

No.

OFFER LETTER

Date: 15/06/2018

To,

Dr. KASAM SETTY SAILATHA
3, 3rd Cross, 12th Main,
Chalukya Nagar, Gopala
Shivamogga

Sub: Selection for the post of Principal – PES Institute of Advanced Management Studies (PESIAMS).

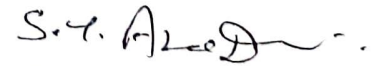
Dear Dr. KASAM SETTY SAILATHA

Pursuant to your interview dated 11/06/2018 and subsequent discussion, we are pleased to confirm that you have been selected for the post of Principal, PESIAMS

You are hereby requested to report to the duty on any convenient date between 02/07/2018 to 06/07/2018. The detailed appointment order will be issued on the date of reporting to the Institution.

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


With Best Regards,


Smt. Arunadevi S Y
Trustee

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: 15/6/18
Place: Shivamogga


Signature 15/6/18

No

Date: 15/06/2018

Dear Dr. KASAMSETTY SAILATHA

Letter of Appointment

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Principal, PES Institute of Advanced Management Studies (PESIAMS)**. You are informed to join on 05th July 2018.

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

1. **Probation**— You will be on probation for a period of two years from the date of joining or for such period as may be extended by the Management.

2. **Compensation** – You will be paid a monthly salary as per the details given in the enclosed Annexure. Statutory dues shall be recovered from your salary as per the statues applicable from time to time.

3. **PF and Gratuity** - You will be entitling for a matching PF contribution from the management to your PF account, subject to a maximum of Rs.1800/-. Gratuity will be applicable as per the Gratuity Act.

4. **Salary Review** – Your salary will be reviewed periodically as per the policy of the Trust. All salary increases will be subject to and on the basis of your effective performance and results during the review period.

5. **Service Agreement** –Your employment is terminating by either party giving 60 days' notice. The Institute reserves the right to pay or recover 60 days salary in lieu of such notice period but it is made clear that it shall not be during the tenure of Academic year. However this service shall not come in the way of management to exercise its power of termination in terms of this appointment.

6. Work Schedule & Scope of Work –

a) You will completely dedicate your expertise and experience towards the growth of our Institution.

b) You will carry out, in addition to the above, any other responsibility assigned to you by CCA and Management from time to time pertaining to the Institution.

K. Sailatha
12/7/18

7. **Involvement** – Your position with us is a full-time employment and you will work exclusively for the purpose of the Trust. 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.

8. **Certificates** - You are required to furnish copies of proof of age, educational qualifications and previous work experience. If any of the details furnished proves to be false or falsified, you will be liable to be removed from the services without any notice.

9. **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.

Annexure on salary break-up

Particulars	Monthly Salary Break up
Basic	37,400=00
AGP	10,000=00
H.R.A	4,740=00
DA	4,740=00
Conveyance	1,600=00
Medical Allowance	1,250=00
Flexible Benefit Plan	20,270=00
Total Gross - (A)	80,000=00
Deduction	
PF	1,800=00
Professional Tax	200=00
Total Deduction - (B)	2,000=00
Net Salary(A-B)(Subject to IT deduction / Transportation/ Medclaim)	78,000=00

P.S

1. Medclaim facility will be provided for Rs. 2, 00,000/- sum assured. 50% of the employee contribution on premium will be borne by the employer.

K. Sailakha
12/7/18

2. Employees' contribution under PF, PT, Income Tax or any other tax, which will be applicable from time to time, will be recovered from Gross Salary referred above.

On joining duty, you may report to the Chief Coordinator – Administration PES Trust, Shivamogga. 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 wish you a rewarding career with **PES Institute of Advanced Management Studies (PESIAMS)**.

Sincerely yours,



Smt. Arunadevi S Y
Trustee & Governing Council Member

ACCEPTANCE

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

Date: 12/7/18

Place: Shivamogga.



Signature of the Employee

Date: 10/07/2020

Dr. KASAMSETTY SAILATHA

EMP Code 1167

Principal

PES Institute of Advanced and Management Studies
Shivamogga

Dear Dr. KASAMSETTY SAILATHA

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 05/07/2018.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 04/07/2020 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.



Dr. Nagaraja R

Chief Coordinator - Administration

