

MONTFORT

COLLEGE

A PREMIER INSTITUTE IN COUNSELLING & PSYCHOLOGY
Affiliated to Bengaluru North University

22nd February 2020

To:
Aarathy R Lakshmi
101, Satyam Heights, Sec - 44
Seawoods, Nerul (W)
Navi Mumbai 400706

Dear Aarathy R Lakshmi,

Sub: Appointment Letter for the post of Assistant Professor

With reference to your application and the subsequent interview, we are pleased to appoint you as a member of the faculty at Montfort College.

Job Title, Designation & Responsibilities

1. Your appointment is w.e.f. 24.02.2020 on probation for a period of six months.
2. Your main responsibilities will be teaching, training, supervision, research and other related duties that may be assigned to you by the legitimate authority. Kindly follow all the guidelines prescribed for the faculty and SOP of the College
3. You shall perform, observe and conform to such duties and instructions as amended from time to time, assigned or communicated to you by the legitimate authority.
4. You shall not accept any employment outside Montfort College as long as you are employed with Montfort College.
5. You shall not divulge to any person any information pertaining to the institution.

Remuneration

You will be offered a gross pay of Rs40000/- per month including all allowances as per the norms of Management. It will be reviewed as per the college policy. Your increments are discretionary and will be subject to and on the basis of effective performance.

Your individual remuneration is purely a matter between yourself and the institution and has been arrived on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Employment Terms:

The terms of employment will commence from 24th February 2020 and shall be valid for a period of six months. On expiry of the above mentioned appointment period, your services will automatically stand revoked, if you are not given any communication regarding further appointment.

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Working Hours and Holidays:


1. Your working hours will be from 8.50 am to 4.30 pm, from Monday to Friday and 8.50 am to 01.00 pm on Saturdays.
2. Casual Leave : 06 days
3. Restricted holidays : 01 day
4. Sick Leave : 03 days

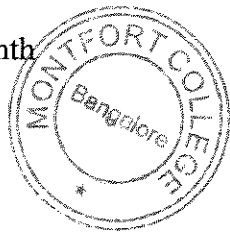
Dismissal/ Termination:

1. The appointment is terminable by a month's notice or one month's pay in lieu of notice from either side during probation. However if you choose to leave, it is expected that it does not happen during the semester, as it will affect the students.
2. Your employment will be terminated with immediate effect, in case of any misconduct.
3. Your service will be terminated if you remain continuously absent from duty for 03 working days without authorisation.

Any other

1. All compliances of the prevailing income tax and other laws should be adhered to.
2. You will be governed by the service regulations applicable to employees of Montfort College Society.
3. Any point not covered in this appointment and any dispute which is not settled amicably between us, will be decided by the Chairman of the Montfort College Society.


Bro. Mathew Panathanth
Director



Acceptance

I, AARATHY R. LAKSHMI hereby declare that, I have understood the terms & conditions of my employment as set out in this appointment letter of which this is a true copy. By my signatures here under, I confirm that I fully accept the said terms and conditions and I agree to abide by the terms and conditions of my employment set out in this appointment letter.


Signature

Date 24/02/2020