

No Ref PES/AMMS/P/HR/2021/

Date: 13/11/2021

To:

Mrs. ASWINI V  
w/o Rakesh Rao  
Janath colony  
Bhadravathi

Sub: Selection for the post of Assistant Professor.

Dear Mrs. ASWINI V


Congratulations! We are pleased to confirm that you have been selected for the post of Assistant Professor in the Department of Commerce & Management.


You are required to report to the duty on 15<sup>th</sup> November. The detailed appointment order along with the rules and regulations, duties and responsibilities of the college will be issued on the date of reporting to the duty.

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

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

Wishing you all the best.

  
Dr. KASAMSETTY SAILATHA  
Principal  
PES Institute of Advanced Management Studies  
NH-206, Sagar Road  
SHIVAMOGGA-577 204  
ACCEPTANCE  
13/11/2021

  
Dr. NAGARAJA R  
Chief Coordinator - Administration  
Chief Co-ordinator Administration  
Prerana Educational and Social Trust (R)  
N.H.206, Sagar Road, Shivamogga-577 204  
13/11/21

I accept the offer letter on the terms and conditions mentioned therein.

Date: 13/11/21  
Place: Shivamogga

Arhwini.V  
Signature

Original received  
Arhwini.V

NO: PES/IAMS/P/HR/2021/

Date: 13/11/2021

Dear Mrs. ASHWINI V w/o RAKESH RAO

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 Commerce & Management**. You are informed to join on **15th November 2021**.

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 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 -**

Original Received  
At:                      ✓



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.

**Annexure on salary break-up**

Particulars	Monthly Salary Break up
Basic	8,000=00
H.R.A	800=00
FBP	3,200=00
<b>Total Gross - (A)</b>	<b>12,000=00</b>
<b>Deduction</b>	
PF	960=00
Professional Tax	210=00
<b>Total Deduction - (B)</b>	<b>1,170=00</b>
<b>Net Salary(A-B)(Subject to IT deduction / Transportation/ Medclaim)</b>	<b>10,830=00</b>

**P.S**

1. Non ESIC Cases; 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. (ESIC benefits as per Govt. norms)

Ms Ashwini V - Assistant Professor - dept. of Commerce & Management

2. Employees' contribution under FI, PI, 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 IMAS.

Sincerely yours,

*K. Saitathu*  
15/11/2021  
**Dr. KASAMSETTY SAILATHA**  
Principal

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

*15/11/2021*

*DR NAGARAJA R*  
15/11/21  
**DR NAGARAJA R**  
Chief Coordinator - Administration  
Chief Co-ordinator Administration  
Prerana Educational and Social Trust (R)  
H.H.206, Sagar Road, Shivamogga-577 204

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: 15/11/2021

Place: Shivamogga

*Ashwini V*

Signature of the Employee

*Original Received*  
*At*  
*✓*