

**Sara Kunnath**  
Bangalore.

29<sup>th</sup> July, 2019

### Letter of Appointment for Employment

Dear **Mrs. Sara Kunnath**,

We are pleased to appoint you in our organization as an **HOD MBA (IC)** with effect from **July 29, 2019**. You will be based at the campus of our group of Institutions at Kadusonnappanahalli near Bagalur. The board terms and conditions of your appointment with us are briefed as follows.

**1. Probationary Period**

You will be on a probationary period for **six months** from your date of joining.

**2. Salary**

You will be entitled for a CTC of INR 75,000/- per month. Your growth and increase in salary will depend solely on your performance and contribution to (KGI) Koshys Group of Institutions.

**3. Tax Implication on Salary**

You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes with the Government of India.

**4. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

**5. Nature of Work:**

Your nature of work mainly includes all the areas of Teaching and other ad-hoc duties assigned to you from time to time. You will work at the highest standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your Reporting Officer from time to time.