# Toc H INSTITUTE OF SCIENCE & TECHNOLOGY

Arakkunnam P.O., Ernakulam, Kerala, India - 682 313

A NAAC Accredited Institute with NBA Accredited UG programs, Approved by AICTE, New Delhi

Affiliated to APJ Abdul Kalam Technological University

An ISO 9001:2015 Certified Institution

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Ms.Mekha.M.,
Padinjottil House,
Kadavanthra.S.O.,
Ernakulam.

24/08/2020

Dear Madam,

With reference to your application and subsequent interview you had with us on 24th August 2020, we have pleasure in informing you that you have been appointed as Assistant Professor (non cadre) in the department of Mathematics on the following terms and conditions:-

1. You are required to report for duty on or before 09/09/2020.
2. You will be on probation for a period of one year (extendable up to two years) from the date of your joining.
3. You will be paid a consolidated salary of Rs.25000/- per month
4. You are required to acquire NET/SET/SLET or register for Ph.D. within one year.
5. During the period of probation, your service is liable to be terminated by one month's notice on either side or by one month's salary in lieu thereof without assigning any reason. Vacation period will not be considered as notice period.
6. If the Management so requires, you shall have to work in any Department and in any institutions under this Management situated in any part of the State.
7. In case of any information furnished by you in connection with the above appointment is found incorrect at any stage or correct information is found suppressed, you are liable to be removed from the services at any time without any notice.
8. Your duties will be that of an Assistant Professor (n.c) in addition to other duties that may be assigned to you from time to time by the authorities of the Institution.
9. Your service will be governed by the service rules and regulations of the Institution in force from time to time.

You are requested to produce original and a photocopy each of the following Certificates at the time of reporting for duty.

a. Age – extract of first page of S.S.L.C. Book
b. Certificates of qualifications/testimonials

Please return the duplicate copy of this letter duly signed by you in token of your acceptance of the above terms and conditions.

I accept the above terms and conditions
and will report for duty on 07.09.2020
Signature : Mekha
Date : 07.09.2020

Yours faithfully,
For **Toc H Institute of Science & Technology**

**Dr. K. Varghese**
**Founder Director & Manager**

Cc: President / Secretary /Treasurer/
Principal /Accounts

"A meeting place of innovative minds"

Toc H Institute of Science & Technology

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**Mekha M**

**Assistant Professor**

Department : MAT

Emp-ID : 882

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Card Holder's Signature

Principal's Signature