

Appointment Letters



GURU GOBIND SINGH COLLEGE FOR WOMEN

SECTOR 26, CHANDIGARH - 160 019

(Affiliated to Panjab University Chandigarh)

(Re-accredited by National Assessment & Accreditation Council, Bangalore)

No. 1245

Dated 13/9/18

Ms Renuka
D/o Sh. Bachan Singh
H.no -B/25, CSSR I Campus
Haryana

Subject: - Contractual Appointment to the post of Assistant Professor in Computer Science & Applications

On behalf of Sikh Educational Society, Chandigarh, I am pleased to offer you an appointment as Assistant Professor in Computer Science & Applications on contractual basis in Guru Gobind Singh College for Women, Sector-26, Chandigarh. This contractual engagement is for the period 13.09.2018 to 31.03.2019. The terms and conditions of this engagement are as under:-

1. i. You will be paid a consolidated salary of Rs. 15,600/- (Rupees Fifteen thousand & six hundred only) fixed per month.
ii. That this engagement is purely on contractual basis and is of contingent nature and not against any substantive post.
iii. This engagement on contractual basis is terminable on one month's notice on either side.
iv. You can be assigned any administrative/academic/sports etc. duties in addition to your work by the Principal of the College, which you will have to perform without any additional remuneration.
v. You can also be assigned any examination duties, which you will have to perform.
2. If you accept the above terms and conditions of your engagement, you are requested to report for duty to the Principal, Guru Gobind Singh College for Women, Sector-26, Chandigarh immediately, failing which the offer of contractual appointment shall be treated as cancelled without further communication.
3. You will be governed according to the Rules and Regulations applicable to the affiliated Colleges as well as Sikh Educational Society as far as leave and other conditions of services are concerned.
4. No TA/DA will be paid for joining this engagement.

Jatinder Kaur
Principal

Copy of the above is forwarded to the following for information and necessary action.

*Secretary, SES, Chandigarh
Personal File*

Appointment Letters



Gurukul Global School

...empowering young minds

Affiliated to CBSE

Affiliation No. 2630061

Ref: GGS/2018-19/20

16th July, 2018

Ms. Sheetal
Primary Teacher

Dear Ms. Sheetal

Sub: LETTER OF APPOINTMENT ON CONTRACT BASIS

With reference to your application and subsequent interview, you are hereby appointed as **Primary Teacher**, on total monthly emoluments of **Rs. 12000/- per month** with the terms and conditions mentioned below:

1. Your appointment is on contract basis for a fixed period of one year w.e.f. **16th July, 2018** which is renewable on year to year basis subject to mutual consent.
2. During the period of contract, the contract can be terminated by either party without assigning any reason by giving one month notice in writing to the other party or by paying an amount equivalent to salary for one month in lieu thereof. This notice period shall be reduced if the services are to be terminated within one month of the stipulated period. However, on the expiry of the stipulated period, your services shall automatically come to an end. In case any disciplinary action is sought against the teacher his/her services can be terminated without any notice period and the teacher shall not be liable to receive any salary or other benefits like experience certificate etc.
3. The contract shall be subject to and governed by the service and conduct rules of the School/DarbariLal Foundation Educational Society, presently in force and/or as amended from time to time.
4. **Emoluments:**

Salary	:	Rs. 12000/- per month
5 Designation	:	Primary Teacher
6 Nature of Job	:	CONTRACT BASIS
7. You will be entitled to 10 days Casual Leaves in full academic year or on pro-rata basis.
8. Please note that summer vacation salary during the period/tenure of contract is not admissible. Summer Vacation salary will be paid to you only in case you complete ten months service prior to the commencement of the said vacation.
9. During the period of contract with the School/DarbariLal Foundation Educational Society, you will not work in any concern or engage in private business or calling of any nature full time or part time or join any educational institution nor will apply for job elsewhere without written permission of the Management.



Appointment Letters

10 The management will deem to take the address mentioned above as your postal address for all the communications. All the correspondence and communications sent at your above mentioned address shall amount to be due notice to you. In case of any change of address, you are required to inform the management about the same in writing immediately and get the acknowledgement of the same.

11 In case of any legal dispute, the legal jurisdiction will be the courts of Chandigarh only.

If the above terms and conditions are acceptable to you, kindly return the duplicate copy duly signed by you.


PRINCIPAL

Accepted

DECLARATION/ACCEPTANCE/CERTIFICATE

I, **Sheetal**, hereby declare and affirm that I have read/been read over/ understood the Rules/Service and Conduct Rules of School/ Society.

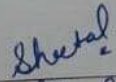
I hereby accept the appointment on the terms and conditions of the Appointment Letter and shall report / have reported for duty on **16th July, 2018**.

My brief particulars are as under:

- | | | |
|----|-----------------------|--------------------------------------|
| 1. | Name in Block Letters | Sheetal |
| 2. | Unmarried/Married | Unmarried |
| 3. | Father/Husband's Name | Vijay Kumar |
| 4. | Date of Birth | 12th October, 1995 |
| 5. | Qualifications | M.Sc IT. |
| 6. | Present Address | 850, Sector-17, Panchkula |
| 7. | Permanent Address | 850, Sector-17, Panchkula |
| 8. | Telephone No: | 9888152564 |

I hereby certify that the above particulars are true and correct and if these are found to be false, my services are liable to be terminated forthwith.

Signature:
Date:


24-8-18

Appointment Letters



GURU GOBIND SINGH COLLEGE FOR WOMEN

SECTOR 26, CHANDIGARH - 160 019

(Affiliated to Panjab University Chandigarh)

(Re-accredited by National Assessment & Accreditation Council, Bangalore)

No. 1244

Dated 13/9/18

Ms Shagandeep Kaur
D/o Sh. Kulwinder Singh
158, NAC, Shivalik Enclave, Manimajra

Subject: - Contractual Appointment to the post of Assistant Professor in Computer Science & Applications

On behalf of Sikh Educational Society, Chandigarh, I am pleased to offer you an appointment as Assistant Professor in Computer Science & Applications on contractual basis in Guru Gobind Singh College for Women, Sector-26, Chandigarh. This contractual engagement is for the period 13.09.2018 to 31.03.2019. The terms and conditions of this engagement are as under:-

2. i. You will be paid a consolidated salary of Rs. 15,600/- (Rupees Fifteen thousand & six hundred only) fixed per month
 - ii. That this engagement is purely on contractual basis and is of contingent nature and not against any substantive post
 - iii. This engagement on contractual basis is terminable on one month's notice on either side
 - iv. You can be assigned any administrative/academic/sports etc. duties in addition to your work by the Principal of the College, which you will have to perform without any additional remuneration
 - v. You can also be assigned any examination duties, which you will have to perform
2. If you accept the above terms and conditions of your engagement, you are requested to report for duty to the Principal, Guru Gobind Singh College for Women, Sector-26, Chandigarh immediately, failing which the offer of contractual appointment shall be treated as cancelled without further communication.
3. You will be governed according to the Rules and Regulations applicable to the affiliated Colleges as well as Sikh Educational Society as far as leave and other conditions of services are concerned
4. No TA/DA will be paid for joining this engagement.

Jatinder Kaur
Principal

Copy of the above is forwarded to the following for information and necessary action

*Secretary, SES, Chandigarh
Personal File*

Appointment Letters



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GURU GOBIND SINGH COLLEGE FOR WOMEN
SECTOR 26, CHANDIGARH - 160 019
(Affiliated to Panjab University Chandigarh)

(Re-accredited by National Assessment & Accreditation Council, Bangalore)

No. 1238

Dated 12/9/18

Ms Venus Rana
D/o Sh. Balraj Singh
157-A, New Police Line,
Sector-26, Chandigarh

Subject: - Contractual Appointment to the post of Assistant Professor in Economics

On behalf of Sikh Educational Society, Chandigarh, I am pleased to offer you an appointment as Assistant Professor in Economics on contractual basis in Guru Gobind Singh College for Women, Sector-26, Chandigarh. This contractual engagement is for the period 11.09.2018 to 31.03.2019. The terms and conditions of this engagement are as under:-

1. i. You will be paid a consolidated salary of Rs. 15,600/- (Rupees Fifteen thousand & six hundred only) fixed per month.
ii. That this engagement is purely on contractual basis and is of contingent nature and not against any substantive post.
iii. This engagement on contractual basis is terminable on one month's notice on either side.
iv. You can be assigned any administrative/academic/sports etc. duties in addition to your work by the Principal of the College, which you will have to perform without any additional remuneration.
v. You can also be assigned any examination duties, which you will have to perform.
2. If you accept the above terms and conditions of your engagement, you are requested to report for duty to the Principal, Guru Gobind Singh College for Women, Sector-26, Chandigarh immediately, failing which the offer of contractual appointment shall be treated as cancelled without further communication.
3. You will be governed according to the Rules and Regulations applicable to the affiliated Colleges as well as Sikh Educational Society as far as leave and other conditions of services are concerned.
4. No TA/DA will be paid for joining this engagement.

