



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/ 2018-19/431

Date: 19.07.2019

Appointment Order

To,

Ms Tanvi Rai A

Adarsh Enclave Apartment

Near Pancharatna Hotel

Moodbidri

Dear Madam,

Sub: Offer of Appointment as 'Assistant Professor' in the Department of 'Civil Engineering'-Reg.

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Assistant Professor' in the Department of 'Civil Engineering'- in our organization as per the terms & conditions mentioned below:

1. You will be paid 6th pay scale as per revised AICTE norms in a pay band of Rs.15600-39100/- with an AGP of Rs.6000/- & the details of pay is as follows: 6th pay basic Rs15600/-+AGP Rs.6000/- +DA+HRA=Rs400/- Total Gross Salary=Rs.22000/- per month.
2. You will be on probation for a period of one year. Your work will then be reviewed and if found satisfactory, you will be confirmed, otherwise your probationary period will be extended for a period of three months further. During the second probation period if your work and conduct are not found to be satisfactory, your service will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time. You shall maintain strict discipline.
4. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
5. Apart from teaching, you shall take up the other responsibilities such as curricular, extra-curricular and co-curricular activities, assisting in administration and any other duties assigned by the Principal, HOD and your superiors from time to time.
6. You have to submit all the relevant original documents /certificates to the Principal at time of joining.
7. Your appointment is terminable with One Month notice on either side during Probationary period. Three Months notice on either side after confirmation.
8. You will join duty on or before 22nd July 2019.

If you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed as a token of your acceptance or mail to the Principal.

* sr Copy to: 1.H R 2.A/C,F.O

PRINCIPAL

Alva's Institute of Engg. & Technology for ALVA'S INSTITUTE OF ENGINEERING & TECHNI
Mijar, MOODBIDRI - 574 225

Chairman