



# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

( Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka )

Shobhavana Campus, Mijar, Moodbidri - 574 225, Mangalore, D.K., Karnataka State.

Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726

Email : principalaiet08@gmail.com, Web:www.aiet.org.in

Ref:AIET/HR/ 2017-18/ 580

Date: 08.02.2018

## DUTY JOINING MEMO

Mr.Ashith Shetty K has reported to the duty on 8<sup>th</sup> February 2018  
Forenoon as 'Fitness Trainer' in this Institute.

### Copy to:

1. Concerned
2. Personal file
- 3 Accounts Section, F.O
4. Library

PRINCIPAL

Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225



# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

( Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka )

Shobhavana Campus, Mijar, Moodbidri - 574 225, Mangalore, D.K., Karnataka State.

Phone : 08258-262724 (O), 262725 (P), Telefax:08258-262726

Email : principal@aliet08@gmail.com, Web:www.aliet.org.in

Ref: AIET/11R/2017-18/579

Date: 06.02.2018

## Appointment Order

To,

**Mr.Ashlith Shetty K**  
Shrija Nilaya,  
Jaloor Post,  
Sullia Taluk.

Dear Sir,

Sub: Appointment as 'Fitness Trainer' - Reg

With reference to your application and subsequent interview, the undersigned is pleased to appoint you as 'Fitness Trainer' in our institution with the terms and conditions mentioned below:

1. Consolidated salary of Rs.10,000/- per month and the post is purely temporary for one year.
2. You are governed by the rules and regulations, framed and orders issued from time to time by the management.
3. During the temporary period of your service, you are not entitled to any other kind of leave except 12 C.L. to be availed at the rate of one C.L for every completed month of your service.
4. You are also requested to give one month notice or forfeit a month's salary before tendering resignation to the above post held by you.
5. If the above terms and conditions are acceptable to you, please report for the duty on or before 8<sup>th</sup> February 2018.

Copy to:

1. Concerned
2. Personal file
3. F/O,
4. Accounts

PRINCIPAL

Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225

Chairman  
(Mohan Alva)