

(TO BE ISSUED ON THE LETTER HEAD OF THE COLLEGE/SOCIETY)

To,

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Ref: Your application for the post of Assistant Professor () against our advt. No.
dated.....

On the recommendation of the selection committee duly constituted as per the provision of the UGC Regulation -2010 and as per the provisions of Statute-28 (College Code) the Governing Body of the College in its meeting held on has been pleased to offer you regular appointment in the position of Assistant Professor () on the terms mentioned below:

1. Pay scale/grade :
2. Basic pay :
3. Other allowances, if any :
4. Age of superannuation :
5. Category (SC/ST/OBC/PH) :

6. Your appointment is on probation for one year, which may, if needed, be extended to another year. The services of the appointee on probation can be terminated during or at the end of the period of probation if his/her work is not found to be satisfactory by communicating to the teacher the intension of the Governing Body not to continue him/her and giving him/her one calendar month's notice in writing or by paying him/her one month's salary in lieu of the notice. The teacher may, likewise terminate his/her appointment before the expiry of the period of probation by giving one calendar month's notice in writing to the Governing Body or paying a sum equal to one month's salary in lieu of the notice.
7. Except where the services of confirmed teacher are terminated on the ground of misconduct including neglect of duty or breach of the terms of the contract neither the Governing Body nor the teacher shall terminated the agreement except by giving to the other party 3 calendar months notice or by paying to the other party a sum equal to thrice the monthly salary which the teacher concerned is then earning. The period of notice shall not include the summer vacation or any part thereof.
8. You will be assigned college duties over and above your own and other official activities as and when needed by the competent authority.
9. The terms of appointment and service conditions etc. are subject to the orders, rules & regulations of affiliating University and State Government applicable from time to time.
10. Monthly salary will be paid through bank on the 1st day of succeeding month.
11. If it is found, at any point of time that the material facts has/have been hidden about the conduct or eligibility to the post, your services may be terminated on this ground alone without serving any prior notice.
12. You will be governed under Provident Fund Scheme of the College and necessary subscription towards Provident Fund will be deducted from your monthly salary as per rule.
13. You have to execute a written contract in the prescribed form within a period of one month from date of joining (enclosed).

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connection with the Social Intellectual or athletic activities of the college or examinations or administration or the keeping of discipline in the college.

9. After confirmation the services of the party of the first part can be terminated only on the following grounds :

- (a) Misconduct including wilful neglect of duty ;
- (b) Breach of any of the terms of contract ;
- (c) Physical or mental unfitness ;
- (d) Incompetence ;
- (e) Abolition of post.

Provided that :—

- (i) the plea of incompetence shall not be used against the party of the first part after he has served the party of the second part for two years or more after his confirmation.
- (ii) the services of the party of the first part shall not be terminated under sub-clause (c) without obtaining a certificate to that effect from a Medical Board to be appointed by the Governing Body.
- (iii) the services of the first part shall not be terminated on any account without the previous approval of the Executive Council.

10. Except when termination of service has taken place under sub-clause (a) or (b) of clause 9 neither the party of the first part nor the party of the second part shall terminate this Agreement, except by giving to the other party three months notice in writing or by paying to the other party a sum equal to three months salary, which the party of the first part is then earning. The period of notice referred to above does not include the summer vacation or any part thereof.

11. Nothing in this agreement shall affect the right of the party of the first part to apply for referring any difference or dispute arising out of this agreement to the Tribunal constituted under paragraph 38 of the College Code.

12. On the termination of this agreement from whatever cause, the teacher shall deliver upto the Governing Body all books apparatus, records and such other articles, belonging to the college or to the University as may be in his possession.

The Governing Body shall clear the account of the teacher in respect of arrears of salaries, if any other dues that may be payable to him from the college within three months of the termination of this Agreement.

Signature.....day of.....19.....

(1).....(Party of the First Part)

(2).....(Party of the Second Part)

In the presence of :

(1).....(Witness 1)

(2).....(Witness 2)

