

Ref. CITM/ADM/2004-05/

Dated: 04.08.2004

To,

Mrs. Pratibha Prashar

H.No. 2325, Sector-8,

Faridabad

Phone 011-38704563

Sub: Letter of Appointment as Lecturer in Biotechnology Department

Dear Pratibha Prashar

We are pleased to inform you that you have been selected for appointment, for the above mentioned position at CITM.

Your Salary, designation & service condition at CITM will be governed as follows:-

1. You will be appointed as Lecturer in Biotechnology Department of CITM and will be paid Rs. 10000/- PM during the period of Probation w.e.f. **9th August 2004.**
2. Your one month salary shall be deducted as a security deposit in 4 equated monthly installments.
3. You will be on probation for one year. Exact duration of probation may vary depending upon your conduct and performance as assessed in each semester:
4. During the period of probation if your service is terminated due to your unsatisfactory performance giving one months notice, no compensation has to be paid by you to CITM or by CITM to you.
5. On the successful completion of the probation period, you may be appointed on regular basis.
6. You will be governed by the leave and promotion rules of CITM.
7. After successful completion of probation period you can leave your services serving three months written notice. The period of notice may be waived at the discretion of the management for payment of an amount equal to the pay in lieu of a part or full period of the notice and in the event of leaving us before the expiry of minimum period of service you will be required to deposit notice pay salary.

Prashar



DA

- 8 Normally your services on regular basis will not be terminated without giving three months notice or three months pay after completion of probation period. However, in case of any misconduct breach of rules or faith, long or frequent absence, non performance of duty or any such action on your part which is detrimental to the interest of CITM, if the management, after giving you an opportunity to be heard is satisfied that the continuation of your association with CITM is unwarranted, you may be dismissed from service without giving any notice.
- 9 You will be required to submit the following at the time of Joining:-
- Educational Certificates
 - Work Experience
 - 3 Photographs
 - Two character certificates Cum references on the Proforma prescribed in Annexure 'X'
 - Joining Proforma – Annexure 'Y'
- 10 You are required to be physically and mentally fit and have good health at the time of Joining CITM.
- 11 You are liable to be transferred at any institute, which comes under CITM management, or undertake tours if required.
- 12 CITM reserves the right to re-designate posts or alter the Job contents of a post, to transfer an employee from one post to another and to modify the terms and conditions of appointments, if it thinks it prudent to do so in the interest of CITM.

Your future growth at CITM shall be governed entirely by your performance. AT CITM you can have a very high growth comparable with the best in INDIA based on your expertise.

WISHING YOU ALL THE BEST FOR A GOOD CAREER AT CITM.

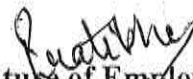
Yours Sincerely,



(Capt.R.P.P.Singh)
REGISTRAR



I accept paras (1 to 12) without any reservation.



Signature of Employee

Name of Employee

Pratibha Prashar



ANNEXURE 'Y'

JOINING PROFORMA



1. Name (in Block letters) :

PRATIBHA PRASHAR.

2. Father's Name :

SH. GURDEV RAJ SHARMA

3. Date of Birth :

13.3.1980

4. Marital Status :

Married

5. Present Residential Address:

H.No 2325.

Sec. 8.

Faridabad

Phone No: 0129 5017161

6. Permanent Address :

32-DD Nangal

011-38704563

Township Distt. Rohtak Punjab

Phone No: 01887-227959

7. Educational Qualification (certificate enclosed) in reverse chronological order:-

S.No	Qualification	Board	Year	Subjects	% marks	Remarks
1.	M.Sc	GNDU	2002	Microbial Tech fermentation	73%	
2.	B.Sc	GNDU	2000	Industrial Micro	70%	
3.	10+2	PSEB	1997	Phy, Chem, Bio, Eng.	81%	
4.	10th	CBSE	1995	Sci, Maths, Eng, Hindi, Pun, S.S	78%	



Dmu

8. Earlier Job Experiences:- (Last Pay Certificate enclosed) in chronological order.

S.No	Name	From	To	Nature of Job	Reason for leaving	Enrolment
1.	BIS Polytech vic. KIK Mogel	15/7/02	31/12/03	Lecturer	Marriage	

9. Details of dependent family members:-

S.No	Name	Sex & Age	Relation

10. Hobbies & Interest:

Reading, Gaining Knowledge.

11. Any other Relevant Information:

12. Whom should we contact in case of any Emergency:

Mr. Rohtashi Prashar (Husband)

Ph (O) 0129 (R) 5017161 Mobile No. 011-38704563



Joining Declaration

The above information is true, correct and complete to the best of my knowledge and belief.

I have thoroughly read and understood the terms and conditions as stipulated in the appointment letter. The same are acceptable to me. I understand that any violations of the terms and conditions as stipulated in the said letter may result in loss of my employment.

I have never been involved in any unsocial or criminal activities. No such case is pending against me in any of the law courts in India or abroad.

I shall sincerely and diligently perform the duties assigned to me at CITM and endeavour to maintain highest standards of discipline, performance and Integrity.

My Joining may please be accepted.

Joining Date: 9th Aug 04

Signature with date
Pratibha 24/8/04

Name (in Block letters) PRATIBHA PRASHAR



Handwritten initials

To

The Principal,
GITM,
Faridabad.

information and
reference please

D.S. Luvran
9/8

Sub: **Joining Report**

Let see submit
on prescribed paper
A. 9/8

Respected Sir,

This is to state that I
Khatibha Prashan hereby join as lecturer
in deptt. of Biotechnology w ef 9th Aug 200
at 9.30 hours.

Thanking you in anticipation.

Yours Faithfully,
Khatibha Prashan

Dated: 9th Aug 04.

Add: H. No 2325
Sec 8.
Faridabad.

Forwarded.
Jasita
9/8/04.

Ph. No. 011-3870 4563
0129- 5017161.



Jasita

2016-17

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Ref: CHR 20387
Date: January 01, 2011

To,
Mrs. Pratibha Prashar
Lecturer, BT
FET, MRIU

Subject: APPRAISAL LETTER

Dear Mrs. Pratibha Prashar,

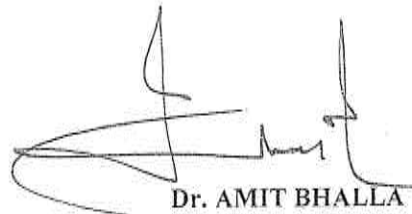
1. The Board of Management is pleased to redesignate you as "Assistant Professor" and give an increment in your monthly emoluments w.e.f. **January 01, 2011** as per Sixth Pay Commission. Your Salary, designation & service conditions at MRIU will be governed as follows:

- a) You shall be paid consolidated pay of Rs. 27260/- (Rupees Twenty Seven Thousand Two Hundred and Sixty only) in the pay band of PB-3 15600-39100 (Grade Pay-6000).
- b) Your present emolument shall work out as under:

Basic Pay	21600
HRA	2160
MA	500
Personal Pay (Adjustable at the time of next review)	3000
Total Gross pay (per month)	27260


2. Next date of your increment shall be July 01, 2011 and you shall be given increments as per policy of MRIU as notified from time to time.
3. All other Terms and Conditions of appointment shall remain same as mentioned in Letter No. CHR 9948 dated 30-Jun-09.


Dr. N.C. WADHWA
VICE CHANCELLOR


Dr. AMIT BHALLA
VICE PRESIDENT

I accept above mentioned refixation of my pay.

Signature


24/6/11

Name: Mrs. Pratibha Prashar
Designation: Assistant Professor
Emp. Code: 06/01/006/1/035/0110074

