



**Foundation**

Mission of Pratap Khandebharad

# P K FOUNDATION

Gat No. 321, Near P.K School For Special Children (M.R.) Kadachiwadi,  
Chakan-Shikrapur Road, Chakan, Tal. Khed, Dist. Pune 410501.

Phone : 02135-204100 Fax : 02135-286366

E-mail : pkfoundation2009@yahoo.cm Website : www.pkfoundationpune.org.in

**PRESIDENT : PRATAPRAO KHANDEBHARAD**

Ref. No. : PKF/23-24/

Date : 14/07/2023

To,  
**Ms. Rupali Rathod**  
Flat no. 205, Ambika Residency Appartment  
Ecchamani Nagar, Nashik-3

Subject: Appointment to the post of "**Counselor**" in P K Foundation's, P  
K Technical Campus, Pune.

Sir,

With reference to your application and subsequent interviewed before the selection committee for the post of "**Counselor**" in P K Foundation's, P K Technical Campus, Pune.

The undersigned is pleased to inform you that you are hereby appointed as "**Counselor**" in P K Foundation's, P K Technical Campus, At Kadachiwadi, Post Chakan, Taluka Khed, District Pune – 410 501 with effect from 15<sup>th</sup> July, 2023. Your appointment is subject to the following terms and conditions.

1. You will be paid basic pay of **Rs.15, 600/-** per month plus Academic Grade Pay of **Rs.5, 000/-** per month i.e. total basic pay of **Rs.20, 600/-** per month in the pay band of **Rs.15600-39100** plus allowances at the rates prescribed by the State Government from time to time.
2. Your service will be governed by the MSBTE, statutes, code of conduct ordinances and rules and regulation laid down by the AICTE, State Government and Trust from time to time.
3. Your appointment is purely temporary for Academic year 2023 – 2024 and your last day of working is 31/05/2024.
4. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, marks sheet, experience certificate, discharge/relieving certificate, last pay certificate, caste certificate, change of name certificate (if any) etc. before joining your duties.
5. 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 physically fit for employment on the staff of the college / institute.

( P.T.O.)


6. Your appointment is subject to the minimum number of students and the workload prescribed for the post.
7. 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 communication to the Director. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given, shall deemed to have been acknowledge duly singed by you.
8. 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.
9. You will not conduct or engage yourself in any private tuitions or private coaching classes.
10. Your services are transferable to any other Colleges / Institutions run by the P K Foundation's, P K Technical Campus.
11. In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice.
12. If you are found absent continuously for more than ten days without permission your service 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 competent authority / management.
13. You should not disclose any matter pertaining to the college / institute / trust to any one.
14. Your services are binding for minimum one academic year and you should not leave the services within the academic year.
15. You have to communicate your acceptance to the management within four days from the date of receipt of this order of Appointment, failing which your offer of appointment is liable to be cancelled.
16. Any legal dispute arises in services will be dealt in Pune jurisdiction only.

I accept the same.

  
(Name & Signature)

C.C. To,

1. The Campus Director, P K Technical Campus.
2. Account Section, P K Technical Campus.
3. Guard's Personal File.

  
(Mrs. Nanda Pratap Khandebharad)  
Secretary  
**Secretary**  
**P K Foundation**  
**Kadachiwadi (Chakan),**  
**Pune - 410501**