

No.SCE/ADM/ 489/14/2018 – 19

Date: 25 – 01 – 2019

To

Dr. Basavaraju .S.
No.10, Manteswamy Krupa
11th Cross, GHBS Layout,
Basaveshwaranagar
Bengaluru -79

Appointment Letter

With reference to your application and the subsequent discussion / interview you had with us, the Management is pleased to appoint you as Associate Professor, in the Department of Mechanical Engineering at Sapthagiri College of Engineering, Bengaluru -57. The terms & conditions applicable to this appointment are as follows for your consideration and acceptance.

1. Your salary details will be issued at the time of reporting for the duty (annexure). Kindly note that all payments under this clause are subject to central and State taxes as applicable now or as amended by the respective governments from time to time in future.
2. You will be on probation for period of one year from the date of joining. At the end of the period of probation, you will be deemed to have confirmed on the job unless an order in writing is issued either terminating your service or extending the period.
3. You will not be eligible for any other benefits, allowance / leave of any kind (except CL & SL) during probationary period. You can avail CL & SL as per the policy of the Organization.
4. You are required to produce all originals for verification and an authentic Photostat copy of each of your originals certificates supporting your age, qualification, experience, latest salary certificate, promotion orders from the previous institution, PAN card, residential proof, Form No. 16 (TDS certificates) for current financial year, reliving certificate along with 4 passport and 2 stamps sized recent color photographs.
5. You will be at no time and under no circumstances, and without obtaining consent in writing from the Management, during your services, make known or divulge in any manner, whatsoever any information, including secret information, concerning technical processes, or any transactions, finances, business plans, etc. of the institution.
6. The duty hours of the Sapthagiri College of Engineering are from 8.30 am to 4.30 pm on all working days and every Saturday from 8.30 am to 12.30 pm must be strictly followed. In addition if the situation demands you must be present to carry out the responsibility beyond duty hours. You are required to undertake additional responsibilities assigned by the Principal, Administrative Officer, and Head of the Department.
7. You will be governed by the Service Rules of AICTE / Sapthagiri College of Engineering, Bengaluru. During your discharge of duties you shall be responsible to the Principal, Administrative Officer, and Head of the Department for all academic co – curricular, extracurricular and Administrative work of the college.

Principal

Sapthagiri College of Engineering

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