

APPOINTMENT ORDER

Date: 05-04-2015

To
Mr. S. Asif,
H. No. 18-880,
Neeruganti Street,
Old Town, Ananthapur – 515 001.

Dear Sir / Madam,

Sub: CMRIT - Appointment order for the position of Asst. Professor -Reg.

Ref: Proceedings of the Selection Committee, dated: 05-04-2015.

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On the recommendation of selection committee, the Management is glad to offer you the position of **Asst. Professor** in the **Department of CSE** with the pay scale of **15600-39100 + AGP 6000** and starting basic pay of **Rs.21,600/-** per month, subject to the following terms and conditions:

1. The above scale carries usual allowances admissible by the Institution / Affiliating University.
2. You shall be on probation for-a period of **two** years in case of starting cadre / **one** year in case of senior cadre with effect from the date of joining.
3. You should report to the Principal on or before 10.04.2015, failing which the appointment is liable to be cancelled.
4. You should perform duties / work assigned by the HOD / Principal from time to time. You are required to shoulder any other responsibility connected with the college, assigned to you.
5. You should submit all original certificates such as qualifying education, experience, relieving orders, salary certificate from ex-employer, caste certificate if applicable, copy of PAN card and address proof, one set of Xerox copies along with two recent passport size photographs.
6. You shall be drawing the next increment after completion of **12 months** of satisfactory service. In addition to the terms and conditions of employment specifically stated here, you will also be governed by the rules, regulations and such other practices, system, procedures and policies framed, amended, modified or omitted by the institute from time to time.
7. You should update the college with any change in your address / marital status immediately. You should also submit the copies of the certificates of the Degree / Diploma on completion of any higher education/ qualification.
8. During the period of probation, the appointment can be relinquished with one month's notice from either side and after probation it will be three months notice from either side. However, term of notice period will be at the sole discretion of the Institution. Resignation will not be accepted during the academic session. It may be submitted on the last working day of the academic year i.e., **30th April**.
9. JNTUH ratification is mandatory for fulfillment of University norms.
10. Your services are transferable to any other Institution under CMRGI.

We welcome you to the Institution and expect your contribution to the growth of the organization.

Yours faithfully,


Ch. Gopal Reddy

Secretary & Correspondent

Copy to:

1. Personal File 2. Establishment File 3. Accounts Officer

Received original
S.A.
05/04/15

JOINING REPORT

From:
Mr. S. Asif,
H. No. 18-880,
Neeruganti Street,
Old Town, Ananthapur – 515 001.

Date: 06-04-2015

To
The Principal
CMR Institute of Technology,
Kandlakoya, Medchal Road,
Hyderabad – 501 401.

Respected Sir,

Sub: Joining Report for the post of **Asst. Professor** in the Dept. of **CSE** - Reg.
Ref: Your appointment letter dated 05.04.2015.

With reference to the above subject, I am pleased to accept the offer and happy to join as a **Asst. Professor** in the Dept. of **CSE** of your esteemed organization from today i.e. **06.04.2015**. I will obey the rules and regulations of the Institution and also perform my duties sincerely and honestly.

Thanking you Sir,

Yours faithfully,

Salt

Accepted

6/4/15