



Date: 10/07/2018

To,
Mr. Vikas Sharma

Subject: Appointment Letter for the Post of Computer Lab Incharge

We are pleased to appoint you as **Computer Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from **16th July, 2018**.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Computer Laboratory.
2. You shall ensure the proper maintenance of all computers, servers, networking equipment, printers, projectors, UPS systems, and other IT infrastructure installed in the laboratory.
3. You shall maintain laboratory stock registers, dead stock registers, issue and receipt records, maintenance logs, software license records, and all other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure that all computer systems are functional, updated with the required software, protected with antivirus solutions, and connected to the institutional network and internet facilities.
5. You shall assist faculty members and students during practical classes, examinations, workshops, seminars, training programmes, and other academic activities conducted in the Computer Laboratory.
6. You shall ensure proper safety, cleanliness, discipline, security, and optimal utilization of all laboratory resources and equipment.
7. You shall prepare annual stock verification reports, maintenance schedules, purchase requisitions, and reports related to laboratory equipment and consumables.
8. You shall coordinate with vendors and service providers for the repair, servicing, and maintenance of computer hardware and software whenever required.
9. You shall comply with the rules, regulations, and policies of the institution, the University, NCTE, and other statutory authorities.
10. During your employment, you shall maintain complete confidentiality of institutional records, student data, examination-related information, and all official documents.
11. You shall perform any other duties assigned by the Principal or the Management from time to time in the interest of the institution.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism, while maintaining the highest standards of conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(Under The Management Of Deepshikha Kala Sansthan)

Affiliated to University of Rajasthan & Approved by NCTE - Web : www.deepshikhagroup.org

10th August, 2019

To,
Mr. Sanjeev Sharma

Subject: Appointment Letter for the Post of Lab Incharge

Your appointment is based on the following terms and conditions:

We are pleased to appoint you as **Computer Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from **12th August, 2019**.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Computer Laboratory.
2. You shall ensure the proper maintenance of all computers, servers, networking equipment, printers, projectors, UPS systems, and other IT infrastructure installed in the laboratory.
3. You shall maintain laboratory stock registers, dead stock registers, issue and receipt records, maintenance logs, software license records, and all other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure that all computer systems are functional, updated with the required software, protected with antivirus solutions, and connected to the institutional network and internet facilities.
5. You shall assist faculty members and students during practical classes, examinations, workshops, seminars, training programmes, and other academic activities conducted in the Computer Laboratory.
6. You shall ensure proper safety, cleanliness, discipline, security, and optimal utilization of all laboratory resources and equipment.
7. You shall prepare annual stock verification reports, maintenance schedules, purchase requisitions, and reports related to laboratory equipment and consumables.
8. You shall coordinate with vendors and service providers for the repair, servicing, and maintenance of computer hardware and software whenever required.
9. You shall comply with the rules, regulations, and policies of the institution, the University, NCTE, and other statutory authorities.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism, while maintaining the highest standards of conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 09/07/2022

To,
Mr. Gopal Shankhla

Subject: Appointment Letter for the Post of Lab Incharge

Your appointment is based on the following terms and conditions:

We are pleased to appoint you as **Computer Lab Incharge** at **Deepshikha College of Technical Education, Jaipur**, with effect from **11th July, 2022**.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Computer Laboratory.
2. You shall ensure the proper maintenance of all computers, servers, networking equipment, printers, projectors, UPS systems, and other IT infrastructure installed in the laboratory.
3. You shall maintain laboratory stock registers, dead stock registers, issue and receipt records, maintenance logs, software license records, and all other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure that all computer systems are functional, updated with the required software, protected with antivirus solutions, and connected to the institutional network and internet facilities.
5. You shall assist faculty members and students during practical classes, examinations, workshops, seminars, training programmes, and other academic activities conducted in the Computer Laboratory.
6. You shall ensure proper safety, cleanliness, discipline, security, and optimal utilization of all laboratory resources and equipment.
7. You shall prepare annual stock verification reports, maintenance schedules, purchase requisitions, and reports related to laboratory equipment and consumables.
8. You shall coordinate with vendors and service providers for the repair, servicing, and maintenance of computer hardware and software whenever required.
9. You shall comply with the rules, regulations, and policies of the institution, the University, NCTE, and other statutory authorities.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism, while maintaining the highest standards of conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 25/08/2020

