



George College

Affiliated to : Maulana Abul Kalam Azad University of Technology, W.B. (Formerly known as WBUT)

22/12/2020

To

Ms. Rajeswaree Basu
58/107, Prince Anwar Shah Road,
Kolkata -700045

Subject: Appointment in Service

Dear Ms Basu

The Management is pleased to appoint you to the position of **full-time faculty with effect from 1st Of January'2021.**

You will be on Probation for a period of Six Calendar Months from the date of appointment and your confirmation of service shall be subject to satisfactory performance during the period of probation. During the period of Probation your service may be terminated with 24 Hours' notice from either side and the Management shall not be liable for any dues other than remuneration for actual days worked.

Confirmation in service is subject to satisfactory performance during the period of probation and the Management shall have the right to extend the period of probation for a further three calendar month period at the end of every such probationary period subject to a maximum of three such extensions, should your performance not merit confirmation during the initial or subsequent period of probation.

Your place of work will be The Gayatri Chetna Foundation Located at Ramchandrapur, Narendrapur, Kolkata -700103 but may be changed at the discretion of the Management as and when it deems necessary.

You will report to, and work under the guidance and instruction of *the undersigned* or whomsoever may be nominated to supervise your activities.

Your normal duty hours will include:

- *Theoretical and Practical* teaching to students.
- Preparation of lesson plan as assigned to you and submission of the same within the given time frame.
- Proper upkeep and maintenance of machinery, equipment, accessories, gadgets, devices and components while you take classes and to develop instructional aids for improvement of training.
- Preparation and maintenance of Teaching Log Books in the subjects assigned to you and submission of the same for inspection as per schedule.
- Completion of the course syllabi as assigned to you within the given time frame.

Campus : 136, B. B. Gnguly Street, Kolkata - 700 012

✉ : +033 2217 6142 / 43, 2227 2605, E-mail : enquiry@georgecollege.org

Centralised Information & Admission Office : 2122, Chak Garia, 2nd Floor, Sanmelani Park, Kolkata - 700 075

✉ : (033) 24160020 / 40048533, Website : www.georgecollege.org



- The conduct and evaluation of Monthly Tests at the end of every fourth week of classes within normal class hours and submission of the results within the given time frame.
- Preparation of examination questions as assigned to you and submission of the same within the given time frame.
- Invigilation at Examinations as assigned to you.
- Evaluation of answer scripts as assigned to you and submission of the same within the given time frame.
- Arrangement of industrial and training visits for our students as applicable for the course.

You may in the exigencies of circumstance be required to work beyond the hours detailed above for which you will not be entitled to any extra remuneration.

*Your remuneration per month will be **Rs.29,000/- (Rupees Twenty Nine Thousand Only)** Consolidated.*

In all matters regarding your service to the College from the date of appointment you will be subject to the Service Rules of the College.

- The period of working hours is liable to be changed for the purpose of rotation to suit all concerned and to balance the pressure of work as the case may be. Actual working hours shall be in conformity with the provisions of law and shall not exceed 21 hours per week.
- The College being an educational trust, all Employees are required to maintain standards of work and personal conduct at an exemplary level to set the correct example to the students.
- No Employee is permitted to participate in any activity that may be detrimental to the interests of the College such as disclosure of confidential information to any external person or agency or disclosure of any information that may prejudice the interests of the College to any organisation or person.
- In case of resignation after the completion of probation period, a clear one-month' notice has to be given to the management.

In case of resignation/termination from service the payment of dues to you shall be subject to clearance and/or satisfactory disposal of all dues and claims against you.

Please indicate your acceptance by signing the duplicate copy of this letter.


Director Administration

Copy to: 1. The Accountant
for information and necessary action



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GEORGE COLLEGE
136, B. B. GANGULY STREET
KOLKATA - 700 012



"AY SLIP FOR THE MONTH OF February" 2025

Employee Details

(A) 		Employee Details			
		1	Name of the Employee:	Rajeswaree Basu	
2	Designation:	Faculty			
3	Employee Code No.:	258			
4	Universal Account No.:	101311665685	5	E.P.F Account No.:	WB/CA/44238/ 258
6	Salary Account No.	68024952323	of BOM, Shyama Prasad Mukherjee Road Branch, Kolkata - 700 025		

Salary Details

EARNINGS		DEDUCTION			
I	Basic	19,625.00	I	E.P.F	
II	DA	-	II	P. Tax	
III	D.PAY	-	III	Loans/Advance	
IV	HRA	9,812.50	IV	T.D.S	
V	City Allowance	5,887.50	V	E.S.I.	
VI	Conveyance	3,925.00	VI	Any other Deductions	
VII	Other Allowances	-			
Total Earning		39,250.00	Total Deductions		1,950.00
Net Pay		37,300.00			

Credited the Salary of Rs. 37,300.00 Rupees Thirty Seven Thousand Three Hundred Only to your Salary Account with Bank Of Maharashtra, Shyama Prasad Mukherjee Road Branch, Kolkata - 700 025

For ~~GEORGE~~ COLLEGE

(Authorized Signatory)

