



Ch. Gopal Reddy, B.E
Secretary & Correspondent

APPOINTMENT ORDER

Date: 27-01-2016.

To
Ms. T.N. Chitti
H. No. 22-890/1,
Gajanana Police Colony,
Chittoor.

Dear Sir,

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

Ref: Proceedings of the Selection Committee, dated: **08-11-2015.**

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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 consolidated salary of **Rs.16,000/-** per month, subject to the following terms and conditions:

1. The above salary will not carry any 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 **27.01.2016**, 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
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