To,
Mr. Sheespal Singh

Subject: Appointment Letter for the Post of Physics Lab Incharge

We are pleased to appoint you as **Physics Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 25/08/2020.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Chemistry Laboratory.
2. You shall maintain all laboratory equipment, instruments, glassware, chemicals, reagents, models, and consumable materials in good working condition.
3. You shall maintain laboratory stock registers, dead stock registers, chemical stock registers, issue and receipt registers, breakage registers, maintenance records, and other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure the safe storage, labeling, handling, and disposal of chemicals in accordance with laboratory safety standards.
5. You shall assist faculty members and students during practical classes, examinations, demonstrations, workshops, seminars, and research-related laboratory activities.
6. You shall prepare laboratory chemicals, reagents, and apparatus required for practical classes and ensure their availability before each laboratory session.
7. You shall conduct periodic stock verification, prepare annual inventory reports, maintenance schedules, and submit purchase requisitions for laboratory equipment, chemicals, and consumables.
8. You shall ensure cleanliness, discipline, proper ventilation, and safe working conditions within the Chemistry Laboratory at all times.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 25/08/2020

**To,
Mr. Vineet Kumar**

Subject: Appointment Letter for the Post of Zoology Lab Incharge

We are pleased to appoint you as **Zoology Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 25/08/2020.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Chemistry Laboratory.
2. You shall maintain all laboratory equipment, instruments, glassware, chemicals, reagents, models, and consumable materials in good working condition.
3. You shall maintain laboratory stock registers, dead stock registers, chemical stock registers, issue and receipt registers, breakage registers, maintenance records, and other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure the safe storage, labeling, handling, and disposal of chemicals in accordance with laboratory safety standards.
5. You shall assist faculty members and students during practical classes, examinations, demonstrations, workshops, seminars, and research-related laboratory activities.
6. You shall prepare laboratory chemicals, reagents, and apparatus required for practical classes and ensure their availability before each laboratory session.
7. You shall conduct periodic stock verification, prepare annual inventory reports, maintenance schedules, and submit purchase requisitions for laboratory equipment, chemicals, and consumables.
8. You shall ensure cleanliness, discipline, proper ventilation, and safe working conditions within the Chemistry Laboratory at all times.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 25/08/2020

To,
Mr. Amit Kumar

Subject: Appointment Letter for the Post of Chemistry Lab Incharge

We are pleased to appoint you as **Chemistry Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 25/08/2020.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Chemistry Laboratory.
2. You shall maintain all laboratory equipment, instruments, glassware, chemicals, reagents, models, and consumable materials in good working condition.
3. You shall maintain laboratory stock registers, dead stock registers, chemical stock registers, issue and receipt registers, breakage registers, maintenance records, and other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure the safe storage, labeling, handling, and disposal of chemicals in accordance with laboratory safety standards.
5. You shall assist faculty members and students during practical classes, examinations, demonstrations, workshops, seminars, and research-related laboratory activities.
6. You shall prepare laboratory chemicals, reagents, and apparatus required for practical classes and ensure their availability before each laboratory session.
7. You shall conduct periodic stock verification, prepare annual inventory reports, maintenance schedules, and submit purchase requisitions for laboratory equipment, chemicals, and consumables.
8. You shall ensure cleanliness, discipline, proper ventilation, and safe working conditions within the Chemistry Laboratory at all times.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 25/08/2020

**To,
Mr. Shubham Sharma**

Subject: Appointment Letter for the Post of Botany Lab Incharge

We are pleased to appoint you as **Botany Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 25/08/2020.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Chemistry Laboratory.
2. You shall maintain all laboratory equipment, instruments, glassware, chemicals, reagents, models, and consumable materials in good working condition.
3. You shall maintain laboratory stock registers, dead stock registers, chemical stock registers, issue and receipt registers, breakage registers, maintenance records, and other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure the safe storage, labeling, handling, and disposal of chemicals in accordance with laboratory safety standards.
5. You shall assist faculty members and students during practical classes, examinations, demonstrations, workshops, seminars, and research-related laboratory activities.
6. You shall prepare laboratory chemicals, reagents, and apparatus required for practical classes and ensure their availability before each laboratory session.
7. You shall conduct periodic stock verification, prepare annual inventory reports, maintenance schedules, and submit purchase requisitions for laboratory equipment, chemicals, and consumables.
8. You shall ensure cleanliness, discipline, proper ventilation, and safe working conditions within the Chemistry Laboratory at all times.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 25/08/2020

**To,
Mr. Devendra Kumar**

Subject: Appointment Letter for the Post of Maths Lab Incharge

We are pleased to appoint you as **Maths Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 25/08/2020.

Your appointment is subject to the following terms and conditions:

1. You shall be responsible for the overall administration, maintenance, and smooth functioning of the Chemistry Laboratory.
2. You shall maintain all laboratory equipment, instruments, glassware, chemicals, reagents, models, and consumable materials in good working condition.
3. You shall maintain laboratory stock registers, dead stock registers, chemical stock registers, issue and receipt registers, breakage registers, maintenance records, and other laboratory documentation as prescribed by the University and NCTE.
4. You shall ensure the safe storage, labeling, handling, and disposal of chemicals in accordance with laboratory safety standards.
5. You shall assist faculty members and students during practical classes, examinations, demonstrations, workshops, seminars, and research-related laboratory activities.
6. You shall prepare laboratory chemicals, reagents, and apparatus required for practical classes and ensure their availability before each laboratory session.
7. You shall conduct periodic stock verification, prepare annual inventory reports, maintenance schedules, and submit purchase requisitions for laboratory equipment, chemicals, and consumables.
8. You shall ensure cleanliness, discipline, proper ventilation, and safe working conditions within the Chemistry Laboratory at all times.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 25/08/2020

To,
Mr. Rekha Saini

Subject: Appointment Letter for the Post of Psychology Lab Incharge

We are pleased to appoint you as **Psychology Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 25/08/2020.

