



# AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S.S. Jain Educational Society)

**SHIFT-II**

**Reaccredited by NAAC**

(A Jain Minority Institution)

Affiliated to University of Madras

Meenambakkam, Chennai-600 114

Web : [www.amjaincollege.edu.in](http://www.amjaincollege.edu.in)

Email : [shift2@amjaincollege.edu.in](mailto:shift2@amjaincollege.edu.in)

16.05.2023

To  
Ms.J. Vadivukkarasi,  
No. 108, Amarprakash Royale Castle,  
Thirumudivakkam,  
Chennai – 600 044

## LETTER OF OFFER

**Dear Madam,**

**Congratulations!!**

We are pleased to offer you an employment with our esteemed institution 'Agurchand Manmull Jain College' based on the interview discussions you had with us on 11.05.2023 and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as Assistant Professor in **Criminology and Police Administration Department** in Shift II.
2. Your date of commencement of Employment will be on 01.06.2023
3. You will be entitled to receive a Gross Salary of Rs.25,000/- per month.
4. You will be on probation for a period of One year from the date of joining.
5. Please bring the below listed documents immediately.
  - a. Original Academic Certificates (all from 10<sup>th</sup> to Highest) with 2 set of photocopies.
  - b. Five passport size photographs (Recent)
  - c. Xerox copy of first page of City Union Bank A/c for Salary credit.
  - d. Aadhar Card copy
  - e. Pan Card copy
  - f. Community Certificate copy.
6. On your accepting this offer, we will be issuing the Appointment letter at the time of joining our college.
7. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

Thanking you,

**SECRETARY**