



# St. Xavier's College Mahuadanr

Estd.: 2011. Affiliated to Nilamber-Pitamber University, Medininagar, NPU/R/953/11

Accredited to NAAC

P.O. Mahuadanr, Dist. Latehar, Jharkhand-822119

AISHE- C-42763

ISO-9001:2015

Phone: 09508440233

E-mail: [sxcmadanr@gmail.com](mailto:sxcmadanr@gmail.com)

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SXCM/FAC/54/2020

29-06-2020

To,  
Miss Surabhi Sinha  
D/o Ajit Kumar Sinha  
Mandir Marg,  
Lower Burdwan Compound  
P.O.-Lalpur, Ranchi-834001

**Subject: Appointment as Assistant Professor in the Department of Commerce on Post No. 03 of the Department of St. Xavier's College, Mahuadanr.**

Dear Miss Surabhi,

This is to inform you that the Faculty Selection Committee constituted by the college, has selected you for the post of Assistant Professor in the Department of Commerce of St. Xavier's College, Mahuadanr. Following the decision of the Selection Committee and on behalf of the Governing Body of St. Xavier's College, Mahuadanr, I appoint you as Assistant Professor in the Department of Commerce of the college on Post No.03 of the Department with effect from **1<sup>st</sup> July, 2020**, subject to the approval of the Governing Body and on the following terms and conditions.

1. You will be on probation for a minimum period of two years from the date of your joining the college.
2. Your appointment will be on a temporary basis till it is regularized by the Governing Body of the College.
3. The scale and emoluments offered by the college are as follows:-

Basic salary	Rs. 15600.00
D.A. 43 %	Rs. 6708.00
House Rent	Rs. 900.00
Additional: Grade Pay	Rs. 3000.00
<b>Total</b>	<b>Rs. 26,208.00</b>

4. Your continuation on the post will depend on the satisfactory performance of your duties and roles as a Faculty Member of the College.
5. As you are serving a student population of rural area, you may be required to take additional responsibilities in the college for the growth and development of the College and the students.
6. While in service in the college, you must abide by the by-laws and the service rules of the College.
7. You are expected to use modern techniques like power point presentation to enhance and compliment your teaching.
8. You are expected to carry out co-curricular activities of the department.



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9. You are entitled to holidays of the vacational category of Nilamber-Pitamber University as adapted by St. Xavier's College, Mahuadanr to its academic and administrative situations.
10. You are entitled to casual leave as per the statutes of the University.
11. During your service in the college, either party is at liberty to terminate the contract by giving one month's notice during your temporary and three month's notice during your permanent service period in advance or forfeiting the pay in place of the notice period.
12. If you agree to the terms and conditions mentioned above, please sign on a copy of this letter and return it to the Principal prior to joining.
13. We look forward to having you with us for a long period of service and hope that your service period will be a time of satisfaction to you and the college.

With warm regards

Secretary.

St. Xavier's College, Mahuadanr.

**The Secretary**  
**St. Xavier's College, Mahuadanr**  
**Dt. Latehar, Jharkhand - 822119**