

B. M. Sukumar Shetty
President

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COONDAPUR EDUCATION SOCIETY (Regd.)

(No. 36/75-76)
KUNDAPURA - 576201, Udupi-Dist.

H.M.M. English Medium Nursery, Primary School & V.K.R.A.M. English Medium High School,
R.N. Shetty P.U. College & Dr. B.B. Hegde First Grade College, Kundapura

Ref. No.....

Date :.....

PROCEEDINGS

Sri B. M. SUKUMAR SHETTY, PRESIDENT

No : CES/BBHC/HR:2020-21/46

Date : 29/01/2021

Sub : Dr. B. B. Hegde First Grade College, Kundapura –
Appointment of Office Staff cum Library Assistant

Ms. Sangeetha is appointed as Temporary Office Staff cum Library Assistant with effect from 1st February, 2021 at Dr. B. B. Hegde First Grade College, Kundapura.

This appointment is subject to the following conditions:

1. The tenure of present appointment is upto 31/01/2022. She will be paid an emolument of Rs.10,000/- per month.
2. She may be terminated from services by the management with one month's notice or one month's salary in lieu thereof without assigning any reason.
3. She may leave the services in the college by giving one month's notice in writing or pay a sum equivalent to one month's salary.
4. She will be granted one day's casual leave for every completed month of service.
5. She shall reside within 8 Kms of the place of work so that she shall make herself available whenever her services are required by the College. She shall leave the station only with the prior permission of the Head of the Institution. She shall be present in the college throughout the working hours of the college whether she has work or not.
6. She will be governed by all the rules and regulations framed by the Coondapur Education Society @ Kundapura from time to time.
7. She should report for duty on 01/02/2021 otherwise, the offer stands automatically cancelled.


If the above conditions are agreeable to her, she has to give an undertaking to that effect in the prescribed proforma before reporting for duty.

ATTESTED


Principal


B. M. SUKUMAR SHETTY
President & Correspondent
CORRESPONDENT

To :


Ms. Sangeetha

Office Staff cum Library Assistant

Dr. B. B. Hegde First Grade College
Kundapura - 576201

Dr. B. B. Hegde First Grade College
Kundapura