven days without permission your service stand terminated.
17. If you are found guilty of violating of any terms or conditions mentioned above you will be liable for disciplinary action punishment decided by the management.
18. You are required to sign the declaration as stated under at the time of joining the service as proof of having accepted this order and its terms and conditions.
19. You are required to submit **NO DUES CERTIFICATE** or clearance certificate from the respective departments before relieving from the institution.
20. You are requested to report to the principal on or before

With best wishes!

Amrutvahini Sheti

CHIEF EXECUTIVE

Amrutvahini Sheti and Shikshan Vikas Sanstha,
Amrutnagar, Sangamner.

Copy to

1. The Principal.
2. The Registrar.
3. The Account Section.
4. The Personnel Dept./ M.F./P.F.

DECLARATION

I, Wahunj Pooja Dhananjay hereby declare that I accept the order of appointment of Assistant Professor on terms and conditions specified herein above and that I shall join duties before the last date of joining as mentioned in the order of appointment.

Place: - Sangamner.

Date: 12 / 6 / 2017

Signature

Full Name Wahunj Pooja Dhananjay