

# SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University)

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Administrative Office : 211/95, V.M. Street, Mylapore, Chennai - 600 004.

Telefax : +91-44-24982656, 24986474

Dated: 18.11.2013

Dear Ms. Shomona Gracia Jacob,

**Sub: SSN College of Engineering (SSN) – Appointment as Assistant Professor, Grade-I in the department of Computer Science and Engineering – Letter issued.**

We welcome you to SSN Institutions.

With reference to your application and the subsequent interview, we are pleased to appoint you as **Assistant Professor, Grade-I in SSN College of Engineering** in the department of **Computer Science and Engineering** on the following terms & conditions:-

## 1. Remuneration:

Your salary on gross annual cost to the Institution (Maximum basis) stands at Rs. 6,49,417/- (Rupees Six Lakh Forty Nine Thousand Four Hundred Seventeen only) as detailed in the Compensation Plan in Annexure-I.

## 2. Other Benefits:

In addition to the compensation mentioned in the Compensation plan you will be eligible for other benefits such as leave, perquisites etc in accordance with the prevailing terms of employment in SSN. These are outlined in ANNEXURE-II "**SSN's COMPENSATION STRUCTURE AND WELFARE INITIATIVES**"

These terms notwithstanding, SSN reserves the right to change these benefits as and when it deems necessary, regarding which you will be notified accordingly

3. The details of the terms and conditions of appointment applicable to you from time to time are attached in Annexure-III.
4. You are requested to furnish, at the time of joining, all the originals and photocopies of the documents in support of the particulars pertaining to your date of birth, educational qualification, experience, etc as shown in Annexure-IV.
5. You are expected to join duty at the earliest. You may report to the Principal for joining duty.
6. If the above terms and conditions of this offer are acceptable to you, please sign the acknowledgement below in the duplicate copy of this offer letter and each page of Annexures I, II and III, signifying that you have read and understood the terms and conditions of this offer and that you accept the same without any reservations whatsoever, and send the same



to:-

**The Manager - HR**

SSN Institutions

#. 211/95, V. M. Street

Mylapore, Chennai - 600 004

Phone: 044 - 2498 2656, 6474 / 4352 4267

7. You are requested to communicate your acceptance by 02.12.2013 and indicate the date by which you will join duty. If your reply is not received by 02.12.2013 this offer of appointment is liable to be cancelled without further reference to you.

With best wishes and looking forward to a mutually fruitful association.

**For SSN Institutions**



**(KALA VIJAYAKUMAR)**

**Authorized Signatory**

**To**

**Ms. Shomona Gracia Jacob**

#. 2172, L Block, 6<sup>th</sup> Street, 12<sup>th</sup> Main Road

Anna Nagar East, Chennai - 600 040

Phone: 98412 42291

**ACKNOWLEDGEMENT**

I, ..... have read and understood the above terms and conditions and accept the same. I will join the employment with SSN on .....2013.

Signature: .....

Date: .....

CC: Trust Office / College Office / Accounts Dept.