



# ANNAI VELANKANNI COLLEGE

(A unit of *Friends of Kottar Society, Regn. No. 9 of 1980*)

THOLAYAVATTAM - 629 157, K.K. Dist., Tamil Nadu.

E-mail: annaivelankannioffice@gmail.com, annaivelankannicollege@gmail.com.

Off : 04651 - 235371, 235270, 267212

**Rev. Dr. E. John Kulandai**

Secretary and Correspondent

20.07.2016

Date .....

No. 40(13) F/AVC/Appointment/2016

## Letter of Appointment

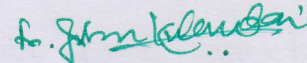
Based on your application dated 08.07.2016 and interview held on 15.07.2016, we are happy to appoint you as **Asst. Professor** in the department of **Biotechnology** in Annai Velankanni College, Tholayavattam on a temporary basis for a period of three months.

1. After that you will be on probation for a period of two years which may be extended at the discretion of the College Management for such further period or periods as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work/duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.

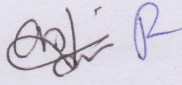
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations/unions while in service.
7. You shall be eligible for 12 days of casual leave per year and the leave needs to be sanctioned/approved by the Correspondent/Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you will forth with undertake to discharge those duties with diligence and care.
9. You are liable for transfer to any post within the College suiting your qualification.
10. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.
11. In the event of you deciding to leave from service, you should give three months' prior notice in writing to the management, failing to do

so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.

12. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
13. You should follow the rules and regulations of the College that are in force and may be framed/amended from time to time.
14. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.


  
Secretary/Correspondent

To

  
Mrs. S. Kala Vetha Kumari,  
W/o. Mr. M. Amala Jose  
Jose Illam, Soosai Nagar, Kalkurichy,  
Kanyakumari District - 629 175

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Annai Velankanni College, Tholayavattam. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place : Tholayavattam  
Date : 26/7/16

  
Signature

Name and address of the Employee  
MRS. S. KALA VETHA KUMARI  
W/O. MR. M. AMALA JOSE  
JOSE ILLAM, SOOSAI NAGAR  
KALKURICHY, THUCKALAY P.O.