

# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

( Affiliated to Visvesvaraya Technological University, Belgaum,

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

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

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Ref: AIET/A2/2010-11/1326

Date: 31-05-2010

## Appointment Order

Mr. Suresh P.S.  
C/o Sri Vilium E T Cardo  
Cardoza Villa  
Hudeco Colony  
Kodangallu Post  
Moodbidri-574197.

Dear Sir,

**Sub:** Offer of Appointment as Senior Lecturer in the Dept. of Mech. Engg - Reg

With reference to your application & the subsequent interview, and also based on our offer letter and your consent letter, the management is pleased to appoint you as Senior Lecturer in Dept. of Mech. Engg. branch in our organization as per the terms and conditions mentioned below:

1. You will be paid a basic salary as per AICTE scale of Rs 10325/- + 110% DA + 10% HRA (Total salary of Rs 22715/-per month) in the grade of Rs 10000- 325-15200.
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 services will be terminated without giving any notice.
3. You shall abide by the rules & regulations of the institution framed from time to time.
4. You shall maintain strict discipline.
5. All your correspondence to the management shall be routed through proper channel, but you may send advance copies to the management if you wish.
6. 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.
7. You have to submit all the relevant original documents/certificates to the Principal at the time of joining.
8. Your appointment is terminable with three months notice on either side.
9. You will join duty on or before 1<sup>st</sup> August 2010.

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.

Copy to:  
Est. Sec  
AO/FO

  
PRINCIPAL

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

Attested By

  
PRINCIPAL

Alva's Institute of Engg. & Technology

  
Chairman

Alva's Education Foundation (R)  
MOODBIDRI - 574 227 D. K.