



ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

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AEF/HR/2018-19/078

25-06-2018

To,

Mr. Basavaraja
S/O, Ningappa
Vidyanagar
Sirwar, Raichur
Karnataka-584129

Sub: Your appointment as Grounds Man

Ref: Your Application.

The undersigned is pleased to appoint you for employment in our institution on the following terms and conditions:

1. Designation : Grounds Man
2. Establishment & Location : Alva's Education Foundation @ Moodbidri, D.K.
3. Date of Joining : You are supposed to report to duty on **01-06-2018**
4. Reporting authority : You are required to report to the Administrative Officer
With all necessary certificates.
5. Salary : You will be paid a salary as stated below:

Gross Salary : Rs. 5,000

6. Position: You will be appointed on temporary basis till the end of this academic year 2018-19
7. Confirmation: Your appointment will be confirmed if your services are found satisfactory. If not, the management may terminate your appointment or extend your temporary period further. If a confirmation or termination letter is not issued, it shall be deemed that your temporary period has been extended for an indefinite period.
8. Transfer / Deputation : You will be liable to be transferred and / or to be deputed to any other institution under the management of the Foundation at any time and for any duration as decided by the management from time to time.


PRINCIPAL

9. Other work : Your position is of whole time employment with the foundation and you shall devote yourself exclusively to the work of the foundation. You will not take up any other work for remuneration or other trade or business during your employment with the foundation without the written permission of the chairman.

10. Responsibilities: Your job description, duties and responsibilities rules and regulations etc will be made known to you at the time of joining duty and are subject to change from time to time.

11. Resignation: You are required to give one months notice or forfeit month's salary before submitting your resignation to the post held by you.

Please confirm whether the above terms & conditions of employment are acceptable to you and if you accept the appointment, you can sign & return the copy of this appointment letter to the undersigned.

Note: Your Salary will be conformed when you produce the original document & service Certificate.

For ALVA'S EDUCATION FOUNDATION (R.)


Chairman