



# THE BOMBAY ST. XAVIER'S COLLEGE SOCIETY

OFFICE : ST. XAVIER'S COLLEGE, 5, MAHAPALIKA MARG, MUMBAI 400 001.

Telephone : 2262 06 62 / 63 / 64 Public Trust Regn. No. F-2164 (BOM)

Ref.: SXC/PF-2268/12278

22<sup>nd</sup> August, 2019.

**Ms. Manik Rathod,**  
B-614, Siddhi Vinayak Darshan Apt.,  
J. R. Boricha Marg,  
Mumbai – 400 011.

Sub : Appointment for the post of Full-time Temporary Assistant Professor in Chemistry at St. Xavier's College (Autonomous), Mumbai.

Dear Ms. Rathod,

With reference to your application dated 9<sup>th</sup> August, 2019 for Contractual engagement as Full-time Temporary Assistant Professor in Chemistry at St. Xavier's College (Autonomous), Mumbai. This is to inform you that your services are engaged on purely Contractual basis in our College, on the following terms and conditions:

- a) Post : Full Time Temporary Assistant Professor.
  - b) Branch / Subject : Department of Chemistry.
  - c) Nature of Vacancy : Contractual.
  - d) Period of engagement : 22<sup>nd</sup> August, 2019 to 30<sup>th</sup> April, 2020.
  - e) Remuneration : Rs. 25,000/-.
1. This contract shall be for a period of about 08 months from **22<sup>nd</sup> August, 2019 to 30<sup>th</sup> April, 2020.**
  2. During the period of contract you shall be paid monthly compensation of Rs.25,000/- (Rupees Twenty Five Thousand only) for your work as Temporary Assistant Professor in Chemistry.
  3. This is a Non-Government Institutional arrangement and does not come under the service rules of the Government of Maharashtra or the University of Mumbai for its employees. This contract shall stand terminated upon completion of the above period for which you have been engaged. It can also be discounted by one calendar month's notice given by either of us, if the need arises, or by payment of the equivalent of one month's salary. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the remuneration for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.
  4. During the period of contract you shall be entitled to 6 days of casual leaves and 5 days of sick leave. In case your contract is terminated prior in point of time for any reason whatsoever, leave will be granted on a pro-rata basis.

..2.

*Handwritten signature and date:*  
29/8/19





# THE BOMBAY ST. XAVIER'S COLLEGE SOCIETY

OFFICE : ST. XAVIER'S COLLEGE, 5, MAHAPALIKA MARG, MUMBAI 400 001.

Telephone : 2262 06 62 / 63 / 64 Public Trust Regn. No. F-2164 (BOM)

- 2 -

5. You shall abide by the working schedule which may be fixed by the College Management at its discretion during the period of contract. You will be expected to engage lectures for the Chemistry programme under the autonomous system introduced by the College and also to help the Department in conducting co-curricular and extra-curricular activities and any other duties assigned to you by the Principal, for the smooth running of the College. You will also be expected to take the students on field trips and industrial visits, to guide projects and to motivate and monitor students in their pursuit of all-round development.
6. You will be expected to be available for a minimum of 5 hours per day and a minimum of 40 hours per week in College, to sign in the specified muster and register your biometrics in and out when on the College campus.
7. You will observe the Institution's rules and regulations in force during the period of this contract.
8. You will be paid your monthly remuneration through the Corporation Bank. You will be assisted by the college office to open your individual account in the above mentioned bank in the Mahapalika Marg Branch.
9. In case you are agreeable to the above terms and conditions you shall sign the duplicate hereof and submit the same to us at the earliest.

Sincerely,

Dr. (Fr.) Conrad Pessa, S. J.  
Secretary & Treasurer

c.c. : Dr. Rajendra D. Shinde  
Principal

I have read the above terms and conditions and I have fully understood them and I am willing to abide by the terms and conditions on and with effect from **22<sup>nd</sup> August, 2019.**

(Ms. Manik M. Rathod)