Jatinder Kaur
Principal

Copy of the above is forwarded to the following for information and necessary action.

*Secretary, SES, Chandigarh
Personal File*

Appointment Letters



SACHDEVA GIRLS COLLEGE

(Affiliated to Punjabi University, Patiala)

Ref. No. SGC/146

Dated 31/3/16

EXPERIENCE CERTIFICATE

TO WHOM-SO-EVER IT MAY CONCERN

It is our pleasure to write on behalf of Miss Navneet Shergill D/o Mr Inderjeet Singh who has worked with Sachdeva Girls College in the department of Commerce as an Assistant Professor for Regular post for 1 years 1 months from 23/02/2015 to till date.

We wish her all the best in her future endeavor.

31/03/2016

Principal
Sachdeva Girls College
Gharuan (Kharar)

Principal

Chandigarh - Ludhiana Highway
V.P.O. Gharuan (Kharar) Dist. Mohali 140 301
Phone: +91 160 2635042, 2710225, 201
e-mail: sachdevagirscollege@gmail.com

Appointment Letters



INFOBUZZ
DATA SERVICES LLP

INFOBUZZ DATA SERVICES LLP
Website: www.infobuzzit.com
Email: info@infobuzzit.com
LLPIN No: AAG-6187
Phone: +91-172-4667448, Fax: +91-172-4657448

Date : 18.07.2017

Amarjit Kaur
D/O S. Balwant Singh
#233 Village Daria, Near Railway Station
Chandigarh

Subject : Appointment Letter for the Post of Data Specialists.

Dear Amarjit Kaur

We are pleased to appoint you as Data Specialists in our organization on the following terms and conditions.

1. Your Date of Appointment (start of Probation Period) is 18.07.2017.
2. Timings Hours are from 9:15 AM to 5:45 PM. (May Change as per requirement of USA office)
3. You will be given a consolidated salary of Rs 10000/- per month from the date of appointment.
4. Probation/Confirmation: You will be on a Probation period for the Three months. Based on your performance your services will be confirmed with the company after three months.
5. During the probation period your services can be terminated with seven days notice and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.
6. Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

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Appointment Letters

7. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
8. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
9. You must not remove any documents, data or information (in electronic form or otherwise) from the Company's premises at any time without prior authorization.
10. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
11. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
12. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
13. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

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Appointment Letters

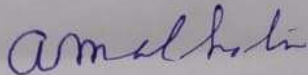
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14. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
15. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to INFOBUZZ DATA SERVICES LLP family and look forward to a fruitful collaboration.

For InfoBuzz Data Services Llp.



Ashit Malhotra
Director
Date : 18.07.2017

I Amarjit Kaur, has read, understood and accepted the Standard Terms and Conditions of Employment as stated and referred to in the document set out above that is relevant to my employment with the Company.

Employee's Signature
Date : 18.07.2017

Appointment Letters



Safaltek Software Pvt. Ltd

Regd. Office : Plot No. 2, Tower C, 1st Floor,
DLF Building, Rajiv Gandhi I.T. Park,
Chandigarh - 160101, India
☎ 91-172-4646070, 5026090
✉ info@safaltek.com
www.safaltek.in
CIN-U72200CH2003PTC025768

21st April, 2016

Ms. Aaina Trehan
999, Sector-11, Panchkula

Sub: Offer Letter

Dear Aaina,

With reference to the interview held, we are pleased to offer you the role of **Software Developer** with Safaltek Software Pvt. Ltd (herewith referred as Safaltek) from **2nd May, 2016** onwards.

The offer is valid only if you join us on or before the mentioned date.

The rules & regulations of the company, in force will govern the terms of your appointment, from time to time. This offer is subject to furnishing relevant proof of your:

1. Proof of Educational certificates
2. Experience Letter from all previous employers
3. Salary proof from last employer
4. Three photographs (recent)
5. Copy of pass-port/residence proof
6. Copy of pan-card

You may kindly give your acceptance of the offer.

Yours Truly
For Safaltek Software

[Handwritten Signature]
21/4/16

Authorized Signatory
HRD

Acceptance

Appointment Letters

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- 4 That you may be transferred any where in this Sessions Division and you shall also be liable to be transferred any where within the State of Haryana under the orders of the Hon'ble Punjab & Haryana High Court.
- 5 That in case you submit resignation from service you will have to give prior notice of not less then one month or to deposit one month's salary in lieu thereof.
- 6 That you shall have to produce a Medical Certificate from the Chief Medical Officer/ Civil Surgeon, Sirsa showing that you are fit and able to discharge your duties.
- 7 That you shall have to produce an affidavit duly attested from the Executive/Judicial Magistrate to the effect:
 - (i) That you were never convicted for any criminal offence involving moral turpitude and that you were never dismissed or removed from service of any State Government or Government of India or any Public Sector Undertaking;
 - (ii) That you have not entered into or contracted a marriage with the person have a spouse living.
- 8 That you will have to furnish a certificate of character from the Principal/ Academic Officer of the University, College, School or Institution last attended or from an Executive Magistrate and similar certificates from two responsible persons not being your relatives who are well acquainted with you in your private life and are unconnected with your University, College, School or Institution.
- 9 That you will have to produce any of the ID-proof i.e. Ration Card, Adhar Card, Voter Card, PAN Card etc. for the identification purpose.
- 10 That if you are unmarried you will have to furnish a declaration under Rule 18(1) of "Haryana Civil Services (Employees' Conduct) Rules, 2016".
- 11 That if you are married you will have to furnish a declaration under Rule 18(2) of "Haryana Civil Services (Employees' Conduct) Rules, 2016".
- 12 That your character and antecedents have not been got verified prior to your induction in service, but in case subsequently any adverse fact comes to the notice of this office, your services are liable to be terminated forthwith without any further correspondence.

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- 13 That you are required to take oath of allegiance to India and to the Constitution of India as by law established per rule contained in the Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.
- 14 That you are required to bring all original testimonials qua academic qualification and other documents furnished by you in connection with your appointment for verification. Your appointment is subject to verification of original testimonials and all other necessary formalities of appointment i.e. verification of genuineness of your documents relating to your education qualification, age, caste and residence.
- 15 That your services are subject to continuation of existing Courts and in case one or more courts is/are abolished, services of junior most official in the cadre will be terminated without any notice.
- 16 That no TA/DA or joining time will be admissible for joining the post.

In case you accept the offer for the said post on the terms and conditions detailed above, you are hereby directed to submit your joining report in writing to this office within a fortnight from the date of issuance of the offer along with medical fitness certificate and other requisite certificates, failing which this offer will be treated as cancelled and your name shall be struck off from the select list.

District & Sessions Judge,
Sirsa

10/11/12

Appointment Letters

RGI

RAYAT GROUP OF INSTITUTIONS

ROPAR CAMPUS, RAILMAJRA

Ref No: RGI/CD/18/439

Date: 15/11/18

Ms. Ramneek Kaur Bahra
D/o S. Amrit Pal Singh
House No. - 296, Sector-15-A
Chandigarh

Subject: Appointment as Assistant Professor in Finance in Rayat Institute of Management at Rayat Group of Institutions, Railmajra.

Madam,

Please refer to your application for the post of Assistant Professor in Finance in Rayat Institute of Management at Rayat Group of Institutions, Railmajra.

The Management of the Rayat Educational & Research Trust, Railmajra is pleased to approve your appointment as Assistant Professor in Finance in Rayat Institute of Management at Rayat Group of Institutions, Railmajra, which shall be effective from the date you submit your joining report as per its Terms and Conditions.

