

**PUNE DISTRICT EDUCATION ASSOCIATION, PUNE**  
48/1, A, Erandavana, Paud Road, Pune - 411 038

**ORDER OF APPOINTMENT**

O.No: PDEA/EST-8/APP/2011-12/

Date :

To,

Sub. : Appointment to the post of

Sir/Madam,

In response to our advertisement dated you had applied for the above post. You were interviewed for the above post by the Selection Committee appointed by the Management under Statute No. 415 of the University of Pune.

I am pleased to inform you that the Management has appointed you on the said post

in the scale of Rs. with effect from

Your appointment is subject to the following terms and conditions :

1. Your services will be governed by the Maharashtra Universities Act, 1994, Statutes, Code of Conduct, Ordinances and rules and regulations laid down by the University of Pune and State Government from time to time.
2. (a) You are appointed in clear vacancy on full-time/~~part-time~~ basis on probation for a period of year(s) from the date of joining.  
(b) Your appointment is purely temporary for a period of i.e. from to  
(c) Your appointment is on the leave vacancy for the period from to  
(d) The post is reserved for Category. Since you belong to the said category, you are appointed on full-time basis on probation for a period of year(s) from the date of joining.  
(e) The post is reserved for Since you do not belong to the said category, you are appointed full-time on temporary basis against the reserved post for a period of You shall not have any claim on the said post in future.  
(f) This is temporary vacancy caused by Hence you are appointed full-time on purely temporary basis for a period of  
(g) Your appointment is on part-time/clock hour basis only.
3. (i) You will be paid basic pay of per month in the scale indicated above. You will also be entitled to Dearness Allowance, House Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time. In case you are appointed for a period of more than one year, you shall earn annual increment.  
(ii) You will be paid remuneration at the rate of Rs. per lecture/per hour.  
(iii) Your appointment and salary shall be subject to approval by the University of Pune and Director of Technical Education/ Director of Medical Education & Research / Director of Higher Education as the case may be.



Principal  
Pune District Education Association's  
College of Engineering Manjari (Bk.),  
Pune - 412307.

4. (a) You shall have to qualify the NET or the SET or similar test (as the case may be) laid down by the University or State Government / UGC or the Central Council pertaining to your faculty within the stipulated period.  
(b) You shall have to acquire the qualifications \_\_\_\_\_ (M.Phil/Ph.D., M.D.S., M.E. etc.) as prescribed by the University / State Govt. or the Central Councils concerned within the \_\_\_\_\_ period.
5. Your appointment is subject to the minimum number of students and the workload prescribed for the post.
6. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, marksheets, experience certificate, discharge/relieving certificate, last Pay Certificate, Caste certificate, change of name certificate (if any), etc. before joining your duties.
7. In case you accept the appointment you shall have to execute Deed of Contract of Service as prescribed in the Statutes at the time of joining the duties.
8. You will be allowed to join the duties on producing of -
  - (i) Two Passport size Photographs.
  - (ii) Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
  - (iii) Discharge Certificate from previous employer (if any).
9. You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the college / institution.
10. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by you.
11. You will not conduct or engage yourself in any private tuitions or private coaching classes.
12. You will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority/Management.
13. Your Services are transferable to any other colleges / institutions run by the Management.
14. Your appointment may be terminated, at any time, by either side / party, by giving one month's notice or one month's pay in lieu of notice period in case the period spent in service is more than six months.
15. If you are found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of your service you shall not directly or indirectly do such things which are subversive to the interests of the Society/University/Institute/College / Students.
16. You have to communicate your acceptance to the Management/ College / Institution within seven days from the date of receipt of this Order of Appointment, failing which your appointment is liable to be cancelled.

Yours faithfully,

[Redacted Signature]

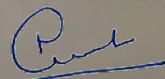
Hon. Secretary

Pune District Education Association, Pune - 38.

Copy to :

✓ The Principal, College of Engineering, Manjari, Tal- Haveli Dist- Pune.

Joining report of the candidates should be sent to the Head Office immediately after he/she reports to duty.



Principal  
Pune District Education Association's  
College of Engineering, Manjari, Tal-  
Haveli, Dist- Pune - 412 005.



## Pune District Education Association, Pune

48/1 A, Erandavana, Paud Road, Pune- 411 038

Email :- [honsecretary@pdeapune.org](mailto:honsecretary@pdeapune.org) Web :- [www.pdeapune.org](http://www.pdeapune.org)

O.No:- PDEA/EST-8/App./2022-23/ [Redacted]

Date: [Redacted]

### Order of Appointment

[Redacted]

In response to your application, I am pleased to inform you that you are hereby appointed as a [Redacted] at College of Engineering, Manjari (Bk.), Tal- Haveli Dist- Pune of Pune District Education Association, Pune purely on temporary basis for a period from [Redacted] on a consolidated salary of Rs. [Redacted].

Your appointment is subject to the following service terms and conditions :-

1. Your appointment is on a full-time basis & purely temporary and after the expiry of the said period, your services shall stand terminated automatically.
2. Your services will be governed by the Society rules & regulations.
3. Your appointment may be terminated at any time by giving seven days notice.
4. You are not entitled to vacation or any leave other than casual leave.
5. You shall submit the original as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste validity certificate, change of name certificate (if any), etc. as the case may be, before joining the duties.
6. You will have to submit (a) Two passport size photographs (b) Character certificate from two eminent persons, one of them should be a Government Gazetted Officer and (c) Discharge Certificate from previous employer (if any) before joining duties.
7. You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon, within one month from the date of joining. The appointment is provisional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment.
8. If you are found absent continuously for more than 15 days without permission, your service shall stand terminated automatically. If you are found guilty of violation of any rules and regulations of the society, your service shall be terminated.
9. You have to communicate your acceptance to the Management within seven days from the date of receipt of this order, failing which your appointment is liable to be cancelled.
10. The PDEA is reserving the right to review and to take necessary action warranted (in the present COVID-19 pandemic situation) in the case of salary payable as mentioned in this appointment order.

[Redacted]

Hon. Secretary

Pune District Education Association,  
Pune-38.

Copy forwarded for information and necessary action to :-

The Principal, College of Engineering, Manjari (Bk.), Tal- Haveli Dist- Pune.

He/she is informed to report to this office immediately the date on which the above person joins his/ her duties.

[Redacted]

Principal  
Pune District Education Association's  
College of Engineering Manjari (Bk.),  
Pune - 412307.