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: **21-OCT-2020**

Ref : 1 Pro.No.1/S VTU /12247 / A **JRF 031**

The Board of Management, of this institute is pleased to appoint

MUTHU MEENAKSHI. M **(D.O.B : 09-MAY-1992)**
B.TECH(BIO TECH), M.TECH(NANO)

as **JRF - DBT PROJECT**

based on performance/personal interview held on **12-OCT-2020**

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

1.This appointment as **JRF - DBT PROJECT**
in **BIO TECHNOLOGY** 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 should not try for employment elsewhere without the knowledge of the Management.

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

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

10.Income Tax deduction at source will be compulsory.

11. You will be paid Rs .38440 **(Rs. Thirty Eight Thousand Four Hundred Fourty Only) per month.**

Scale:-

Basic	38440
Academic Grade Pay	0
Dearness Allowance ( )	0
Travelling Allowance	0
Continuing Education Allowance	0
HRA (0%)	0
Personal Pay	0
Total	38440

21/10/2020

REGISTRAR

Prepared by:
(HR B.K.Sandhya)

Contd...

Date:

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. This appoinment will be effective from the date of joining duty.
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 carryout 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 o 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

21/11/2020

REGISTRAR

Faculty Address for Communication:
MUTHU MEENAKSHI. M
No. 112, Nehru Street,
Jaihindpuram 2nd Main
Madurai - 625 011.
Tel No : 8762632072
Prepared by:
(HR)

Faculty Permanent Address:
Same as communication
address

Tel No :
Accepted by:
M. Muthu Meenakshi.
(MUTHU MEENAKSHI. M)

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:

JRF 031

Ref **1 Pro.No.1/S VTU / 12247/ A** **21-OCT-2020**

Address: Communication:
MUTHU MEENAKSHI. M
No. 112, Nehru Street,
Jaihindpuram 2nd Main Road,,
Madurai - 625 011.
Tel No : 8762632072

Permanent Address:
Same as communication address

Mail: muthumeenu.m@gmail.com

Sub : Administration-Appointment as a **JRF - DBT PROJECT**
IN **BIO TECHNOLOGY** **DEPT.Reg.,**

Sir / Madam,

We hereby acknowledge the receipt of the following certificates for verification:

ORG. B.TECH(BIO TECH) DEGREE CERTIFICATE SI. NO. 271332 FROM ANNA UNIVERSITY.

ORG. M.TECH(NANO) DEGREE CERTIFICATE SI. NO. 667478 FROM ANNA UNIVERSITY.

Note :
1. This appoinment will be effective from the date of joining duty.
2. Uniform supplied by us
3. Weekly 6 days working day.
4. Smoking is strictly prohibited inside the campus.
5. Original appointment order will be S-HRD.
6. You should practice and maintain ISO 9001-2008 standards.
7. One Extra Curricular activities for every month.

NIL

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

21/10/2020

REGISTRAR.

Prepared by:

(HR B.K.[illegible])

Accepted by:

M. Muthu Meenakshi

(MUTHU MEENAKSHI. M)

No.42, Avadi-Vel Tech Road, Vel Nagar,
Avadi, Chennai - 600 062, Tamil Nadu, India.
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