



Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Date:
18-JUL-2018

Ref : 1 Pro.No.1/S VTU /11180/ A

JRF 027

The Board of Management, of this institute is pleased to appoint **MANOVA. L.M B.TECH(AERO)** **JRF in INDO - KOREA PROJECT** (D.O.B : 13-MAR-1996)
based on performance/personal interview held on **16-JUL-2018**

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

- 1.This appointment as **JRF in INDO - KOREA PROJECT** IN **AERONAUTICAL ENGINEERING NTS** department takes effect from the date of joining the duty.
- 2.The management has the right to extend the period of probation to a further period of one year or a part thereof at its discretion. You should produce satisfactory evidence through records in obtaining a proper relief from present appointment if any.
- 3.You shall be liable to be terminated at the discretion of Management in the event of your performance and conduct being unsatisfactory giving a two month notice in case for the faculty whose services are confirmed and those on probation, no notice will be served.
4. You shall not leave the Institution in the middle of the Academic Year.
5. In the event of resignation from this post during the probation period or there after but before the end of the academic year you shall remit two months salary.
- 6.You shall perform any task that may be assigned to you by the Management from time to time.
7. You will be paid **Rs . 25000** (Rs. Twenty Five Thousand Only) **per month.**

Prepared by:
(HR B.K. Prudhvi)

18/07/18
REGISTRAR
Contd....

No.42, Avadi - Vel Tech Road, Avadi,
Chennai, Tamil Nadu, Pincode - 600 062.
Toll Free : 1800 3070 6949
Landline : +044 3387 0055 / 2684 0262
Email : registrar@veltech.edu.in
Website : www.veltech.edu.in



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Date:

8. You should not try for employment elsewhere without the knowledge of the Management.

9. You should not allow any malpractice in exam or in tests or in attendance procedure, If found you will be terminated without any notice.

10. A nominal amount will be charged for Transport & Food.

11. Income Tax deduction at source will be compulsory.

Along with joining report, staff induction form should be submitted to the Registrar office.

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 on 18-JUL-2018 2. Uniform supplied by us 3. Weekly 6 days working day.

4. Smoking is strictly prohibited inside the campus.

5. While you leave the job you should return back the uniforms.

6. Original appointment order will be with S-HRD.

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

8. You should carry out one Extra Curricular activities in every month.

9. 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.

10. 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.

11. 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.

12. 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**

REGISTRAR

Faculty Address for Communication:

MANOVA. L.M

No. 55, 5th Block, 9th Street,

Jothiammal Nagar, T.P.

Shenoy Nagar, Ch - 30.

Tel No : 9962999080

Prepared by:

(HR *B. S. Srinivasan*)

Faculty Permanent Address:

Same as communication

address

Tel No :

Accepted by: *[Signature]*

(MANOVA. L.M)

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JRF 027

18-JUL-2018

Address: Communication:

MANOVA. L.M

No. 55, 5th Block, 9th Street,
Jothiammal Nagar, T.P. Chatram,
Shenoy Nagar, Ch - 30.

Tel No : 9962999080

Permanent Address:

Same as communication
address

Mail: manomathew666@gmail.com

Sub : Administration-Appointment as a JRF in INDO - KOREA PROJECT
IN AERONAUTICAL ENGINEERING NTS

DEPT.Reg.,

Sir / Madam,

We hereby acknowledge the receipt of the following certificates:

Original B.TECH(AERO) DEGREE CERTIFICATE SI. NO. 3841 FROM VEL TECH Dr.
RR & Dr. SR TECHNICAL UNIVERSITY.

Nil

- Note :
1. Date of Joining on 18-JUL-2018
 2. Uniform supplied by us
 3. Weekly 6 days working day.
 4. Smoking is strictly prohibited inside the campus.
 5. While you leave the job you should return back the uniforms.
 6. Original appointment order will be S-HRD.
 7. You should practice and maintain ISO 9001-2008 standards.
 8. One Extra Curricular activities for every month.

NIL

For Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology

REGISTRAR.

Prepared by: *Manomathew*

(HR *Manomathew*)

Accepted by:

(MANOVA. L.M)

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