

OFFER LETTER

Ref: PES/Trust/HR/2015

Date: 14/07/2015

To
Ms. Roopa D S
W/O Kanthesh K B
Jayanagar
Shivamogga

Sub: Selection for the post of Lecturer- Reg.

Dear Ms. Roopa D S

Congratulations! We are pleased to inform you that you have been selected for the post of Lecturer at
PES Institute of Advanced Management Studies, Shivamogga.

You are hereby requested to report for duty on or before 16th July, 2015. The detailed appointment order along with the terms of the institute will be issued on the date of reporting to the duty.

We hope by joining our institution, you will dedicate yourself for the development of the institution, which would result in your professional growth.

Wish you all the best.

S.Y. Arunadevi 14.7.2015
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: _____

Place: _____

Signature: _____

Name: _____

Roopa D S
ROOPA. D. S.

No.

Date: 14/07/2015

Dear **Mrs. ROOPA D S**

Letter of Appointment

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Assistant Professor** in the Dept. of Computer Science. You are informed to join on **15/07/2015**.

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 college norms. Statutory dues shall be recovered from your salary as per the statutes 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 Institute. 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 30 days' notice. The Institute reserves the right to pay or recover a 30 day's 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. 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. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;

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 the Principal, CCA and Management from time to time pertaining to the Institution.

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

10. 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.

P.S

1. Non ESIC Cases; Mediclaim facility will be provided for Rs. 2, 00,000/- sum assured. 50% of the employee contribution on premium will be borne by the employer. (ESIC benefits as per Govt. norms)

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 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 wish you a rewarding career with PES IAMS.

Sincerely yours,


Mr. NAGARAJA S R
Principal
PES Institute of Advanced Management Studies

NH 206, Sagar Road
ACCEPTANCE
SHIVAMOGGA-577 204


DR NAGARAJA R
Chief Coordinator - Administration

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: 14/7/2015 Place: Shivamogga Signature of the employee 

Date: 31/07/2017

Mrs. ROOPA D S

MP Code 841

Lecturer

PES Institute of Advanced Management Studies

Shivamogga

Dear Mrs. ROOPA D S

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 15/07/2015.

We are happy to write to you that following a review of your performance; your probationary term stands closed with effect from 15/07/2017 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 31/07/17

Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road

SHIVAMOGGA-577 204



Dr. Nagaraja R

Chief Coordinator - Administration