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Ref. CITM/ADM/2003-04/

Dated: 27.07.2003

To,

Dr. SARITA SACHDEVA

H.No. 855, SECTOR-15A,
FARIDABAD
Phone 2285201

Sub: Letter of Appointment as Lecturer in Biotechnology Department

Dear Dr. Sarita Sachdeva,

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:-

- Nmit*
1. You will be appointed as Lecturer in Bio-Technology Department of CITM and will be paid Rs. 12500/- PM during the period of Probation w.e.f. 27.07.2003.
 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.

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8. Normally your service 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 in Original
 - 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,

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

Accy

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

Sarita Sachdeva
 Signature of Employee 27/7/03

Name of Employee Sarita Sachdeva



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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: 27th July 2003

Savita Sachdeva

Signature with date

Name (in Block letters) Dr. Savita Sachdeva



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Ref: CHR326
Date: August 01, 2007

To
Dr. Sarita Sachdeva
Professor & Head, Biotechnology
CITM, MREI Campus, Faridabad

Through: Director, CITM

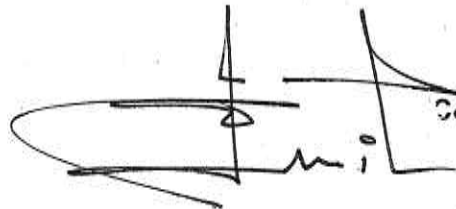
Subject: **RE-FIXATION OF PAY AND REVISED TERMS & CONDITIONS OF APPOINTMENT**

Dear Dr. Sarita Sachdeva,

1. With reference to your appointment/offer letter, the Board of Governors is pleased to designate you as "Professor" and refix your pay as under: -
 - a) You shall be consolidated pay of Rs.42, 315 /- (Rupees Forty Thousand Three Hundred Fifteen only) w.e.f. August 01, 2007 in the Pay Scale of 16400-450-20900-500-22400.
 - b) You shall be paid Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and Medical Allowance as per policy of the CITM as notified from time to time.
 - c) Your present emolument shall work out as under:

Basic Pay	16850
D.P	8425
D.A	7330
HRA	1260
MA	250
CCA	200
PP	4000
Reimbursement of Conveyance	4000
Total Gross Pay (per month)	42315

- d) Next date of your increment shall be 01.08.2008 and you shall be given increments as per policy of MREI as notified from time to time.
2. Revised Terms and Conditions of your appointment shall be as under:
 - a) Your appointment shall be on Regular basis.
 - b) You will be governed by the Rules and Regulations of CITM as notified from time to time by the orders of competent authority.



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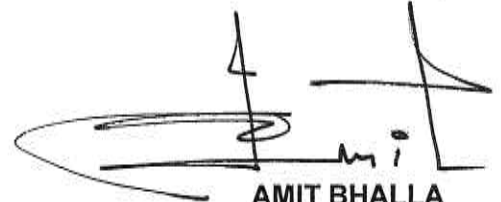


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- c) You will be required to perform your duties as allotted to you by Head of the Department /Director, CITM/Principal/Board of Governors.
 - d) You will maintain best standards of integrity and ethics during your stay with the College and perform your duties diligently.
 - e) You will not accept and undertake any other job, full time or part time, from any other agency, without prior approval of the competent authority designated by Board of Governors. Such a lapse would constitute breach of trust and may lead to termination of your services. However, you may undertake duty assigned by affiliated university/ Department of Technical Education, Govt. of Haryana /AICTE with prior approval of the Director, CITM/Principal in writing.
 - f) You will be required to be physical and mentally fit to enable you to perform your duties in impeccable manner.
 - g) You shall be required to give, minimum one months notice in writing or deposit one months pay in lieu thereof in case you intend to resign from your job. Similarly, the Board of Governors may also terminate your services without assigning any reason, after giving you one months one or three months pay in lieu thereof. In addition, you shall not be relieved from your services during the pendency of the Academic term/ semester, even if your notice expires prior to the last teaching day of the relevant academic term/ semester. However, this condition shall not be applicable, if your services are dispensed with due to misconduct and/or an act of moral turpitude by giving you due opportunity to explain your position.
3. You shall not have more than one living spouse, until and unless permitted by law.
 4. The Board of Governors reserves the right to transfer you to any other location with in India or abroad and modify terms and conditions of your appointment.

Dr. M. K. Soni
Director, CITM


AMIT BHALLA
VICE PRESIDENT

I accept refixation of my pay and revised terms and conditions of my appointment as enumerated above.

Signature 
BT

Name: **Dr. Sarita Sachdeva**

Designation: **Professor, Bitotechnology**

