

J. M. J. Education Society
Acharya Institute of Management & Sciences

1st Stage, Peenya Industrial Area, Bangalore -560 058.
Ph.: 8398711, 8398699. Fax : 91-080-8378268 E-mail : director@acharyainstitutions.org

INTER OFFICE NOTE

From

Treasurer.

To

Principal - AIT

Ref :

Date : 26/9/2000

Sub :

Transfer of Lecturer.

Please be informed that Ramesh Hedge
Lecturer - Physics Dept is transferred
from AIMS to AIT w.e.f. 1/10/2000,
and he will take charge with immediate
effect.

TREASURER

Acharya Institute of Management & Sciences

(Recognised by the Govt. of Karnataka & Affiliated to Bangalore University, Approved by AICTE, New Delhi)

1st Cross, 1st Stage, Peenya Industrial Estate, Bangalore-560 058.

☎ : 8398711, 8398699 Fax : 91-080-8378268 E-Mail : aimshm@hotmail.com

2.8.99

Mr Hedge
Bangalore.

Sub: Your appointment as HOD of the Physics Department at our college- ACHARYA INSTITUTE OF MANAGEMENT & SCIENCES, Peenya Industrial Estate, Bangalore-560 058.

Dear Mr Hedge,

With reference to your interview/Demo held on 30.4.99. we are pleased to appoint you as HOD of the Physics Department.

RESPONSIBILITIES:-

1. You will be incharge for conducting theory and practical classes.

SALARY & EMOLUMENTS:-

Your salary per month is Rs. 6646/- -

The appointment is subjected to the following conditions:

1. If the work of the candidate is found to be unsatisfactory, his/her services will be terminated giving him/her one months notice from the management.

2. Three months notice is required for giving his/her resignation

3. He/She will not leave the college under any circumstances during the middle of the academic term, and if due to unavoidable circumstances he/she discontinues then he/she will not be entitled for the summer salary.

cond. 2.

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4. The following certificate in original should be produced to the undersigned and submitted at the time of reporting for duty.

- SSLC/10TH STD CERTIFICATE/CERTIFICATE OF DATE OF BIRTH
- PUC/12TH STD CERTIFICATE
- DEGREE CERTIFICATE
- EXPERIENCE CERTIFICATE
- CHARACTER CERTIFICATE
- PHYSICAL FITNESS CERTIFICATE FROM ANY REGISTERED/MEDICAL PRACTITIONER

5. He/She should report to duty along with the original certificate on 5.8.99 latest

With best wishes

[Mrs. M. K. REDDY]
PRINCIPAL

- Copy to Accounts Dept.
- Copy to file.

Accepted
Renu P. Hagar
5/8/99

Subra
1.9.99