



Sri Lakshmi Education Society (R.)

P. B. No. 51, Near Railway Track, Chelur Road,
CHINTAMANI - 563 125. Chickaballapur Dist.,

Ref. No.

Date: 09/01/2019

APPOINTMENT LETTER

To,

MR. TABRAIZ PASHA,

Sir,

In pursuance of the decision of staff selection committee held on 01-01-2020. You are hereby appointed as Principal in our Vikram College of Science, Commerce & Management Studies on the following terms and conditions:

1. You are hereby informed to report to the CEO/President S.L.E.S Institution@ Near Railway track, Chelur Road, Chintamani on or before 09-01-2020. You are provisionally appointed as Principal of Vikram College of Science, Commerce & Management Studies on consolidated salary of Rs. 30,000 per month.
2. His/her confirmation of the Job and opening of the S.R is subject to the successful completion of probationary period of two continuous years of service from the date of joining to duty.
3. Yearly increment in the scale will be sanctioned depending upon your performance in job and commitment to the profession and academic work.
4. Your job is for full-time. You have to stay in the college according to the rules of this Institution.
5. You should work under the directions of the Management and your services must be to the utmost satisfaction of your superiors.
6. You should take part in all activities of the Institution curricular, co-curricular and other activities.
7. You will be entitled for casual leave & other benefits as per the rules and regulations of this Institution.
8. You will have to remain devoted, diligent and faithful and discharge your duties of the responsible post for which you have been appointed and to this Institution.
9. You shall comply with the norms of Education Department/Government and this Institution with regard to your professional duties.

10. a) The authorities of the Institution have the right to terminate your services during probationary period without any notice.
b) The authorities of the Institution reserve the right to terminate your services after probationary period by giving two months notice or with one month salary in lieu of notice, if you are found guilty of misconduct, indiscipline, inefficient or any such other sufficient cause.
11. In case you want to leave the Institution you may do so only after giving at least two months prior notice in writing through proper channel or by paying back to this Institution one month salary.
12. When you leave the service of this Institution you handover library books, Keys and any other material received by you from the department/Institution and get clearance certificate before receiving relieving order.
13. Your appointment/selection in this Institution is based on the information/details furnished in your application/resume. If the information so furnished found false, incorrect, improper or suspension of facts, your services will be terminated without any notice.
14. You will have to produce the original certificates along with attested copies at the time of reporting for duty.
15. The appointment takes effect from the date of reporting for duty. If you do not report for duty within 15 days from the date of issue of Appointment order this offer of appointment shall be deemed cancel.

Copy To: Accounts, PF and Office copy.


Chief Executive Officer
Sri Lakshmi Education Society (R.)
Near Railway Track, Chelag Road,
CHENTAMANI - 505 115.