That your appointment shall be subject to the terms and conditions namely:

1. That you shall be paid Basic pay of Rs. 15,600/- p.m. plus AGP of Rs. 6000/- p.m. (Total Salary of Rs. 21,600/ p.m. inclusive of all allowances) in the pay scale of Rs. 15,600-39,100 + AGP of Rs. 6000/- p.m..
Further that you will not be paid anything over and above the aforesaid salary which shall be subject to deduction of tax at source. With the exception of the obligation to deduct tax, the management assumes no responsibility for your personal tax liabilities.
2. That your appointment is on adhoc basis upto 30.04.2019.
3. That you will carry out any of the additional responsibilities as may be assigned to you by the Campus Director / Director-Principal of the Institute from time to time.
4. That during the period of your employment with the Institute, you will devote full time to the work allotted to you and will not take up any other employment or assignment in any office for any consideration, in cash or in kind or otherwise without prior written permission of the Campus Director / Director-Principal of the Institute.
5. All other Terms & Conditions of Service and Rules of Discipline and Conduct and Leave as per Rayat Group of Institutions, Railmajra Rules for the employees and other rules and instructions framed from time to time shall be applicable to you.
6. That you will be responsible for safe keeping and return in good condition and order, all Management property which may be entrusted to you and remain in your custody or charge during course of discharge of your duties.
7. That your base of working shall be at the full discretion of the Rayat Group of Institutions, Railmajra and you can be transferred to any of the Institutes / College under the Management of the Rayat Educational & Research Trust, Railmajra.

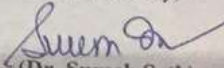
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Appointment Letters

-2-

8. That you will not divulge or disclose the information or affairs or transactions which may come to your knowledge during the course of employment or otherwise.
9. That you will submit a Declaration at the time of submission of your joining report to the effect that no police investigation or court case of such nature is pending against you, and that there are no such facts against you on the basis whereof it may be presumed that you were prejudicial to the records pertaining to the affairs of the Group and that before leaving for abroad for any reasons whatsoever, you will get your leave sanctioned from the competent authority.
10. That your appointment shall take effect after its approval by the Competent Authority from the date you submit your joining report along with the Declaration in terms of Clause 9 above.
11. That notice of one month is required in case you want to leave the assignment failing which you will be required to pay one month salary in lieu thereof. Your services can be terminated by giving you one month notice or salary in lieu thereof without assigning any reason.
However, in the event of your leaving the assignment as aforesaid you shall not be expected to leave in the mid-session. In case of Notice to leave the service given by you expires before the completion of a Semester, you will have to serve till completion of the Semester or to deposit salary of residual period of Semester.
12. That your services can also be terminated without service of notice in case you are found guilty of neglect, misconduct or any act which in the opinion of the competent authority is contrary to the interest of the Group; in case you are found to have committed any fraudulent act or a deliberate attempt to discredit the Group or any other act which is detrimental to its reputation and in case any of the testimonials, documents or any information submitted by you is found to be false and incorrect.
13. Absence for a continuous period of seven days without prior approval of your immediate superior would result in your losing lien on the service which shall automatically come to an end without notice. Your salary in lieu of prior Notice before leaving the service not given by you as per condition mentioned at Serial Number 11 above will be forfeited.
14. That you are required to produce Medical Fitness Certificate from any Hospital (Government or Private Hospital) at the time of joining the assignment.

Yours sincerely,


(Dr. Suresh Seth)
Campus Director

Appointment Letters

Army Public School
Bathinda Mil Stn
Punjab – 151004

800/APS/Appts

16 Apr 2018

Ms. Karanpal Kaur
D/O Sh. Jaswinder Singh
House No-1029, Dashmesh Nagar
Mandi Killianwali
Distt Mukstar
Punjab

APPOINTMENT LETTER FOR CONTRATUAL APPOINTMENT OF TEACHER

Dear Madam,


1. Reference your application for the post of PRT dt 16 Mar 2018.
2. The School Administration & Management Committee is pleased to appoint you as contractual PRT for a specific period of from 01 May 2018 to 31 Mar 2021 in the pay scale of Rs. 9300/-plus Rs. 4200 grade pay. In addition to basic salary, you will be paid DA & HRA as per school norms.
3. Your service conditions will be governed by the Rules and Regulations for Army Public Schools (Vol-1) 2011 Edition as amended from time to time. You will study these Rules and Regulations at the time of joining the appointment and would submit a certificate that you have read Rules and Regulations Vol-1 for Army Public Schools (Sep 2011 Edition). Army Public School Bathinda Cantt comes under the category of unaided private school. Your service would, therefore, be a private service.
4. After expiry of the above period, you will automatically cease to be an employee of the school.
5. Your services can be terminated by giving one month's notice during initial one year service or salary in lieu of the notice by the Chairman of the Managing Committee. Likewise you may also resign by giving one month's notice during initial one year service or salary in lieu thereof. However, accepting salary in lieu of notice will at be the discretion of the Chairman of SAMC.
6. In the event of any pecuniary loss or damage to the school occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deduction from your salary to make good the loss or damage(s) or any part thereof, the amount of which shall be fixed by School Administration & Management Committee of the School.
7. After completion of one year of successful service, your service can be terminated by the Chairman School Administration and Managing Committee, on administrative grounds in accordance with ibid school Rules by giving one month notice or salary in lieu of notice. Your service can also be terminated by Chairman School Administration and Managing Committee on disciplinary grounds. No notice would be required to be given to you for termination of service on disciplinary ground.
8. After completion of one year of successful service, you can resign from the service of the school by giving one months notice or one month pay in lieu of notice with the proviso that you cannot do so during the academic session. The end of the notice period for resignation therefore has to be co-terminus with the last day of the academic session. You can leave the service of the school only on acceptance of your resignation by the competent authority. If you resign from the service during academic session and/or leave the service without acceptance of your resignation by the competent authority, your security deposit will stand forfeited.
9. It will be mandatory on your part to keep a security deposit equivalent to one month total emoluments with the school. The amount will be recovered from your salary in two equal installments. The security deposit will be refunded to you at the time of leaving the school subject to the conditions in para 7 above.
10. You will not be entitled to any TA/DA or charges for conveyance of your baggage on joining the service.

Appointment Letters

11. Chairman School Administration and Managing Committee shall not be in any way responsible for any liability towards your previous employer, if any.
12. Summer vacation salary will be entitled to you on completion of minimum of eight clear months of continuous service with the school on the date of commencement of summer vacation.
13. Your working hours will be as laid down by the school from time to time. In addition, you will be required to attend meetings/conferences called by the Principal or any other authority of the school to discuss various issues even after school hours. You would also be required to attend seminars, workshops and academic interactions during the summer vacation for a period up to nine days.
14. You will produce original certificates/degrees/diplomas along with the photo copies for verification one day prior to joining the school. Original documents will be returned to you after verification. Failure to produce the above certificates will render your selection null and void. In case any certificate/degree/diploma submitted by you is found to be fake/false, your appointment will be deemed void abinitio and terminated without any notice or salary in lieu of notice.
15. Your appointment is made on the basis of information given by you in your application for employment and at the time of interview. In case any information given by you is found false or incorrect, your appointment will be deemed void abinitio and liable for termination without any notice or salary in lieu of notice.
16. At the time of joining, you are required to produce medical certificate of fitness from a hospital established or maintained by the Government.
17. You are required to produce two certificates from educationists or any other respectable member of Society, not related to you, certifying your character and conduct to the satisfaction of the school authorities.
18. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Head Clerk/Supdt within three days from the date of such change and get such change of address recorded.
19. You will abide by the instructions given to you by the Principal and other higher authorities from time to time and take active part in co-curricular activities of the school, games and other such activities.
20. It would be mandatory for you to clear the CTET if it is restarted within the period of your probation. You shall be given two yrs/chances to clear the CTET.
21. It is compulsory for you to bring Laptop on daily basis for teaching.
22. You are requested to report for duty on 01 May 2018, if you fail to join by 10 May 2018 without prior information, the offer will stand cancelled automatically and the next candidate on the panel will be appointed.



Yours faithfully,


(RB Dogra)
Brig
Chairman
APS Bathinda

Appointment Letters

BBPUCC/2016
25/10/2016

PANJAB UNIVERSITY, CHANDIGARH

From

The Assistant Registrar (Estt.-I)
Panjab University,
Chandigarh.

To

1. The Principal,
Baba Balraj P.U. Constituent College,
Balachaur, Distt. Nawanshehar.
2. The Principal,
P.U. Constituent College,
Guru Har Sahai, Distt. Ferozepur.
3. The Principal,
P.U. Constituent College,
Nihal Singh Wala, Distt. Moga.
4. The Principal,
P.U. Constituent College, Sikhwala,
Distt. Sri Muktsar Sahib.

