



05.11.16

Appointment Order

To,

Ms. Mohana Punngai C.D.
No.147, 1st Cross, Chinniah Colony,
Arabic College Post
Nagawara
Bangalore - 560045
Phone No. 9886061313

Further to the interview conducted on 20-10-16, we have pleasure in appointing you in NEW BALDWIN GROUP OF INSTITUTIONS.

Appointed for	Sri Sai Satyanarayana PU College
Department	English
Designation	Lecturer
Date of Joining	24.10.2016
Remuneration/ month	27,000/-

As per the employment norms of the institution. Kindly note the following:

1. Salary revision

Your salary will be reviewed in the month of JUNE of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

2. Full time employment

Your position is a whole time employment with Sri Sai Satyanarayana College and you shall devote yourself exclusively to the interests of the College. You will not take up any other work for remuneration (part time or otherwise). During your employment with the you're not suppose to use share the resource to other similar industry.

3. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your institution and conduct yourself accordingly. You must effectively perform to ensure results.

4. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

5. Active participation:

Besides all the work related to the academics you will be expected to help in organizing and supervising, extracurricular, literary, cultural and other activities, and assist in handling discipline, general, administration and supervisory work etc.

6. Prior Notice:

In case of any genuine / critical circumstances in which you may not be able to continue your service in the institution, you are liable to serve a notice period of three months failing which the necessary action would be taken by the management.


7. Termination of employment

Your service shall be terminated without notice if at any time found that you have concealed any material information to the similar industry or having any malpractices within or outside the institution.

8. Irregularity

Any kind of long leave to be taken has to be under the notification of the head of your department failing which your appointment will be terminated

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.


(Signature of Employee) 29/11/16

Chairman
New Baldwin Group of Institutions