



SADHU VASWANI MISSION'S  
**ST. MIRA'S COLLEGE FOR GIRLS**

[An Autonomous College Affiliated to the Savitribai Phule Pune University]

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]

Ph./Fax : 26124846 E-mail : [info@stmirascollegepune.edu.in](mailto:info@stmirascollegepune.edu.in)

NAAC 3rd Cycle - A grade

Dr. Jaya Rajagopalan  
Principal Incharge

PU/PN/AC/015/(1962)  
College Code No. : 013

Ref: No.: E-1/2022-23

1.7.2022

To,

Ms. Jain Hiteshi Harish,  
601/G-12, Gangadham-II,  
Market Yard, Lullanagar Road,  
Pune-411037

Subject: Appointment to the post of Assistant Professor for the subject English- Degree College for the Academic Year 2022-2023

Dear Madam,

I have the pleasure to inform you that you are hereby appointed as a Teacher in English on Consolidated Salary from 4.7.2022

1. Your appointment is purely temporary for the period up to 30.4.2023
2. Your appointment may be terminated, at any time in the event of unsatisfactory services after serving you a notice period of one month. You may terminate your services after serving a notice of three months (excluding holidays and / or vacation period) or reimburse three months salary in lieu thereof where the period spent in service is more than six months.
3. You are required to give an undertaking in the prescribed format on Rs.100 Stamp Paper regarding the CHB appointment.
4. You shall have to undergo a medical examination by a Registered Medical Practitioner within three months from the date of joining the post. Your appointment shall be conditional pending the receipt of physical fitness from the doctor.
5. You will be allowed to join the duties on producing of:-
  - (a) Two passport size photographs,
  - (b) Discharge certificate from previous employer (if any).



6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgement Due (READ) on the address given shall be deemed to have been acknowledged duly signed by you.
7. If you are found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of your service you shall not directly or indirectly do such things which are subversive to the interests of the Society/University/Institute/College/Students.
8. You have to communicate your acceptance to the Management/College Institution within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled.
9. You will accept the workload (within the prescribed limit) as decided by the authorities.
10. You are required to deposit all original marksheets with the College. These will be returned only on compliance of exit clause mentioned in point 2 above.
11. During your period of appointment you will not be allowed to apply for any outside post without routing your application through the proper channel.

*Jaya*

Dr Jaya Rajagopalan  
Principal Incharge

To:-

- 1) Ms. Jain Hiteshi Harish
- 2) Accounts Section.

