



PESITM

education for the real world

May 10, 2007

Dear Ms.Ashwini,

Letter of Appointment

Thank you for your application and the personal interview you had with us.

We congratulate you on your selection to join us as **Instructor** in the department of **Computer Science & Engineering**. Your appointment will be effective from the date of joining shall be not later than 01.08.2007.

The terms and conditions of your employment with us shall be as follows –

Probation – You will be on probation for a period of two years from the date of joining.

Effect of Appointment – Your appointment made through this letter will be subject to the necessary approvals from AICTE, University and Government.

Compensation – You will be placed on a structured scale of Rs.3000-75-3450-100-4450-125-5450 with an initial basic of Rs 3,000/- p.m. plus allowances as admissible under the Institution's rules.

PF – You will be entitled for a matching contribution from the management to your PF account, subject to a maximum of Rs 780.00.

Salary Review – Your salary will be reviewed periodically as per the policy of the institution. All salary increases will be subject to and on the basis of your effective performance and results during the review period. The appraisal of your performance will be done on completion of your probation and annually thereafter as per the policy of the institution in vogue.

Service Agreement – You will be required to serve the Institution one full semester and cannot quit during an on-going semester. Your employment is terminable by either party giving 30 days notice. The institution reserves the right to pay or recover a month's salary in lieu of such notice period.

Retirement – The retirement age currently is 58 years.

Work schedule – You will be required to observe the working hours that the role and responsibilities assigned to you may demand.

Involvement – Your position with us is a full-time employment and you will work exclusively for the purpose of the institution. You will not take up any other work for remuneration or in advisory capacity in any other trade, business, tuition or any such activity during your employment with us, except in accordance with the laid down guidelines.

Others – The terms and conditions of employment including those mentioned above are subject to and will be governed by the rules and regulations of the institution as enforceable from time to time.

On joining duty, you may report to the **Principal**. You may please sign and return the attached consent letter in token of your understanding and acceptance of the terms and conditions of this appointment.

Wishing you a rewarding career with PESIT&M.

Sincerely yours,

Chairman, PESIT&M

10/5)

Ms.E.M.Ashwini
Mahalaxmi Nilaya
6th Cross, 7th Main
Hosamane
Shivamogga 577 201

TRANSFER LETTER

Ref: PES/trust/HR/2016

Date: 28/11/2016

Mrs. ASHWINI E M
Lab Instructor
Dept. of Computer Science & Engineering
PES Institute of Technology & Management
Shivamogga,

Dear Mrs. Ashwini E M

Transfer from PES ITM to PESIAMS

We would like to bring to your notice that your service is required at PES IAMS on a full time basis and hence, you have been transferred from PESITM to PESIAMS w.e.f 01st December 2016.

At PESIAMS, you have to take the academic, laboratory and co-curricular responsibilities and dedicate yourself for the development of the institution, which would also result in your professional growth. You are hereby informed to report to the Principal, PESIAMS.

All other terms and conditions of your employment remain unchanged.


3/12/16
Dr. Nagaraja R
Chief Coordinator - Administration


3.12.16
Smt. Arunadevi S Y
Joint Secretary

Cc to;

1. The Principal, PES ITM
2. The Principal, PES IAMS
3. HOD, CSE - PESITM
4. Mrs. Ashwini E M
5. HR Department - Personal File

PES Institutions

PESITM, PESIAMS, PES PU, PES Public School, PES Polytechnic
NH-206, Sagar Road, Shivamogga - 577 204 (Karnataka)
Ph : 08182 - 640 733