No. 10625-28/Estt.-I

Dated 20/10/2016

Subject- Approval of appointment of Guest Faculty in P.U. Constituent Colleges at Balachaur, Nihalsinghwala, Sikhwala & Guru Har Sahai.

Dear Sir,

This has reference to your letter dated 1.9.2016 on the subject cited above.

This is to inform you that the Vice-Chancellor has approved the appointment of following as Guest Faculty (as exceptional circumstances) in P.U. Constituent Colleges to teach the subjects mentioned below against each on lecture basis on an honorarium of Rs. 1000/- per lecture subject to the ceiling of Rs. 25000/- p.m., w.e.f. the date they start work for the academic session 2016-17 upto January 31, 2017 or till the posts are filled through proper selection/regular appointments, whichever is earlier:-

No.	Name of candidate	Subject	College
1.	Dakshi Jain ✓	Commerce	Baba Balraj P.U. Constituent Colleges, Balachaur
2.	Tamanna Kewal	Commerce	
3.	Avtar Singh ✓	Punjabi	
4.	Kulbhushan Singh ✓	Computer Science	
5.	Bhawani Sharma ✓	Computer Science	
6.	Sunil Kumar ✓	Physical Education	
7.	Dr. Sindhu Suman	Hindi	P.U. Constituent Colleges, Guru Har Sahai
8.	Veerdeep Kaur	Punjabi	
9.	Mamta Rani	Punjabi	
10.	Payal	Economics	
11.	Parveen Kumari	Commerce	
12.	Vishal Singla	Commerce	
13.	Rublinder Kaur	Computer Science	
14.	Pawan Kumar	Physical Education	
15.	Ravinder Kaur	English	
16.	Rabia	English	
17.	Ritu	English	
18.	Jaspal Singh	Physical Education	P.U. Constituent Colleges, Nihal Singh Wala
19.	Amanpreet Kaur	Physical Education	
20.	Reena Thakur	Computer Science	
21.	Rashmi	Computer Science	
22.	Amandeep Kaur	Commerce	
23.	Sandeep Kumar Sharma	English	
24.	Rajdeep Kaur	English	
25.	Amandeep Singh	Physical Education	
26.	Veerpal Kaur	Punjabi	
27.	Amandeep Kaur	Punjabi	
28.	Kunal Sehgal	Commerce	

K. Singh
K. Singh

Dakshi Jain

Appointment Letters



DEVELOPMENT MANAGEMENT FOUNDATION

(A Section 8 company incorporated under the Companies Act, 2013)
CIN: U80301DL2018NPL290186
Registered Office: 2nd Floor (Front Portion), 21-22, Krishna Nagar,
Safdarjung Enclave, New Delhi 110029
Delhi NCR Campus: C 20/5-6, Sector 62, Noida 201301, India
Tel: +91 9873251843 Email: contact@isdms.org.in Web: www.isdm.org.in

23rd October 2018

Ref : 2018_19/RE/1028

Ms Sangita Kumar
Sector 62
Noida

Dear Ms Sangita ,

Consequent to your interest for an association with the Foundation and subsequent to discussions between us, we are pleased to make an offer of appointment at Indian School Of Development Management under the aegis of Development Management Foundation (hereinafter referred to as the "Foundation").

Your terms of appointment will be as under;

1. APPOINTMENT

- a. We are pleased to make you an offer of appointment as **Marketing Executive** based in **Noida** as a part of Development Management Foundation . You are requested to join by November 7th 2018 or a mutually convenient date. Please submit confirmation on the exact date of joining by mail ,once you have joined.
- b. You will be on probation for a period of 3 months from the date of joining and will be confirmed upon satisfactory performance during the period of probation.
- c. Your organizational mentor will be Mr Adil Shah .

2. COMPENSATION

Components	Rs Per month
Basic Pay	7,875
HRA	3,938
Conveyance	1,600
Special allowance	1,088
Medical	1,250
Total Gross Per Month	15,750

Your compensation will be subject to tax deduction as per applicable rules.

Changes in your salary & benefits are discretionary and will be on the basis of relevant criteria that include the performance

Appointment Letters



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Tel: +91 9873251843 Email: contact@isdm.org.in Web: www.isdm.org.in

3. OTHER TERMS

- a. You will be eligible for the following benefits:
 - i. Leave and holidays
 - ii. Gratuity benefit as per government regulations
 - iii. Reimbursement of Telephone and BroadBand connection. At present the limit is 70% of your telephone bill subject to a maximum of Rs 1500/- per month for a postpaid connection and Rs 750 per month for a prepaid connection.
- b. In your role in the Foundation, you will be required to:
 - i. Effectively, diligently and to the best of your ability undertake the tasks and responsibilities assigned to you from time to time and work pro-actively towards achieving the assigned results.
 - ii. Constantly have the overall objectives of the organization in mind and give your inputs and suggestions towards achieving these goals for the betterment of the organization.
 - iii. Develop a good understanding of the vision and mission of the organization and represent the institution appropriately in formal and informal groups.
 - iv. Undertake travel on Foundation work, if required, for which you will be reimbursed travel expenses as per the Travel policy of the Foundation.
 - v. Understand the scope and intent of all our policies and comply with them, as they form an integral part of the terms of your employment with the Foundation.
 - vi. Disclose and assign to the Foundation as its exclusive property, all developments, developed or conceived by you solely or jointly with others during the course of your employment
 - vii. Not engage in activities that have or will have an adverse impact on the reputation, image or working of the Foundation, whether directly or indirectly.
- c. Your retirement age is 60 years.
- d. This contract of employment is terminable, without giving reasons, by either party by giving one week notice during the first three months and one months' notice thereafter. Both parties will have the right to pay or recover salary in lieu of notice period. In case of breach of integrity or unacceptable performance or misconduct, the Foundation reserves the right to terminate this agreement without any notice and without notice pay in lieu.
- e. Your employment terms may be specifically enforced legally, if required. If any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue to be in full force and effect.
- f. Please note that you are required to inform us if there are any other agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- g. **Conflicts of Interest:**
 - i. You are required to engage yourself exclusively in the work assigned by the Foundation and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the Organisational Mentor and Director.
 - ii. You shall not, directly or indirectly, engage in any activity or have any interest in, or perform any

Appointment Letters



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Tel: +91 9873251843 Email: contact@isdm.org.in Web: www.isdm.org.in

services for any person who is involved in activities, which are or shall be in conflict with the interests of the Foundation.

- h. We at the Foundation are committed to "Integrity" in all aspects of our functioning. We trust that you have not provided us with any false declaration or willfully suppressed any material information.
- i. You shall immediately bring to the notice, in writing, of your organisation Mentor or of the Directors, any matter or situation or incident that may arise that could potentially result, or has resulted, in violation of the Policies of the Foundation or of this letter.
- j. Upon separation you will immediately give to the Foundation all correspondence, specifications, books, documents, literature, drawings, effects, records etc. belonging to the Foundation or relating to its functioning and shall not make or retain any copies of these items. Your full and final settlement will be subject to compliance with this clause.

Please confirm that the above terms are acceptable to you by signing a copy of this offer of appointment.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sharad Agarwal', is written over a horizontal line.

Sharad Agarwal

I agree to accept the employment on the terms and conditions mentioned in the above letter.

