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Koshys Group of Institutions
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Date: 7/07/2017

To,
Ms. Meena.M.V
KSRP Police Quaters
Koramangala,
Bangalore- 560034

Dear **Ms. Meena.M.V**

Subject: Your appointment in Koshys Institute of Management Studies as Assistant Professor in the department of BBM/BCOM.

We invite reference to your application for employment in our college and the subsequent interview you had with us in the captioned subject. In this connection we are pleased to appoint you at Koshys Institute of Management Studies as **Assistant Professor** in the **Department of BBM/BCOM** subject to following terms and conditions.

- 1) You will be on probation for a period of six months from the date of joining. During the period of probation your services are liable to be terminated without notice.
- 2) Your basic pay will be Rs.20,000/- per month.
- 3) Your important duties and responsibilities are given in annexure 1. Management has the right to assign you additional duties from time to time.
- 4) You will be a full time employee of our institution and you will not be eligible to take up any other employment or business while in our service.
- 5) Your initial posting will be in Bangalore. You are liable to be transferred to any of our institutions in due course.
- 6) If you want to resign from the service, you have to give one month's advance notice in writing or one month's salary to the management in lieu of notice period. Management has the right to terminate your services by giving you one month's advance notice or one month's salary in lieu of notice period.
- 7) You are required to follow all the rules and regulations of University, Government and our institution issued from time to time.
- 8) You will retire from service on attaining the age of 60 years.
- 9) You will be reporting to the Principal.
- 10) If the above terms and conditions are acceptable to you, please affix your signature on the second copy of this appointment letter and return back to us the said copy, as an acknowledgement of having accepted the employment, failing which it will be presumed that you are not interested in taking up this employment.
- 11) In case you accept this offer of employment, please report for duty on **7 July 2017**. You are required to show us your certificates of education, age, experience etc., at the time of joining along with a set of photocopies of those certificates, a copy of Adhar card, PAN card, and four passport size photos.

Wish you all the best and look forward to see you joining our organization.

For
Dr G P Naik
DIRECTOR AND PRINCIPAL
Principal
Koshys Institute of Management Studies
Bangalore

