



St. Francis College for Women

SECUNDERABAD-500 025. T.S.

College Code : 62258

Phone : 040-29704591 Email : juniorcollegestfrancis@gmail.com

APPOINTMENT ORDER

Kandukuri Sai Chetana Reddy

Date: 28/01/2023

The Management of St. Francis College for Women – Secunderabad is pleased to appoint you as a Professional Counselor from 26th October 2022 to Feb 2023, you will resume duty on 1st June 2023 with a consolidated pay of Rs.25,000/-

SPECIFIC AGREEMENT CONDITIONS FROM THE MANAGEMENT TO THE APPOINTEE ARE AS FOLLOWS:

1. You will be on probation from 1st June 2023 to 1st June 2024. Only if your services are satisfactory you will continue after the 1st year of probation.
2. The official timings will be from 8.50 am – 3.35 pm. reporting to work and leaving the college is marked through the biometric machine and attendance register. Prior permission has to be taken from the Principal to leave the premises on emergency matters, after signing the movement register. It is necessary that the staff has to be present on the last and first working day of the short and long vacation.
3. You are eligible for one casual leave per month. The leave has to be sanctioned by the head of the institution on prior written permission.
4. Completion of the syllabus, regular conduct of tests and submission of Marks are essential duties. You should take up any other academic work as per the requirement of the institution. Students attendance registers, the teaching schedule and diaries to be maintained regularly.
5. Formal dress code is necessary for the Men staff. Saree is the dress code for all Women staff.
6. The Original certificates of qualification and experience from 10th class onwards should be submitted at the time of collecting the appointment order in the college.

P.T.O

7. One month prior notice to be given to the management in writing or one month salary has to be paid in lieu thereof, and you will not be entitled to any service benefits in case of leaving the job before the specified time.

8. The Management reserves the right and authority to remove/ terminate your services without prior notice and pay consideration if you are found negligent, irresponsible, absconding from duty or found committing any act detrimental to the interest of the students and the Management. In case of termination/resignation of services, one month notice on either side should be given in writing.

Received the appointment order on 28-01-2023. I have read all the terms and conditions, and I will sincerely abide by them, besides any other rules and regulations that may be laid down by the Management in future, for the development of the Institution and in the best interests of the students.

Place: Secunderabad

For ST. FRANCIS COLLEGE SOCIETY

Date: 28/01/2023

Sr. Ancilla
Correspondent

Certificates in original

1. 10th Class Marks Memos
2. Intermediate
3. PG Marks Memo
4. Experience Certificate
5. Aadhar + Bank passbook + Photo + Signature

K. Sai Chetana Reddy
Signature of the candidate

Dr. Sruja 28/01/2023
Signature of the Receiver

(Office In charge)