

No. NCMS

Date : 04/07/2016

### APPOINTMENT ORDER

To,  
Mrs. Roopa B V  
# 237/2, Vapasandra,  
Chikkaballapur

Dear Madam,

With reference to the offer of appointment made and the subsequent acceptance by you, we are pleased to appoint you as Assistant Professor in Department of Commerce and Management in Nagarjuna College of Management Studies, subject to the following terms and conditions.

1) This appointment will be effective from 04-07-2016

2) **PROBATION PERIOD:**

You will be on Probation for a period of 24 months from the date of your joining. This period of probation will be liable to such extension based on your performance and intimation thereof.

3) **SALARY:**

You will be paid Gross salary of Rs.22, 000 (Rupees Twenty Two Thousand Only) per month as per 6<sup>th</sup> pay scale.

4) **DUTIES AND RESPONSIBILITIES:** As per Annexure - I

5) **RESIGNATION/ TERMINATION OF SERVICES:**

1. Notwithstanding to any of the clauses herein, the Management reserves the right to terminate your services without any notice and without liability for any compensation during the probationary period.
2. Your resignation is acceptable and you will be relieved off your duties only with a three months notice and or payment of salary in lieu thereof.
3. You are not supposed to leave the institution during the semester. In case you resign during the semester, you have to pay 3 months' salary. (During the semester means the interval between the first day of the semester & last day of the semester)
4. The Management reserves the right to accept your resignation with effect from such a date as it may deem fit even before the expiry of the period of notice given by you.

6) **VERIFICATION REPORT:**

This appointment is issued on the information furnished by you. It will be null and void if a material error is discovered therein at any time.

During your services you will be governed by the rules and regulations framed by the Institution from time to time.

We are sending this letter of appointment to you in duplicate. Please sign the duplicate copy of this letter of appointment in token of your acceptance and return the same to us immediately for our records.

Thanking you,

Yours faithfully,

For NAGARJUNA EDUCATION SOCIETY,

J. Chaitanya Varma  
CEO, NES

