



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-2251/12156

2nd May, 2019.

Ms. Neha Kapadia

C 55 / Kripa Co-op Housing Society Ltd,
Near Mount Mary Steps, Bandra (West),
Mumbai – 400 050.

Sub : Your appointment for the post of an Full-time Temporary Teacher for **Chemistry** in Degree College.

Dear Ms. Kapadia,

We have observed your contribution to St. Xavier's College (Autonomous), Mumbai in the previous academic year of 2018-19 and we are happy to state that we would be pleased to engage your services as Full-time Temporary Teacher for **Chemistry in Degree College** on the following terms and conditions:

- 1 This contract shall be for a period of about 11 months from **10th June, 2019 to 30th April, 2020.**
2. During the period of contract you shall be paid monthly compensation of Rs.25,000/- (Rupees Twenty Five Thousand only).
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.
4. During the period of contract you shall be entitled to 8 days of casual leaves and 7 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.
5. During the period of contract with us, you shall not undertake any employment either on part-time or full time basis with any other employer or company or association.
6. 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.

..2.

*Recd from Admin
10/6/19*



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- 2 -

7. 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.
8. You will observe the institution's rules and regulations in force during the period of this contract.
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

" *Mr. Malgob / (thru L. firm)*

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 **10th June, 2019.**

(Ms. Neha Kapadia)