Name:

Signature:

Place:

Date:

Appointment Letters

ਸੇਵਾ ਵਿਖੇ

ਸੁਪਰਡੈਂਟ

ਅਮਲਾ-4 ਸਾਖਾ

ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ

ਚੰਡੀਗੜ੍ਹ।

ਵਿਸ਼ਾ-

ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਕਰਨ ਸਬੰਧੀ।

ਸ੍ਰੀ ਮਾਨ ਜੀ,

ਬੇਨਤੀ ਹੈ ਕਿ ਆਮ ਰਾਜ ਪ੍ਰਬੰਧ ਵਿਭਾਗ (ਸਕੱਤਰੇਤ ਅਮਲਾ-4 ਸਾਖਾ) ਦੇ ਦਫਤਰੀ ਹੁਕਮ, ਜੋ ਕਿ ਪਿੰਨਅੰਕਣ ਨੰਬਰ 1/24/ 2015/4ਅ4/ 2249 ਮਿਤੀ 14.12.2016 ਰਾਹੀਂ ਮੇਰੀ ਨਿਯੁਕਤੀ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ ਵਿਖੇ ਬਤੌਰ ਕਲਰਕ ਹੋਈ ਹੈ। ਇਨ੍ਹਾਂ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਵਿੱਚ ਮੈਂ ਅੱਜ ਮਿਤੀ 15.12.2016 ਨੂੰ ਆਪਣੀ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਦੁਪਹਿਰ ਬਾਅਦ ਪੇਸ਼ ਕਰਦੀ ਹਾਂ। ਮੈਡੀਕਲ ਰਿਪੋਰਟ ਦੀ ਕਾਪੀ ਨੱਥੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਪ੍ਰਵਾਨ ਕਰਨ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।

ਪੰਨਵਾਦ ਸਹਿਤ,

ਮਿਤੀ 15.12.2016

ਆਪ ਜੀ ਦਾ ਵਿਸ਼ਵਾਸ-ਪਾਤਰ,

ਜਗਜੀਤ ਕੌਰ
(ਜਸਮੀਤ ਕੌਰ ਬਰਾੜ)

ਪੁੱਤਰੀ ਸ੍ਰੀ ਮਲਕੀਤ ਸਿੰਘ,
ਵਾਸੀ ਮਕਾਨ ਨੰ:1023-ਏ,
ਸੈਕਟਰ 20-ਬੀ, ਚੰਡੀਗੜ੍ਹ।

ਅਮਲਾ-4 ਸਾਖਾ
1536
15/12/16

[Handwritten signature]
15/12/16

Appointment Letters

Dreamland Gateway Visa Consultancy Pvt. Ltd.

We understand the value of your *TRUST, TIME and DREAMS*



Letter of Appointment

Date: 30-12-2017

To

Shilpa Kaundal

House No. 2326

Sector 27, Block C

Chandigarh.

Dear Shilpa,

We Welcome you to "Dreamland Gateway Visa Consultancy Pvt. Ltd." and are pleased to confirm your appointment for the position of "Admission Officer" under the following terms and conditions:

You are being appointed as an Admission Officer in Dreamland Gateway Visa Consultancy Pvt. Ltd. You will be joining our company on 01/01/2018.

1. Your Position is full time Employer with the company .In view of your position, you must effectively do the best of your ability and perform all the following duties and responsibilities and ensure results.
 - a. Analyse the applications of prospective students based on standard admission policies.
 - b. Interview students to understand their objectives and background.
 - c. Provide clarifications to student's queries in a professional manner.
 - d. Follow-up with students for any enquiries through direct meetings, live chat, phone calls and emails.
 - e. Advice students about the programs offered, admission procedure, eligibility and costs involved.

Corporate Office:
SCO 84, Sector 40-C, 2nd floor, Chandigarh
Contact No: 9569 100 200, 9569 400 200, 9569 900 200.

Website: www.dreamlandgateway.com
e-mail: info@dreamlandgateway.com



Appointment Letters

RGI

RAYAT GROUP OF INSTITUTIONS

ROPAR CAMPUS, RAILMAJRA

Ref No: RGF/CO/18/438

Date: 15/11/18

Ms. Harjot Kaur

D/o Shri Jagmeet Singh

House No. 137, Phase-4, Sector-59

S.A.S. Nagar, Mohali

Subject: Appointment as Assistant Professor in Finance in Rayat Institute of Management at Rayat Group of Institutions, Railmajra.

Madam,

Please refer to your application for the post of Assistant Professor in Finance in Rayat Institute of Management at Rayat Group of Institutions, Railmajra.

The Management of the Rayat Educational & Research Trust, Railmajra is pleased to approve your appointment as Assistant Professor in Finance in Rayat Institute of Management at Rayat Group of Institutions, Railmajra, which shall be effective from the date you submit your joining report as per its Terms and Conditions.

That your appointment shall be subject to the terms and conditions namely:

1. That you shall be paid Consolidated Salary of Rs. 16,000/ p.m. inclusive of all allowances.
Further that you will not be paid anything over and above the aforesaid salary which shall be subject to deduction of tax at source. With the exception of the obligation to deduct tax, the management assumes no responsibility for your personal tax liabilities.
2. That your appointment is on adhoc basis upto 30.11.2018 or end of the current academic semester, whichever is earlier.
3. That you will carry out any of the additional responsibilities as may be assigned to you by the Campus Director / Director-Principal of the Institute from time to time.
4. That during the period of your employment with the Institute, you will devote full time to the work allotted to you and will not take up any other employment or assignment in any office for any consideration, in cash or in kind or otherwise without prior written permission of the Campus Director / Director-Principal of the Institute.
5. All other Terms & Conditions of Service and Rules of Discipline and Conduct and Leave as per Rayat Group of Institutions, Railmajra Rules for the employees and other rules and instructions framed from time to time shall be applicable to you.
6. That you will be responsible for safe keeping and return in good condition and order, all Management property which may be entrusted to you and remain in your custody or charge during course of discharge of your duties.
7. That your base of working shall be at the full discretion of the Rayat Group of Institutions, Railmajra and you can be transferred to any of the Institutes / Colleges under the Management of the Rayat Educational & Research Trust, Railmajra.

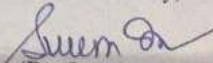
P.T.O.

Appointment Letters

-2-

8. That you will not divulge or disclose the information or affairs or transactions which may come to your knowledge during the course of employment or otherwise.
9. That you will submit a Declaration at the time of submission of your joining report to the effect that no police investigation or court case of such nature is pending against you, and that there are no such facts against you on the basis whereof it may be presumed that you were prejudicial to the records pertaining to the affairs of the Group and that before leaving for abroad for any reasons whatsoever, you will get your leave sanctioned from the competent authority.
10. That your appointment shall take effect after its approval by the Competent Authority from the date you submit your joining report along with the Declaration in terms of Clause 9 above.
11. That notice of one month is required in case you want to leave the assignment failing which you will be required to pay one month salary in lieu thereof. Your services can be terminated by giving you one month notice or salary in lieu thereof without assigning any reason.
However, in the event of your leaving the assignment as aforesaid you shall not be expected to leave in the mid-session. In case of Notice to leave the service given by you expires before the completion of a Semester, you will have to serve till completion of the Semester or to deposit salary of residual period of Semester.
12. That your services can also be terminated without service of notice in case you are found guilty of neglect, misconduct or any act which in the opinion of the competent authority is contrary to the interest of the Group; in case you are found to have committed any fraudulent act or a deliberate attempt to discredit the Group or any other act which is detrimental to its reputation and in case any of the testimonials, documents or any information submitted by you is found to be false and incorrect.
13. Absence for a continuous period of seven days without prior approval of your immediate superior would result in your losing lien on the service which shall automatically come to an end without notice. Your salary in lieu of prior Notice before leaving the service not given by you as per condition mentioned at Serial Number 11 above will be forfeited.
14. That you are required to produce Medical Fitness Certificate from any Hospital (Government or Private Hospital) at the time of joining the assignment.

Yours sincerely,


(Dr. Suresh Seth)
Campus Director

Appointment Letters



A-ONE INTERNATIONAL

Office : SCO 19, Gurudwara Ishar Parkash, Baltana, Zirakpur (Mohali) Pb. 140 603
Ph. : 99880-92919, 99884-00919, 93555-90919
E-mail : singhonkar38@yahoo.com

Ref. No.

Dated ..3/10/2017.....

APPOINTMENT LETTER

04/10/2017

ONKAR SINGH WADHAWAN
PROPRIETOR

A-ONE INTERNATIONAL
SCO -19 , GURUDWARA ISHAR PARKASH , BALTANA , ZIRAKPUR (MOHALI)

Subject: Appointment Letter

Dear Manjeet kaur,

Thank you for accepting and signing the job offer letter. I am pleased to inform you that your employment with A - ONE INTERNATIONAL has been confirmed in the capacity of ACCOUNTANT.

As agreed, your starting date will be 04/10/2017 and your work timings from 9:30AM to 6:30PM Monday to Saturday. If you have further queries about your employment, you may contact me directly or approach the HR department.

Congratulations on your appointment and welcome to A - ONE INTERNATIONAL. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

ONKAR SINGH WADHAWAN

For A-ONE INTERNATIONAL

Prop.

Appointment Letters



Dated: 17th May, 2018

WXL/SOFT/2018-19-124

OFFER LETTER

Dear Poonam,

Further to your interview you are hereby informed that you are selected for the post of **Quality Analyst**. You shall be getting a package of **1,56,000/- Per Annum**.

We trust that your knowledge, skills and experience will be among our most valuable assets. You will be getting an official appointment letter on the day of joining.

