



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-2190/10785

5th June, 2017.

Ms. Rachana Pandey,
Topaz 203,
Nyati Empire Housing Society,
Kharadi
PUNE – 400 005.

Dear Ms. Pandey,

I am pleased to re-appoint you as a Full-time Assistant Professor for the **B.Sc. (IT) Self-financing Course** from 5th June, 2017 on a Consolidated Monthly Salary of Rs.50,000/- p.m. with 5% increment (on the Consolidated Monthly Salary) from July 2018 and thereafter.

1. 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. 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.
2. You shall be entitled to 15 days of Casual Leave and 20 days of Half Pay Leave in an academic year.
3. You shall not undertake any employment either on part-time basis with any other employer or company or association.
4. You shall abide by the working schedule which may be fixed by the College Management at its discretion during the period of your service. You will be expected to engage lectures for the B.Sc. (IT) Course and also help 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 fieldstrips and industrial visits, to guide projects and to motivate and monitor students in their pursuit of all-round development.
5. Your appointment is subject to the availability of the requisite workload. You will be required to acquire the qualification as laid down by the UGC and University of Mumbai, from time to time.
6. You will observe the institution's rules and regulations in force during the period of your service.




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7. You are requested to submit your Age, Education / Special Training / Qualification / Experience Certificates, the Last Pay Certificate, Discharge Certificate, Service Book, etc., obtained from your previous / last employer/s.
8. 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. Agnelo Menezes
Principal

c.c: Dr. (Fr.) Conrad Pessa, S. J. Treasurer

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 **5th June, 2017**.


(Ms. Rachana Pandey)