Your appointment is subject to the following terms and conditions:

1. Managing and maintaining the Psychology Laboratory in accordance with University and NCTE norms.
2. Ensuring the proper functioning, calibration, and safe custody of all psychological instruments, apparatus, models, charts, and laboratory materials.
3. Assisting faculty members during practical classes, demonstrations, and research activities.
4. Maintaining stock registers, dead stock registers, issue/return registers, and laboratory records.
5. Preparing laboratory schedules, practical materials, and equipment before each practical session.
6. Supervising students during practical work and ensuring discipline and laboratory safety.
7. Reporting damaged, obsolete, or missing equipment to the Head of the Institution.
8. Assisting in laboratory inspections conducted by the University, NCTE, NAAC, or any statutory authority.
9. Maintaining cleanliness, safety, and confidentiality of psychological test materials and records.
10. Performing any other academic or administrative duties assigned by the Principal or Management from time to time.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



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Date: 25/08/2020

To,
Mrs. Anila Sharma

Subject: Appointment Letter for the Post of Art & Craft Lab Incharge

We are pleased to appoint you as **Art & Craft Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 25/08/2020.

Your appointment is subject to the following terms and conditions:

1. Managing and supervising the Art & Craft Laboratory in accordance with University and NCTE norms.
2. Maintaining all art and craft equipment, tools, teaching aids, models, and consumable materials in proper working condition.
3. Preparing the laboratory and required materials for practical classes, workshops, exhibitions, and demonstrations.
4. Assisting faculty members and student teachers during practical sessions and creative activities.
5. Maintaining stock registers, dead stock registers, issue and return registers, purchase records, and laboratory inventory.
6. Ensuring the proper storage, safe handling, and economical use of art and craft materials.
7. Maintaining cleanliness, safety, and discipline within the laboratory.
8. Reporting shortages, damages, repairs, and replacement requirements of laboratory equipment and materials to the Head of the Institution.
9. Assisting during University practical examinations, NCTE inspections, NAAC visits, workshops, seminars, and institutional events.
10. Preparing teaching-learning materials (TLM), charts, models, posters, instructional aids, and displays for academic purposes.
11. Performing any other academic or administrative duties assigned by the Principal or the Management from time to time.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur



Date: 10/08/2019

To,
Mr. Deepesh Kumar Gupta

Subject: Appointment Letter for the Post of Health & Physical Education Resource Centre Lab Incharge

Dear Sir,

We are pleased to appoint you as **Health & Physical Education Resource Centre Lab Incharge** at **Deepshikha College of Technical Education**, Jaipur, with effect from 10/08/2019.

Your appointment is subject to the following terms and conditions:

1. Managing and supervising the **Health & Physical Education Resource Centre** in accordance with the norms of the University, NCTE, and other statutory authorities.
2. Maintaining sports equipment, fitness apparatus, health education models, first-aid kits, anatomical charts, audio-visual resources, and instructional materials.
3. Assisting faculty members in conducting practical classes, demonstrations, physical fitness assessments, yoga sessions, sports activities, and health education programmes.
4. Preparing and arranging equipment and instructional resources for practical sessions, workshops, seminars, and field activities.
5. Maintaining stock registers, dead stock registers, issue and return registers, maintenance records, and inventory of all equipment and materials.
6. Ensuring proper storage, upkeep, calibration, and periodic maintenance of sports and fitness equipment.
7. Maintaining cleanliness, safety, hygiene, and discipline within the Resource Centre.
8. Assisting in organizing annual sports meets, fitness camps, yoga programmes, health awareness campaigns, and co-curricular activities.
9. Ensuring compliance with safety measures and providing immediate assistance in case of minor injuries during practical activities.
10. Reporting shortages, damages, repairs, and replacement requirements of equipment and materials to the Head of the Institution.
11. Assisting during University practical examinations, NCTE inspections, NAAC visits, academic audits, and institutional events.
12. Performing any other academic, laboratory, or administrative duties assigned by the Principal or the Management from time to time.

You are expected to discharge your duties with sincerity, honesty, dedication, and professionalism while maintaining the highest standards of ethical and professional conduct.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours faithfully,

Principal
Deepshikha College of Technical Education
Varun Path, Mansarovar

Principal
Deepshikha College of Technical Education
Jaipur