



**REGENT  
EDUCATION &  
RESEARCH FOUNDATION**  
GROUP OF INSTITUTIONS

Date: 01/04/2022

To  
**Ms. Debalina Dassharma**  
95(86or60) Chandra Master Road,  
Nona Chandan Pukur, Barrackpore,  
24 Parganas (N) Kolkata 700122

Welcome to the RERF family.

We are pleased to appoint you as Student Counselor in the Department of Administration

The terms and conditions of your appointment are as follows

1. Date of joining: 01/04/2022
2. Place of posting/schedule: You will be posted at REGENT EDUCATION & RESEARCH FOUNDATION and REGENT INSTITUTE OF SCIENCE & TECHNOLOGY.
3. Physical Fitness: Your appointment is subject to your being found medically fit
4. Termination of employment: Your service is terminable on one (1) month notice from either side or salary lieu of.
5. Reporting: You will be reporting to the GM Administration, REGENT EDUCATION & RESEARCH FOUNDATION.
6. Your probation period would be of 6 months which may get extended based on your performance
7. Job Responsibilities: Provide one-on-one emotional guidance and help students plan for their futures by guiding them in building a career related assignments for the department of Administration at REGENT EDUCATION & RESEARCH FOUNDATION and REGENT INSTITUTE OF SCIENCE & TECHNOLOGY.
8. General: a) You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and/or amended from time to time  
b) You will devote your full time, attention and capability in the interest of the Institute  
c) You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account

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*Campus* - Regent Education & Research Foundation Group of Institutions

Bara Kathalia (Barrackpore), Post - Sewli Telinipara P.S. - Titagarh, Kolkata - 700121, Tel: 033-30085433 / 34, Fax: 033-30085441  
Regd. Office - 11/3 Bresh Guha Street, 7<sup>th</sup> Floor, Kolkata - 700017, E-mail: [rerf.kolkata@gmail.com](mailto:rerf.kolkata@gmail.com), Website: [www.rerf.in](http://www.rerf.in)

**DR. RAJORSHI BANDYOPADHYAY, (Principal)**  
REGENT EDUCATION & RESEARCH FOUNDATION  
Bara Kathalia, Sewli Telinipara  
Barrackpore, Kolkata - 700121.



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10. You will treat as 'Security Confidential' the affairs of the institute as you may be cognizant in the due course of your work responsibilities. In tendering your service you will ensure that the interest of the Institute is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the Institute adversely in any manner whatsoever.

If the above-noted terms and conditions of the employment are acceptable to you, please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.

All terms & condition of your employment is expected to keep confidential.

Thanking You,

[For REGENT EDUCATION & RESEARCH FOUNDATION GROUP OF INSTITUTIONS]

Tarini Bhattacharya  
Authorized Signatory



Note - The following docs are required to be submitted along with the joining forms.

1. All the certificates and mark-sheets in original for verification
2. Duly attested copies of each of the mark-sheets and certificate for our records
3. Two copies of recent passport-size photographs
4. Photocopy of Voter ID Card & Pan card
5. Photocopy of your relieving letter from previous employer

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