



SADHU VASWANI MISSION'S

# ST. MIRA'S COLLEGE FOR GIRLS

[ARTS, COMMERCE, SCIENCE, BBA, BCA]

6, Koregaon Road, Pune - 411001.[INDIA]  
Ph./Fax : 26124846 E-mail : mira\_college@yahoo.co.in

Dr. G. H. GIDWANI  
Principal

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

## FORM FOR APPOINTMENT OF A ASSISTANT PROFESSOR

BBA(CA) (A)/2020-21/1

15/9/2020

**Mrs. Jyoti Suraj Amate**

Building No 31, Flat no 1205,  
Trendy Towers, Amanora  
Hadapsar, Pune .

Sub: Appointment to the post of FULL TIME ASSISTANT PROFESSOR  
in Bachelor of Business Administration(Computer Applications) Degree  
Course

Madam,

I am pleased to inform you that the Management has appointed you on the said post in St. Mira's College for Girls, Pune-1, with effect from 16<sup>th</sup> September 2020 till end of academic term. Your appointment is subject to the following terms and conditions:-

1. Your services will be governed by the Maharashtra Universities Act 1994, statutes, code of conduct, ordinances and rules and regulations laid down by the University of Pune and State Government from time to time.
2. (a) You are appointed as full time assistant professor on probation for a period of two years from the date of joining.  
(b) Your appointment is purely temporary for a period from \_\_\_\_\_ to \_\_\_\_\_.  
(c) Your appointment is in leave vacancy for the period from \_\_\_\_\_ to \_\_\_\_\_.  
(d) The post is reserved for \_\_\_\_\_. Since you belong to the said category, you are appointed on full time basis on probation for a period of \_\_\_\_\_ year(s) from the date of joining.  
(e) The post is reserved for \_\_\_\_\_. Since you do not belong to the said category, you are appointed full time on temporary basis against the reserved post for a period of \_\_\_\_\_. You shall not have any claim on the said post in future.  
(f) This temporary vacancy is caused by \_\_\_\_\_. Hence you are appointed full time on purely temporary basis for a period of \_\_\_\_\_.  
(g) Your appointment is on part time/clock hour basis only.
3. (a) You will be paid consolidated salary of Rs. \_\_\_\_\_ / per month.  
You will also be entitled to dearness allowance, house rent allowance, and C.L.A. at the rates prescribed by the state government from time to time. In case you are appointed for a period of more than one year you shall earn annual increment.  
(b) You will be paid remuneration at the rate of Rs. \_\_\_\_\_ per lecture/per hour.  
(c) Your appointment and salary shall be subject to approval by the University of Pune and Joint Director of Higher Education as the case may be.

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4.(a) You shall have to qualify the NET/SET or similar test (as the case may be) laid down by the University or the state Government/UGC or the Central Council pertaining to your faculty within the stipulated period.

(b) You shall have to acquire the qualification \_\_\_\_\_ (M. Phil/Ph.D., M.D./M.S., M.E. etc. as prescribed by the University/state govt. or the Central Councils concerned within the \_\_\_\_\_ period.

5. Your appointment is subject to the minimum number of students and the work- load prescribed for the post.

6. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge certificate, last pay certificate, caste certificate, change of name (if any), before joining your duties.

7. In case you accept the appointment you shall have to execute deed of contract of service as prescribed in the statutes at the time of joining the duties.

8. You will be allowed to join the duties on producing of:-

(a) Two passport size photographs,

(b) Character Certificate from two eminent persons, one should be a Govt. Gazetted officer

(c) Discharge certificate from previous employer (if any).

9. You shall undergo medical examination by the approved medical officer or by the civil surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of medical certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the College.

10. 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 (RPAD) on the address given shall be deemed to have been acknowledged duly signed by you.

11. You will not conduct or engage yourself in any private tuitions /coaching classes.

12. You will not engage yourself in any other job paid full-time, part time or otherwise during, the continuance of your service, without the permission of the competent authority/Management.

13. Your services are transferable to any other college/institution run by the Management.

14. 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 one month (excluding holidays and / or vacation period) or reimburse one month salary in lieu thereof where the period spent in service is more than six months.

15. 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.

16. 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.

17. You are expressly required to organize and conduct seminars as also extra-curricular activities and help in administrative work.

Jyoti

To:-1) Mrs Jyoti Amate  
2) Accounts Section



G.H. Gidwani  
Dr. G.H. GIDWANI  
Principal