

No

OFFER LETTER

Date: 30/07/2011

To,

Mr. MOHAN D

SHIVAMOGGA

Sub: Selection for the post of Lecturer

Dear Mr. MOHAN D

Pursuant to your interview dated 30/07/2011 and subsequent discussion, we are pleased to confirm that you have been selected for the post of **Lecturer**. in the Dept. of **BBM/B Com**.

You are hereby requested to report to the duty on 03/08/2011. The detailed appointment order will be issued on the date of reporting to the Institution.

At the time joining you are required to furnish copies of Educational qualifications, previous work experience, relieving order and PAN.

We are confident that you are able to make significant contribution to the growth of the department and institute.

With Best Regards,


Mr. Nagaraja S R
Principal

30/07/2011

S-Y. Arunadevi S Y
Smt. Arunadevi S Y
Joint Secretary

ACCEPTANCE

I accept the offer letter on the terms and conditions mentioned therein. I undertake to retain the information on my compensation and benefits confidential.

Date: 30-07-2011


Signature

Phone : 08182 640772
Fax : 08182 233793
http://117.240.86.4/PESIAMS.html

PES Institute of Advanced Management Studies

N H 206, Sagar Road, Shivamogga – 577 204 (Karnataka)

(Affiliated to Kuvempu University, Recognised by Govt. of Karnataka)

PES IAMS / BBM / BCA /

Ref No: - PES/IAMS/HR/2011-12/8/3/3

Date: - 03/08/2011

Dear Mr. MOHAN D

Appointment Order

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

We congratulate you on your selection to join us as **Lecturer** in Dept. of **B.Com**

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

Probation – You will be on probation for a period of 2 Years from the date of joining or for such period as may be extended by the Management. However if you are over 60 years of age at the time of joining , then this appointment shall be for a period of two years, extendable on mutual consideration by tenures of two years at a time, until you attain 70 years of age.

Effect of Appointment - Your appointment made through this letter shall be subject to the approval from AICTE, the affiliating University & the Govt of Karnataka as the case may be.

Compensation - You will be placed on a structured scale Rs 8000-275-13500 with an initial basic of Rs 8000/-P.M. Plus allowances as admissible under the institution's rules.

PF and Gratuity - You will be entitling for a matching contribution from the management to your PF account, subject to a maximum of Rs. 780.00., if you are less than 60 years of age. You will also be eligible for Gratuity on retirement, as per the prevailing rules of the Institute. However if you are over 60 years of age at the time of joining then you will not be eligible for either PF or Gratuity.

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 enter into a service agreement not to leave the employment during the tenure of any semester. However this service shall not come in the way of management to exercise its power of termination in terms of this appointment

Leaving the Employment, termination And Removal - You are entitled to leave employment by giving a notice of 30 days and in lieu of notice the Management is entitled to recover a one month salary from you, but it is made clear that it shall not be during the tenure of any semester. The Management is entitled to terminate your employment by giving a notice of 30days or paying a

month's salary in lieu of notice without assigning any reason. The Institute shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following.

- 1) if you are, in the opinion of the Institute , guilty of dishonesty, misconduct or negligence in the performance of your duties
- 2) ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

Retirement – The retirement age currently is 60 years and it may be changed and re fixed at the discretion of the management as a matter of the policy of the management or in the case of any individual or yourself based on your ability to discharge your duties having regard to your health and physical fitness.

Medicalim Policy: - You will be covered under the mediclaim Insurance Policy subscribed to the Institute as may be in force from time to time.

Work Schedule – You will be required to observe the working hours that the role and responsibilities assigned to you may demand. You are required to perform the all duties assigned to you by your higher authorities/Management

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, tuitions or any such activity during your employment with us, except in accordance with the laid down guidelines.

Confidentiality – You will not at any time without the consent of the competent authority, disclose or divulge or make public. Except under legal obligations, any information about the Institution's affairs, administration, processes or research carried out which may be confided in you or become know to you in the course of your service or otherwise

E-Communication Facilities – You will not put to misuse abuse or illegal use of the e-facilities such as internet and e-mail made available or accessible to you by the Institute

Sexual Harassment – The institution absolutely disapproves of sexual harassment of any kind include unwelcome behavior whether directly or by implication. Including in such activity is misconduct chargeable and actionable under the service and conduct rules of PESIAMS

Past Record – If any of the declarations / testimonies produced by you to the Institution at the time joining or during your employment with us proves to be false your services will be liable for termination without any notice

Parting – On termination of service understanding you will be liable to give up to the Institute all the correspondence, specifications, book, literature, drawings, equipment, and other material belonging to the Institution and produce necessary no due certification before being relieved or settlement of dues done.

Immediately after serving notice of termination of service you shall hand over charge to your immediate superior or any other person designated for the purpose

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.

We welcome you to the PES family to be a part of the resonant team envisioning excellence

Wishing you a rewarding career with PESIAMS



Smt. S. Y. Arunadevi
Joint Secretary



Sri. Nagaraja S R
Principal

Annexure on Salary Offered:

Total cost to the Institution

Basic Salary	8000.00
FBP	4000.00
PF(Employer contribution)	780.00
MEDICLAIM (Employer contribution)	60.00
₹ Grand Total	12840.00

Statutory Deductions under Profession Tax and Income Tax will be applicable on actual. Management will be contributing 50% of the Mediclaim Premium.

I have read and understood the terms and conditions stated in the appointment letter and hereby confirm my acceptance of the offer of appointment as _____.

Signature: -

Date: 26/08/2013

Mr. MOHAN D

EMP Code 379

Lecturer

PES Institute of Advanced Management Studies
Shivamogga

Dear Mr. MOHAN D

CONFIRMATION LETTER

This has reference to your **Appointment Order** which placed you as a probationary employee at PES Institute of Advanced Management Studies effective from 03/08/2011.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 03/08/2013 making you a **"REGULAR"** employee of PES Institute of Advanced Management Studies, Shivamogga.

With this, we are sure you will assume more active and productive role in carrying out your assignments at PES Institute of Advanced Management Studies. Obviously, it now becomes imperative that you will involve in more committed role in accomplishing quality work at PES Institute of Advanced Management Studies

All other terms and conditions of your employment and Appointment Order remain unchanged.

Wishing you all the very best.



Sri. Nagaraja S R

Principal

PES Institute of Advanced Management Studies
NH 206, Sagar Road
SHIVAMOGGA-577 204



Smt. ARUNADEVI S Y

Joint Secretary

Chief Coordinator - Administration