



# 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

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Ref: AIET/HR/2017-18/717

Date: 23.07.2018

## Appointment Order

To,

Ms. Reena Lobo

Daregudde post

Mangalore.

Dear Madam,

**Sub:** Offer of Appointment as 'Asst. Professor' in the Dept of 'CSE' -Reg.

With reference to your application & the subsequent interview, the management is pleased to appoint you as 'Asst. Professor' in the Dept of 'CSE'-in our organization as per the terms & conditions mentioned below:

1. You will be paid consolidated salary of **Rs. 20,000/- Per month.**
2. You will be on probation for a period of six months. 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, Dean 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 and Three Months notice on either side after confirmation, without interrupt the academic session.
8. You will join duty on or before 24<sup>th</sup> July 2018.

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:

1. H R, 2. Accounts, 3. F.O **PRINCIPAL**

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

**(Dr. Mohan Alva)**  
**Chairman**  
**Alva's Education Foundation (R)**  
**MOODBIDRI - 574227, D.K.**

**PRINCIPAL**  
**Alva's Institute of Engg. & Technology**  
**Mijar, MOODBIDRI - 574 225, D.K.**