On acceptance of this job offer, kindly confirm your date of joining. We at WE Excel Software Pvt. Ltd. hope that you'll accept this job offer and look forward to welcoming you.

Kindly bring following documents on the day of joining:

1. Degree Certificates
2. ID Proof
3. 2 passport Size Photographs
4. Last 3 Pay Slips from your last organization

Please feel free to call, in case of further queries.

Thanks & Regards,



WE Excel Software Pvt. Ltd.

Appointment Letters

ਰੂਮੀ ਅਤੇ ਜਲ ਸੰਭਾਲ ਵਿਭਾਗ, ਪੰਜਾਬ।
ਦਫਤਰ: ਮੁੱਖ ਰੂਮੀ ਖਾਲ, ਪੰਜਾਬ, ਐਸ.ਜੀ.ਓ. ਨੰ: 92-94, ਸੈਕਟਰ 17-ਭੀ, ਚੰਡੀਗੜ੍ਹ।
(ਵਿਕਾਸ ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,
Miss Davinderjit Kaur, Roll No. 41510120959
D/o Sh. Harpal Singh
Address: Vill: Dgoke, Post: Badshahpur,
Distt Patiala.

ਮੀਮੋ ਨੰ: 23178 /ਭੀ-2
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 28-11-2016

ਸਿਰਾ:- ਕਲੱਰਕ ਦੀ ਅਸਾਮੀ ਤੇ ਨਿਯੁਕਤੀ ਕਰਨ ਬਾਰੇ।

ਅਧੀਨ ਸੇਵਾਵਾਂ ਦੇ ਬੰਦ ਪੰਜਾਬ ਨੇ ਆਪਣੇ ਪੱਤਰ ਨੰ: 1/100/2015-2ਅ(ਅਸਰਬ)/2085 ਮਿਤੀ 09-10-2016 ਰਾਹੀਂ ਕੀਤੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਦੇ ਅਧਾਰ ਤੇ ਆਪ ਨੂੰ ਬਰੌਰ ਕਲੱਰਕ ਤਨਖਾਹ ਸਕੇਲ 10300-34800 ਜਮ੍ਹਾਂ 3200 ਗਰੇਡ ਵਿੱਚ ਸਮੇ-2 ਸਿਰ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹੇਠ ਲਿਖੀਆਂ ਸਰਤਾਂ ਤੇ ਨਿਯੁਕਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:-

- 1) ਆਪ ਦੀ ਨਿਯੁਕਤੀ 3 ਸਾਲ ਦੇ ਪਰਖ ਕਾਲ ਦੇ ਸਮੇਂ ਦੇ ਦੌਰਾਨ ਸਮੇਤ ਉਸ ਪਰਖ ਕਾਲ ਦੇ ਸਮੇਂ ਦੇ ਜੇਕਰ ਕੋਈ ਇਸ ਵਿੱਚ ਵਾਧਾ ਕੀਤਾ ਗਿਆ ਹੋਵੇ, ਆਪ ਨੂੰ ਬਰੌਰੀ ਤਨਖਾਹ 10,300/-ਰੁਪਏ (Fixed emoluments) ਦਿੱਤੀ ਜਾਵੇਗੀ ਜੋ ਕਿ ਉਸ ਕਰਮਚਾਰੀ ਦੀ ਨਵੀਂ ਅਸਾਮੀ ਤੇ ਮਿਲਣ ਵਾਲੇ ਪੇ-ਬੈਂਡ ਤੇ ਘੱਟ-ਘੱਟ ਤਨਖਾਹ (Minimum of the pay Band) ਦੇ ਬਰਾਬਰ ਹੋਵੇਗੀ ਅਤੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਉਸ ਨੂੰ ਗਰੇਡ ਪੇ, ਸਾਲਾਨਾ ਤਰੱਕੀ ਜਾਂ ਹੋਰ ਕੋਈ ਭੱਤਾ, ਸਿਵਾਏ ਸਵਰੀ ਭੱਤਾ ਦੇ, ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਵੇਗੀ।
- 2) ਆਪ ਦੀ ਸੰਨੀਆਰਤਾ ਬਰੌਰ ਵਾਲੇ ਜਾਰੀ ਮੈਰਿਟ ਲਿਸਟ ਦੇ ਅਨੁਸਾਰ ਹੋਵੇਗੀ।
- 3) ਮਾਨਯੋਗ ਅਦਾਲਤ ਵੱਲੋਂ ਸਿਵਲ ਰਿੱਟ ਨੰ: 12618 ਆਫ 2014 ਪਰਮਿੰਦਰ ਸਿੰਘ ਅਤੇ ਹੋਰ ਬਨਾਮ ਪੰਜਾਬ ਸਰਕਾਰ ਅਤੇ ਇਸ ਭਰਤੀ ਨਾਲ ਸਬੰਧਤ ਹੋਰ ਅਜਿਹੇ ਕੇਸਾਂ ਵਿੱਚ ਅਤੇ ਸਿਵਲ ਰਿੱਟ ਪਟੀਸ਼ਨ ਨੰ: 12911 ਆਫ 2016 ਵਿੱਚ ਰਿਜ਼ਰਵੇਸ਼ਨ ਸਬੰਧੀ ਜੋ ਫੈਸਲਾ ਕੀਤਾ ਜਾਵੇਗਾ, ਉਹ ਇਸ ਭਰਤੀ ਤੇ ਲਾਗੂ ਹੋਵੇਗਾ।
- 4) ਆਪ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੋਹਾਂ ਪਾਸੀ ਇੱਕ ਮਹੀਨੇ ਦੇ ਨੋਟਿਸ ਤੇ ਸਮਾਪਤੀ ਯੋਗ ਹਨ, ਪਰੰਤੂ ਜੇਕਰ ਸਰਕਾਰ ਇਸ ਨੂੰ ਸਰਕਾਰੀ ਨੌਕਰੀ ਤੋਂ ਜਵਾਬ ਦੇਵੇਗੀ, ਤਾਂ ਸਰਕਾਰ ਇੱਕ ਮਹੀਨੇ ਦਾ ਨੋਟਿਸ ਦੇਵੇਗੀ ਜਾਂ ਇਸ ਦੇ ਬਦਲੇ ਜਿੰਨ੍ਹੇ ਦਿਨ ਇੱਕ ਮਹੀਨੇ ਤੋਂ ਘੱਟ ਹੋਣਗੇ, ਉਹਨਾਂ ਦਿਨਾਂ ਦੀ ਸਾਰੇ ਭੱਤਿਆਂ ਸਮੇਤ ਤਨਖਾਹ ਦੇਵੇਗੀ। ਇਸ ਤਰ੍ਹਾਂ ਜੇ ਆਪ ਨੌਕਰੀ ਛੱਡਣਾ ਚਾਹੁੰਦੇ ਹੋਵੇ ਤਾਂ ਵਿਭਾਗ ਨੂੰ ਇੱਕ ਮਹੀਨੇ ਦਾ ਨੋਟਿਸ ਦੇਣਾ ਪਵੇਗਾ ਜਾਂ ਉਸ ਦੇ ਬਦਲੇ ਜਿੰਨੇ ਦਿਨ ਇੱਕ ਮਹੀਨੇ ਤੋਂ ਘੱਟ ਹੋਣਗੇ, ਉਹਨਾਂ ਦਿਨਾਂ ਦੀ ਤਨਖਾਹ ਸਾਰੇ ਭੱਤਿਆਂ ਸਮੇਤ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣੀ ਪਵੇਗੀ।
- 5) ਇਸ ਨਿਯੁਕਤੀ ਤੇ ਹਾਜ਼ਰ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਇਹ ਜ਼ਰੂਰੀ ਹੋਵੇਗਾ ਕਿ ਆਪ ਸਰਕਾਰੀ ਸੇਵਾ ਵਿੱਚ ਦਾਖਲ ਹੋਣ ਲਈ ਸਬੰਧਤ ਜ਼ਿਲ੍ਹੇ ਦੇ ਸਿਵਲ ਸਰਜਨ ਪਾਸੇ ਡਾਕਟਰੀ ਅਰੰਗਤਾ ਦਾ ਸਰਟੀਫਿਕੇਟ ਅਤੇ ਪਿਛਲੇ 12 ਮਹੀਨਿਆਂ ਵਿੱਚ ਟੀਕਾ ਲਗਵਾਉਣ ਦਾ ਇੱਕ ਤਸੱਲਿਖਖਸ ਸਬੂਤ ਪੇਸ਼ ਕਰੇਗੇ।
- 6) ਆਪ ਨੂੰ ਚਾਲ ਚੱਲਣ ਅਤੇ ਪੂਰਵ ਵਿਵਹਾਰ ਜਿਲ੍ਹਾ ਮੈਜਿਸਟਰੇਟ ਦੁਆਰਾ ਚੰਗਾ ਪ੍ਰਮਾਣਿਤ ਹੋਣ ਦਾ ਸਬੂਤ ਨੌਕਰੀ ਤੇ ਹਾਜ਼ਰ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਪੇਸ਼ ਕਰਨਾ ਪਵੇਗਾ।
- 7) ਸਾਦੀਸ਼ਦਾ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਆਪ ਅੰਤਰਰਾਸ਼ਟਰੀਕਿੰਗ ਦਿਉਗੇ ਕਿ ਆਪ ਦਾ ਕੇਵਲ ਇੱਕੋ ਹੀ ਜਿੰਦਾ ਪਤੀ/ਪਤਨੀ ਹੈ।
- 8) ਨੌਕਰੀ ਤੇ ਹਾਜ਼ਰ ਹੋਣ ਲਈ ਆਪ ਨੂੰ ਕੋਈ ਸਵਰੀ ਭੱਤਾ ਨਹੀਂ ਦਿੱਤਾ ਜਾਵੇਗਾ।
- 9) ਆਪ ਦੀ ਨਿਯੁਕਤੀ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਨਿਯਮਾਵਲੀ/ ਵਿਭਾਗੀ ਸਰਵਿਸ ਰੂਲਜ਼, ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੋਡਕਟ ਰੂਲਜ਼ ਅਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਅਧੀਨ ਹੋਵੇਗੀ।

