



ADHIYAMAAN EDUCATIONAL AND RESEARCH INSTITUTION

HOSUR CAMPUS : Dr. M.G.R. NAGAR, HOSUR - 635 109 Krishnagiri Dist. Tamil Nadu

PHONE : 04344 - 261034, 260570, 261002 FAX : 04344 - 260573

E-mail : ace_au@adhiyamaan.ac.in

Web : www.adhiyamaan.ac.in

Ref:AERI-ACE/HR/18-19

23.06.2018

To

Mrs.Shabana.K.M
#311, Pioneer Sun Blossom
4th Cross, Neeladri Nagar
Electronic City
Bangalore - 560100

Dear Sir/Madam,

Letter of Appointment

Thank you for your application and the personal interview had with us on 23.06.2018.

We congratulate you on your selection to join us as Assistant Professor in the Department of **Management Studies (MBA)** in the Adhiyamaan College of Engineering, Hosur. Your appointment will be effective from date of joining shall be not later than **01.08.2018**.

The terms and conditions of your employment with us shall be as follows:

Probation – You will be on probation for a period of two years from the date of joining.

Effect of Appointment – Your appointment made through this letter will be subject to the necessary approvals from University and Government.

Compensation – You will be placed on a Basic of Rs.15600/-, a Grade pay of Rs.6000/- and other allowances per month as admissible under the Institution's rules.

PF – You will be entitled for a matching contribution from the Management to your PF account, subject to a maximum of Rs.1800.00.

Salary Review - Your salary will be reviewed periodically as per the policy of the institution. All salary increases will be subject to and on the basis of your effective performance and results during the review period. The appraisal of your performance will be done annually thereafter as per the policy of the institution in vogue.

Service Agreement – You will be required to serve the institution one full academic year and cannot quit during an on going academic year. Your employment is terminable by either party giving 60 days notice. The institution reserves the right to pay or recover two month's salary in lieu of such notice period.

Work schedule – You will be required to observe the working hours that the role and responsibilities assigned to you may demand.

Involvement – Your position with us is a full time employment and you will work exclusively for the purpose of the Institution. You will not take up any other work for remuneration or in advisory capacity in any other trade, business, tuitions or any such activity during your employment with us, except in accordance with the laid down guidelines.

Others – The terms and conditions of employment including those mentioned above are subject to and will be governed by the rules and regulations of the institution as enforceable from time to time.

On joining duty, you may report to the Principal. You may please sign and return the attached consent letter in token of your understanding and acceptance of the terms and conditions of this appointment.

Wishing you a rewarding career with Adhiyamaan College of Engineering, Hosur.

CHAIRPERSON

CHENNAI OFFICE : C-2, M.I.G. Block, Foreshore Estate, CHENNAI - 600 028

PHONE : 044 - 28295110 / 28293218

FAX : 044 - 28295110