



RIZVI EDUCATION SOCIETY'S

Rizvi College Of Engineering

Approved by : All India Council for Technical Education, Ministry of HRD, Govt. Of India
Affiliated to : University Of Mumbai & Recognized by : Directorate of Technical Education, Govt. Of Maharashtra

Ref. No: - RCOE/OFF/ESTT/2022-23/

Date: 28/11/2022

To,
MD ASIF
Andheri (West),
Mumbai – 400 058.

Sir,

With reference to your application and your subsequent interview & Demo, I am glad to inform you that you have been selected for the post of **Assistant Professor in Applied Mathematics Department** at **Rizvi College of Engineering**, New Rizvi Educational Complex, Bandra (West), Mumbai- 50, Your total consolidated amount will be **Rs.40,000/-** per month as sanctioned by the competent authority. **You will join the duty w.e.f. 29/11/2022.** The other terms and conditions are as follows:


12. Your appointment will be purely on Adhoc basis i.e., from 29th November 2022 to 31st May 2023 which will be continued further depending upon your performance.
13. Your performance, attitude and regularity will be evaluated during this period. If found unsatisfactory, your service may be discontinued with immediate effect without assigning any reason, without notice.
14. You will be governed by the service Rules & Regulations, administrative order(s), any such rules / orders of the Institute/University now in force and as amended or modified from time to time.
15. The appointment is a full time one and does not permit the holder to engage himself/herself in any outside business, consultation, professional, tutorial and/or such other outside work either with or without remuneration without the express sanction of the institute authorities.
16. You shall carry out duties as will be assigned to the above post (Responsibilities attached) will be as per guidelines given in Institute manual and other duties assigned to you from time to time.
17. You shall not disclose or part with any information in any form whatsoever, related to the institute & its activities, while in service or even after ceasing to be on the payrolls of the institute.



18. Your offer of appointment may be terminated at any time, by either side/party, by giving one month's notice or one month's salary in lieu of notice period.
19. The terms and conditions of service to this appointment, which if and when modified or altered will be binding on you.
20. Any misconduct on your part will be liable for action, which may include discontinuation from service with immediate effect. The following actions will be deemed to be 'Misconduct':
 - Moral Turpitude
 - Unfair Practices
 - Absenteeism from duty without prior intimation, just cause and reason
 - Insubordination (by disobeying orders)
 - Engaging in gainful pursuits without the written sanction of the Management
 - Any other act which is detrimental to the interest of the Institute and its environment.
21. You shall notify to the institute any change in your personal details or else the details given by you in the application shall be treated as final for all purposes.
22. You are required to submit the following along with the acceptance letter: -
 - Attested copies of your certificates.
 - Relieving certificate from your present employer, if any.
 - Necessary fitness certificate from any of the institute's registered medical practitioner on the panel.

You are requested to return the duplicate copy of this appointment letter, duly signed by you, in token of your having accepted the appointment on the terms and conditions mentioned above. If your acceptance is not received within seven days from the date of this letters, your appointment is liable to be cancelled.

Yours sincerely,


(Dr. Varsha Shah)
PRINCIPAL