Appointment Letters

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- 10) ਨਿਯੁਕਤੀ ਤੇ ਹਾਜ਼ਰ ਸਮੇਂ ਆਪ ਨੂੰ ਦਸਵੀਂ ਪੱਧਰ ਤੱਕ ਪੰਜਾਬੀ ਪਾਸ ਹੋਣ ਦਾ ਸਬੂਤ ਪੇਸ਼ ਕਰਨਾ ਹੋਵੇਗਾ।
- 11) ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਮਿਤੀ 12/01/2004 ਦੇ ਪੈਰਾ (ਸੀ) ਅਨੁਸਾਰ ਆਪ ਦੀ ਨਿਯੁਕਤੀ ਮੌਜੂਦਾ ਸੇਵਾ ਸਰਤਾਂ ਅਨੁਸਾਰ ਪੈਨਸ਼ਨਰੀ ਲਾਭ ਨਹੀਂ ਦਿੱਤੇ ਜਾਣਗੇ। ਨਵੀਂ ਪੈਨਸ਼ਨ ਕੰਟਰਬਿਊਟਰੀ ਸਕੀਮ ਆਪ ਤੇ ਲਾਗੂ ਹੋਵੇਗੀ ਜਿਹੜੀ ਕਿ ਸਰਕਾਰ ਵਲੋਂ ਜਾਰੀ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਪਾਲਿਸੀ ਅਨੁਸਾਰ ਹੋਵੇਗੀ ਅਤੇ ਇਹ ਇਸੇ ਨਵੀਂ ਪਾਲਿਸੀ ਤਹਿਤ ਕਾਰ ਹੋਵੇਗਾ।
- 12) ਆਪ ਦੀ ਯੋਗਤਾ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧਤ ਬੋਰਡ/ ਯੂਨੀਵਰਸਿਟੀ ਤੋਂ ਵੇਰੀਫਾਈ ਕਰਵਾਏ ਜਾਣ ਉਪਰੰਤ ਹੀ ਆਪ ਨੂੰ ਨੌਕਰੀ ਤੇ ਜੁਆਇਨ ਕਰਵਾਇਆ ਜਾਵੇਗਾ।
- 13) ਆਪ ਦੀ ਨਿਯੁਕਤੀ ਦੇ ਹੁਕਮ ਜਾਰੀ ਹੋਣ ਤੋਂ ਇੱਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ-2 ਦਫਤਰ: ਮੁੱਖ ਭੂਮੀ ਪਾਲ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਵਿਖੇ ਡਿਊਟੀ ਲਈ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਕਰਨੀ ਪਵੇਗੀ, ਨਹੀਂ ਤਾਂ ਇਹ ਹੁਕਮ ਰੱਦ ਸਮਝੇ ਜਾਣਗੇ।

ਮਿਤੀ: 28-11-2016

ਚੰਡੀਗੜ੍ਹ:

ਡਾ: ਬਲਵਿੰਦਰ ਸਿੰਘ ਸਿੱਧੂ,
ਮੁੱਖ ਭੂਮੀ ਪਾਲ, ਪੰਜਾਬ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: 23179 /ਡੀ-2, ਚੰਡੀਗੜ੍ਹ, ਮਿਤੀ: 28-11-2016

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਸਕੱਤਰ, ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰ: 1/100/2015-2ਅ(ਅਸਚਬ)/2085, ਮਿਤੀ 09-10-2016 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸੰ: ਡਾ: ਰ: ਅ: (ਇੰਜੀ:)
ਵਾ: ਮੁੱਖ ਭੂਮੀ ਪਾਲ, ਪੰਜਾਬ।

Appointment Letters



NORTHSTAR

SAFETY SYSTEMZ PVT. LTD.
Environment, health, safety & energy
CONSULTANCY | COMPLIANCE | AUDIT
TRAINING | RESEARCH | CERTIFICATION

HR/OL/2018/0040

Date: 22/10/2018

Ms. Arshia Saini,
R/o #668, Super Co-op Complex Society,
Sector – 48A,
Chandigarh.

Offer Letter

Dear Ms. Arshia,

In reference to your application and discussions held during the interview process, we are pleased to offer you the position of "**Manager – Accounts & Finance**" in our organization. You are expected to join the services on or before **23/10/2018. You will be paid CTC of Rs.1, 80,000/- (Per Annum).**

As a member of our team, we would ask for your commitment to deliver outstanding qualitative results that exceed the growth of the organization and your personal accountability in all the services. Similarly, Management is also committed to provide you every opportunity to grow and stretch to the highest level of your ability and potential. Management is confident you will find this new opportunity challenging as well rewarding too. The following points outline the terms and conditions as follow:

Location: Mohali (Punjab)

Reporting Relationship: Mr. Arpan Aggarwal

Hours of work: Monday to Saturday 09:30 to 18:30 hrs.

Probation Period: Three months.

Evaluation of Performance: Successfully completion after Probation Period.

In case you want to leave the organization, you will be required to serve one month notice period or one month salary in lieu thereof.

At the time of joining, please bring the following documents:

1. Passport size photograph – 2
2. AADHAR Card
3. PAN Card
4. Bank details
5. Educational/Training Certificates in Original
6. Salary slips of last three months with Bank statement.
7. Relieving Letter or resignation acceptance letter from last employer

The details of the terms of employment would be provided to you in the appointment letter which shall be given at the time of joining.

Thanking you
For Northstar Safety Systemz Pvt. Ltd

(Deepak Behl)
Manager - HR

Northstar Safety Systemz Pvt. Ltd.
C-15, Industrial Area, Phase-1,
SAS Nagar, Mohali, Punjab, Pin-160055 India
Ph.:+911724187379, +919814931961
Email: info@northstar-ehs.com
Website: www.northstar-ehs.com

MELBOURNE
CAYMAN
NEW YORK
CHANDIGARH
NEW DELHI
BANGALORE



Appointment Letters



St. Stephen's School

SECTOR 45-B, CHANDIGARH - 160 047 INDIA
TEL. + 91-172-2605767 FAX : 2664547

E mail : stephens4Schd@gmail.com Website : www.stephenschandigarh.com

SSS/CHD/2018/076

July 04, 2018

Dear Ms. Kriti Chowdhri,

With reference to your application and the subsequent interview, I am pleased to offer you the position of Counsellor with effect from 03.07.2018. The appointment will be subject to the submission of all your relevant documents on your joining.

Your job responsibilities would be as explained in the enclosed Annexure-1. Your emoluments will be in the grade you are eligible for according to your educational qualifications and experience(s).

