



Pradeep Memorial

COMPREHENSIVE COLLEGE OF EDUCATION

Affiliated to G.G.S.I.P. University

Pratap Vihar, Kirari Extn., Nangloi, Delhi-110086

011-64598301
011-64598306

Ref. No. PMC/1632(A)/2021

Dated 21-04-2021

Shri/Smt/ Ku. Dr. Sabita Soni
Delhi Cantt Hospital
New Delhi

APPOINTMENT LETTER

Dear Sir/Madam

With reference to your application and subsequent interview for the post of Psychologist management committee of the College is pleased to appoint you for the said post in the scale of Rs plus admissible allowances from time to time. The following terms and conditions will govern your appointments:-

1. You shall be on probation of one year. This probationary period may be extended for a period of another one year and your services may be terminated without notice during this probation period if the work and conduct during the said period is not found satisfactory in the opinions of the appointing authority.
2. Unless a letter of confirmation is issued to you, You shall not be deemed to be permanent member of the staff.
3. You shall not leave the college before completion of the academic session. Similarly no notice of termination of your Service shall be issued during the session. However, in case of some serious misconduct or breach of trust, the College will be entitled to terminate your services.
4. Your services may be terminated either by giving one- month notice or giving one month's salary in lieu of notice during this period or extended period.
5. As a whole time employee of the college, you will apply yourself honestly, efficiently and diligently towards the duties assigned to you.
6. You shall not absent yourself from your duties without prior permission of the Principal/Director
7. You shall not leave the station without prior written permission of the Principal/Director of the college during the session /long session
8. You will not carry or engage yourself directly or indirectly in any business or trade. You will not take up any part time employment without prior permission of the management.
9. You will be terminated/ removed from service without remuneration in case any of the statement given in the Application form is found incorrect or false.
10. You will confirm to all rules and regulations in force in this college and will obey all lawful orders of the college Principal/Director.
11. The management committee has the right to transfer you from one college to another in the interest of the institution.

If the above terms and condition are acceptable to you, please confirm and join your duty on or before 21-04-2021

P.M.C. COLLEGE OF EDUCATION

(Dr. Dhanraj Singh)
Chairman

(Chairman)

ACCEPTANCE

With reference to my appointment Letter no. PMC/1632(A)/2021 dated 21-04-2021. I accept appointment on the terms and conditions mentioned there in and shall join my duty on 22-04-2021.

Date:- 21-04-2021

Signature [Signature]
Full Name Dr. Sabita Soni
Address Delhi Cantt Hospital