

Mrs. Amala Sen
Bangalore.

26 June, 2019

Letter of Appointment for Employment

Dear Mrs. Amala Sen,

We are pleased to appoint you in our organization as an **Assistant Professor** with effect from **June 26, 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 30,000/- 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 duties of teaching and other responsibilities 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.

employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

We are pleased to welcome you as a member of the **KGI TEAM** and look forward to your contribution in achieving the goal set for the Organization and a fruitful collaboration with our team. We congratulate you on your appointment with us and wish you a long and successful career with us.

Please sign and return us the office copy of this letter as a token of your acceptance of this Appointment Letter.

Yours truly

KOSHYS GROUP OF INSTITUTIONS

Barnali Banerjee

BARNALI BANERJEE
HR MANAGER



I agree to accept the employment on the terms and conditions mentioned in the above document.

Name: AMALA SEN

Date: 26.06.2019

Amala Sen
Signature

Note: The above terms and conditions are based on the college's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter, including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the college as shall be in force from time to time.