



KGI
CENTER FOR
EXCELLENCE
IN LEARNING

Koshys Institute of Management Studies

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Office copy - Signature Required

MS. KAVITA MAHAR
#304, Sri Krishna Meadows,
Bagalur, Bangalore - 560049,

August 22, 2016

Dear Ms. Kavita,

Letter of Appointment for Employment

We are pleased to appoint you in our organization as **Lecturer** with effect from **August 22, 2016**. 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 probationary period for **six months** from your date of joining.

2. Salary

You will be entitled for a CTC of INR 22000/- 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 which take place at KGI as well as any other ad-hoc duties assigned to you from time to time. You will work at high 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.

