



Indus College of Education, Rohtak

Delhi Road, Rohtak – 124 001 (Haryana)

Ph. No. 01262 - 215724, 9992900577

Approved by: NCTE, Jaipur

Website: www.icrohtak.co.in

Affiliated to: M.D.University Rohtak (Haryana)

Email: icrohtak@gmail.com

Ref. No. ICE/Rtk/009/

Date: 12/12/2012

APOINTMENT LETTER

On the recommendation of the selection committee Mr./Mrs. is hereby appointed as Asstt. Prof. in our (College) with effect from the date he/she joins duty on the following terms and conditions, namely:-

Terms and Conditions

1. He/She shall be on probation for a period of one year in accordance with the rules which can be extended for such further period of one year as the competent authority under the rules may determine.
2. In case of resignation or discharge, on grounds other than the abolition of post or disciplinary action, he/she shall be required to give three months' notice in writing if he/she is permanent or one month's notice in writing if he /she is temporary/probationer or deposit three months'/one month's salary as the case may be in lieu thereof.
3. All the terms & conditions contained in the M.D.U. affiliation Bye laws will be applicable to him/her.
4. He/She will be paid salary & allowance as per State Govt. norms.
5. In case the above terms and conditions are acceptable, he/she should join his/her duties on
6. In case of failure to do so, his/her candidature is liable to be cancelled and the post shall be offered to the next eligible candidate.

Principal



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Service Rules For Appointments

1. Advertisement is published in the National / Local news papers inviting applications/ Biodatas.
2. Biodatas are short listed as per qualification, academic performance, experience related to our requirement etc.
3. Short listed candidates are called for interview telephonically/ call letters.
4. Formation of selection committee as per guidelines of the University.
5. Candidates are selected based on their educational background, qualification, personality, communication skills, confidence, extra curricular activities and general awareness etc.
6. Issue letter of offer to the selected candidates.
7. After taking consent, they are asked for joining.
8. They are issued appointment letters.
9. While joining, they are required to submit joining report.
10. After joining, the names are entered in the attendance register and attendance is marked from the day of joining.
11. Service Book and personal files are opened and maintained.
12. Regular appointments are made against regular vacancies.
13. Contractual/ visiting appointments are made in case of non regular nature of requirement.
14. Initial appointment is made for a period of one year on probation, extendable maximum up to two years.
15. After satisfactory completion of the probation, the services of the employees are confirmed.
16. Salary and allowances are paid as per the norms of the state Govt.