You will be on probation for a period of one year, which could be extended for two years. Any salary that has been paid to you for vacation salary exceeding 30 days during probation period shall be refunded to the school by you in case you leave the service during probation.

While on probation, one calendar month's notice period or salary in lieu is mandatory in case you leave the service.

When one is confirmed, three months' notice period or salary in lieu is mandatory.

I look forward to a long and fruitful association between you and the institution.

Yours sincerely,


LOUIS LOPEZ
PRINCIPAL

Principal
St. Stephen's School
Sector 45-B, Chandigarh

Ms. Kriti Chowdhri
1450, Sector 22-B
Chandigarh.

Appointment Letters

🏠 Address: C88, Phase 7 Industrial Area, Mohali, Punjab | 📞 09988555575 | ✉️ in@lussoliv.com

DA BELLA LLP

Date: 03rd May, 2018

Miss. Arshia Saini

#668, Super co-op complex society,
Sector 48A Chandigarh
Contact No: +91 9878919668
E- Mail: arshia.saini.668@gmail.com

Dear Miss. Arshia Saini

It is my pleasure to extend the following offer of employment to you on behalf of **Da Bella LLP**, further to the interview and discussions you have had with us. We invite you to join on **07th May, 2018** as an **“Accountant”**.

As an “Accountant”, your starting remuneration will be **Rs 10,000/- (Rupees Ten thousand Only)** per month for first 6 months and after that it will be revised to **Rs 12,000/- (Rupees Twelve Thousand Only)** per month till the next appraisal cycle.

You will be on a probation period of first 90 days of your employment. Within this period, you will not be entitled to any leave apart from medical situations. In case, you leave the organisation within the probation period or without prior notice, the salary will not be prorated and all the dues will be ceased. After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per the policies of the organization. During your employment, the appointment may be terminated by either party giving one month notice in writing to the other party or on payment of one month salary in lieu of notice.

Offer stands cancelled in case of any deviations in information or if you fail to report on or before pre-decided date. I will have to assume that you have not accepted this job offer if I do not hear from you before 07th May, 2018.

It is mandate to submit the scanned copies of the following documents before the date of joining at parul@lussoliv.com

- Qualification Certificates
- Proof of Identity
- Proof of Address
- And an Alternate Contact Number information.

Please report on 07th May, 2018 at 09:00 am along with a signed copy of this offer letter. We look forward to welcoming you as a part of Da Bella team.

Yours Sincerely,

Parul Thakur
HR Executive

Appointment Letters

Six Months Performance Review	
Name of Appraisee	Komal Saini
Date of joining [dd/mm/yy]	22/06/17
Department	QA
Team	Hector
Current Designation	Associate Software Engineer
Appraisal Period [mm/yy to mm/yy]	03/18 - 09/18

You have been learning as per the bebo way and delivering alongside. The projects you have worked or working on is:

Hector:

You have done a good job in delivering the tasks as per the requirements. Your dedication and hard work throughout your tenure have made you a key player in Hector. During this period, you got the opportunity to work in Web App module and you have shown a good performance, which is quite appreciable.

Your time management skills are excellent. You are keen to learn new things and take initiatives yourself, which leverage your potentials high. You pro-actively participated in all the team building activities, which reflects your good team coordination skills. Keep going with such a good pace and learn things more effectively. Good job.

Key elements of your job during the past Six Months:

Technical/Professional:

- You have worked in Web App module efficiently and found various potential defects in the application.
- Your bug drafting skills were good, however, you can further learn the Defect reporting QA process for Web App module so that your defects are not required to be reviewed.

Detailed Feedback:

- During this tenure, you proved your place in the team and have always worked with dedication.
- You mostly delivered your tasks well on time.
- You understood the requirements and accordingly worked on different items. For instance:

This document is confidential to bebo Technologies

bebo Technologies Private Limited

CORPORATE OFFICE: Plot Number-D3, Rajiv Gandhi Chandigarh Technology Park, Kishangarh, Chandigarh, U.T. 160101, India.
Tel: +91 (172) 4948000, Fax: +91 (172) 4948099.

REGISTERED OFFICE: #491, Phase IV, S.A.S. Nagar, Mohali (Pb.), India.
CIN: U72200PB2002PTCO25358

www.bebotechnologies.com

ISO 9001:2008 Certified Company

NASSCOM

Appointment Letters



INIMIST TECHNOLOGIES

SCO 32 FIRST FLOOR, PHASE 1, MOHALI, PUNJAB – 160055
Tel: 0172-4601531, M: 9876831310, Email: info@inimist.com

Ref No. : 011/Inimistech

Date : 09/12/2016

Private & Confidential

Inimist Technologies

09 December 2016

Amoljit Kaur

Junior Software Engineer (Web Development)

Sub: Appointment Letter

Dear Amoljit,

With reference to your application for the above-mentioned post and subsequent interview, we are pleased to inform you that you have been selected for the above mentioned job-position.

Inimist Technologies is delighted to welcome you and we hope that you will gain professional growth and satisfaction in your association with us. Your appointment is subject to the following details, terms and conditions of your appointment as below:

TERMS AND CONDITIONS

1. Your cost to the Company (CTC) will be Rs. 144000 per annum. The components of your salary are provided in Annexure and would be governed by Company policies as amended from time to time.

Roles and Responsibility:

- Work on the Web Development Projects.
 - Providing an estimate to a client after reading project requirement
 - Read and understand project requirement and outline a plan for development.
 - Setup development environment wherever necessary
 - Handle client communication wherever necessary
 - Complete the project within the timeline given
 - Deliver the project, fix bugs and do maintenance
2. Your initial place of work will be in SCO 32, Phase-1, Mohali (Sector 55, Chandigarh) . You have been advised that the location of the offices may transfer to a different location in future and you are agreeable to move to new location. Further, your services are transferable, and you may be assigned to any other location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
 3. You will be required to perform and deliver your duties as per the position-profile agreed by you and laid down by the company, a copy of which will be provided to you upon joining your duty. The company, however, reserves its right to change your designation and/or duties at its discretion at any given time.
 4. The Company will be working 5 days 8 hours a day. You will be expected to attend office as assigned to you by your supervisors. Weekly Offs will be governed as per applicable regulations and Company policies.

For Inimist Technologies

Proprietor

Appointment Letters

Declaration form

To,
The Head
TCI Foundation

Dear Sir,

I do hereby state that I, Mr/Miss Ravina (your name) have joined
TCI migrants (location) Target Intervention as a MSE Cum Accountant (position) on
14/05/2018 (date of joining).

Regards,

Ravina



(Your Name)

MSE Cum Accountant



.....Please write or type below this line.....

UNDERTAKING

Date: 14th of May, 2018

I, Ravina So Dole Anish Ahmed R/o V.P.O. - #1065 Vikas Nagar Mouli Jagran Chandigarh (hereinafter referred to as the "Executive") which expression shall, unless repugnant to the subject or context thereof mean and include all my legal heirs, successors, administrators, and permitted assigns, in consideration of TCI Foundation, registered under the Indian Trusts Act, 1887, and having its registered office at 10 Rambah, Old Rohtak Road, New Delhi-110007 and its operation Headquarters - TCI House, 69 Institutional Area, Sector-32, Gurgaon-122207 (hereinafter referred to as "TRUST", which expression shall unless repugnant to the context or meaning thereof be deemed to include its assigns, nominees and successors in interests) regarding my employment with the TRUST, in terms of the Appointment Letter dated

Page 1 of 4

TQ 0002286283

Statutory Alert:

1. The validity of this Certificate shall be verified at www.theindian.com. Any discrepancy in the details on this Certificate and its validity on the website shall be void.
2. The validity of this certificate shall be void if the terms of the certificate

Appointment Letters



IndiaMART InterMESH Ltd.
Advent News Business Park, Plot no.7,
7th Floor, Sector - 142, Noida, UP
Call Us: 09606969696
E: customercare@indiamart.com
Website: www.indiamart.com

Date: January 02,2019

Experience Certificate

Swati Sharma - 66330

Dear Swati Sharma,

We hereby confirm the following particulars regarding your service with IndiaMART InterMesh Ltd.

- Date of Joining : 12-Jun-2018
- Last Working Date : 30-Nov-2018
- Last Functional Area worked in : Business Delivery
- Last Department worked in : MDC Common
- Last Designation held : Executive
- Location : Noida 142

Wish you all the best for your future endeavors.

Thanks & Regards,
Team - Human Resource
IndiaMART InterMESH limited

Please note: This is a system generated letter and does not require any authorization.