



VEL TECH[®]

Dr.RR & Dr.SR

TECHNICAL UNIVERSITY

(VEL TECH RANGARAJAN Dr.SAGUNTHALA
R&D INSTITUTE OF SCIENCE AND TECHNOLOGY)
University u/s 3 of UGC Act, 1956
#42, Avadi-Vel Tech Road, Avadi, Chennai - 600 062, Tamil Nadu, INDIA.



TTS 1870

26-MAR-2013

Ref : 1 Pro.No.1/S VTU /8290 /A

The Board of Management, of this university is pleased to appoint **GOMATHI N. M.E.**

PROFESSOR

(D.O.B : 21-JUNE-1974)

based on performance/personal interview held on **26-Mar-2013**

For the above post as per the terms and conditions detailed below:

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1. This appointment as **PROFESSOR** **IN** **CSE** **DEPT.** takes effect from the date of joining the duty.
2. You shall be on probation for a period of one year.
3. The management has the right to extend the period of probation for a further period of one year or a part thereof at its discretion. You should produce satisfactory documentary evidence in proof of a proper relief from present appointment if any.
4. This contract shall be liable to be terminated at the discretion of the Management.
5. In the event of resignation from this post during the probation period or there after, you shall give two months notice or submit two months salary in lieu of the notice, subject to chance.
6. You shall not leave the Institution in the middle of the Academic Year.
7. You shall perform any task that may be assigned to you by the Management from time to time.
8. You shall be governed by the conduct rules in force for time to time.
9. You should not try for employment elsewhere without the knowledge of the Management.
10. You should not allow any malpractice in exam or in tests or in attendance procedure, if found you will be terminated without any notice.
11. This appointment letter has been issued with the approval of Competent Authority.

12. You will be paid **Rs. 53950** (Rs. Fifty Three Thousand Nine Hundred Fifty Only) **) per month.**

Scale:- 15600 - 39100

Basic	23188
Academic Grade Pay	8000
Dearness Allowance (45%)	14035
Travelling Allowance	0
Continuing Education Allowance	0
HRA (10%)	3119
Personal Pay	5608
Total	53950

Prepared by:

(HR *B. S. Indya*)

[Signature]
REGISTRAR.

Contd...



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13. A nominal amount will be charged for Transport & Food.
14. Income Tax will be deducted at source as per IT Provisions.
15. You should involve and Co-ordinate with one or two industries in the locality
For male appointees it would be out of station industries.
For female employees it would be nearer to their native place.
16. For all Official Correspondences you should use only our Institutional e-mail ID. Using personal email-ID is banned.
17. You must ensure that you will take all possible steps for prevention of ragging in the premises of the educational institution and you are liable for action in case of non-compliance.

Along with joining report staff induction form should be submitted to Principal.

The duplicate copy of this appointment order may be signed and returned for having accepted the offer.

You should follow the guidelines

Note: 1. Date of Joining 26-MAR-2013

2. Weekly 6 days working for academic & non academic.

3. Smoking is strictly prohibited inside the campus. 4. Original appointment order will be with S-HRD.

5. You should give minimum 90% result in the University Exams.

6. You should practice and maintain ISO 9001-2008 standards.

7. You should carryout one Extra Curricular activities in every month.

8. No union Political or Professional is permitted. If anybody involves in any union/association/politics/groups (Castewise, Communitywise or in any other manner) they will be terminated without notice.

9. In the event of your employment by whatever mode, you shall ensure that you collect all documents including certificates, if any, deposited with the management, under acknowledgement from appropriate authority as part of your final settlement.

10. In the event of your staying away from for whatever reason with or without notice to management, you do realize and fully understand that documents relating to you including certificates, if any, may be available with the management fully at your risk, for a period of 60 days of your last attending the institution.

11. You do undertake to compensate the management a deposit fee for Certificates Rupees one thousand per month beyond a period of 60 days from the date of your last attending the institution before your final settlement.

Nil

For: VEL TECH RANGARAJAN Dr. SAGUNTHALA R&D INSTITUTE OF SCIENCE AND TECHNOLOGY

(Signature)
REGISTRAR

Address: Communication

GOMATHI N.

55, Old No.27, Soorammal St,

Egmore,

Ch - 8

Tel No : 28190086, 9884195694

Prepared by:

(HR *(Signature)*)

Sldd.by : Nil

Permanent Address:

Mail: in_arunkumar@yahoo.co.in

Accepted by:

(GOMATHI N. *(Signature)*)