



ST. XAVIER'S COLLEGE
MAHUADANR

Dist. Latehar
Jharkhand 822119
Phone: 06569- 252205
Email: sxcmdanr@gmail.com

SXCM/FACSEL/86/2016

25-07-2016

To
Mrs. Keerti Minj,
W/o Kuldeep Kerketta,
Vill - Ghatma Toli,
P.O. – Bhikhampur,
Dist - Gumla, Jharkhand 835230,
Ph: 09471301864, 09471123173

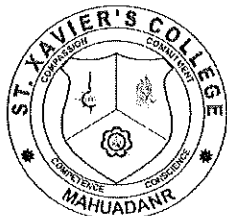
Subject: Appointment as Assistant Professor in the Department of Geography on Post No. 01 of the Department.

Dear Mrs. Keerti,

This is to inform you that the Faculty Selection Committee constituted by the college, has selected you for the post of Assistant Professor in the Department of Geography in St. Xavier's College, Mahuadanr. Following the decision of the Selection Committee and on behalf of the Governing Body of St. Xavier's College, Mahuadanr, I appoint you as Assistant Professor in the Department of Geography of the college on Post No.01 of the Department with effect from **August 01, 2016**, subject to the approval of the Governing Body and on the following terms and conditions.

1. You will be on probation for a minimum period of two years from the date of your joining the college.
2. The regularization of your appointment will be done only after you submit to the College the NET/Ph.D. certificate.
3. Your appointment will be on a temporary basis till it is regularized by the Governing Body of the College.
4. The scale and emoluments offered by the college are as follows:-

Basic salary	Rs. 15600.00
D.A. 20 %	Rs. 3120.00
House Rent	Rs. 900.00
Total	Rs. 19620.00
Plus P.F. 12% to the limit	Rs. 1800.00



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5. Your continuation on the post will depend on the satisfactory performance of your duties and roles as a Faculty Member of the College.
6. As you are serving a student population of rural area, you may be required to take additional responsibilities in the college for the growth and development of the College and the students.
7. While in service in the college, you must abide by the by-laws and the service rules of the College. A draft copy of the by-laws and service rules approved by the Governing Body of Hazaribag Jesuits Education Society and the College Governing Body is kept in the faculty room for your reference. A copy of the by-laws and service rules will be given to you as soon as it is ready.
8. You are expected to use modern techniques like power point presentation to enhance and compliment your teaching.
9. You are entitled to holidays of the vacational category of Nilamber Pitamber University as adapted by St. Xavier's College, Mahuadanr to its academic and administrative situations.
10. You are entitled to casual leave as per the statutes of the University.
11. During your service in the college, either party is at liberty to terminate the contract by giving one month's notice during your temporary and three month's notice during your permanent service period in advance or forfeiting the pay in place of the notice period.
12. If you agree to the terms and conditions mentioned above, please sign on a copy of this letter and return it to the Principal prior to joining.
13. We look forward to having you with us for a long period of service and hope that your service period will be a time of satisfaction to you and the college.

With warm regards

Secretary
St. Xavier's College, Mahuadanr.

The Secretary
St. Xavier's College, Mahuadanr
Dt. Latehar, Jharkhand - 822119