



KINGSTON ACADEMY DEGREE COLLEGE

ಕಿಂಗ್‌ಸ್ಟನ್ ಅಕಾಡೆಮಿ ಡಿಗ್ರಿ ಕಾಲೇಜು

(MATAF EDUCATIONAL TRUST)(R) COLLEGE CODE-IB

Sultan Tippasandra, Mahalakshmi Lay-out, Kolar-563 101.

E-mail: kingstonacademycollege@gmail.com

9036311963
9035511963

Ref : KAOC/21/2017-18

Date : 08/06/2017

To,

Mr. Arbaz Pasha

#136/1, 1st Main Road,

Shahinsha Nagar,

Kolar – 563101

Dear Sir,

APPOINTMENT ORDER

The Management of MATAF EDUCATIONAL TRUST (R) is pleased to appoint you as Principal at KINGSTON ACADEMY DEGREE COLLEGE, Kolar on the following terms and conditions:

1. You will be paid an all-inclusive of Net Salary Rs.20000.00 (Rupees Twenty thousand only) per month w.e.f 10/06/2017.
2. You shall report to the President of Mataf Educational Trust.
3. You have to work under the guidance, supervision of the President.
4. You will be required to participate in teaching, administration, appointments of teaching and non-teaching staff, social and cultural activities of the institution and discharge any other duties assigned to you from time to time.
5. You will discharge your duties sincerely, efficiently and diligently to the best of your ability and shall devote your whole time and attention to the interest of the institution. You shall honesty, diligently and faithfully serve the organization and use your utmost endeavour to promote the interest of the institution.
6. Your appointment is governed by the rules and regulations of MATAF EDUCATIONAL TRUST(R) Kolar.
7. You will be full time employee of the college and as such you will not engage yourself elsewhere for any work either honorary or for remuneration without the prior permission from the management.



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8. You will not accept or demand any subscription/donation/contribution from any one either for yourself or for any staff or student.

9. You shall not divulge or give out to anyone in any manner, particulars or details of any other vital secrets. Information of financial, administrative or any transaction or affair of the institutions are of confidential nature.

11. You may leave the services of the institution and the management may terminate your service, with one month's notice.

12. The management shall have the right to terminate your service without notice, if guilty of misconduct, indiscipline, negligence or any such other sufficient cause and assessment of the management in respect of above mentioned grounds shall be final and conclusive.

13. In case you wish to leave the service of the institution after confirmation you are at liberty to resign from the employment on giving one-month prior notice excluding the middle of the academic year or one-month salary in lieu of notice.

14. In the event of dissatisfaction of the management because of unsatisfactory work or conduct the management may terminate your service after the confirmation with one month notice or on paying one-month salary in lieu of such notice.

15. When you leave the service of the institution you have to hand over the all belongings, and other materials received by you from the college and get clearance certificate before receiving the relieving order from the Chairman of the trust.

16. Your appointment/selection in this institution is on the basis of the information/details provided by you in your resume/application and in case of any false information you will be liable for dispense from the service.

17. You will have to produce the original certificates along with the attested copies at the time of reporting for the duty.



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18. The appointment takes effect from the date of reporting for duty. You are required to report for duty on 10/06/2017, otherwise please note that this offer of appointment stands cancelled.

If you are willing to accept the post under the above terms and conditions, please return the duplicate copy of this letter duly signed as token of your acceptance of the offer of appointment.

With best wishes,

For MATAF EDUCATIONAL TRUST,


President
ANJUM MOHAMMADI
PRESIDENT
MATAF EDUCATIONAL TRUST
623/1, Ammavarpet Circle,
Tippusultan Road, Kolar-563101.


10/06/2017

