



THE BOMBAY ST. XAVIER'S COLLEGE SOCIETY

OFFICE : ST. XAVIER'S COLLEGE, 5, MAHAPALIKA MARG, MUMBAI 400 001.

Telephone : 2262 06 62 / 63 / 64 Public Trust Regn. No. F-2164 (BOM)

Ref.: SXC/PF-2262/12248

1st June, 2019.

Dr. (Ms.) Danielle Pereira,

Lorna Apartments,
St. Anthony Road,
Vakola, Santa Cruz East.
Mumbai – 400 055.

Sub : Appointment for the post of Full-time Assistant Professor for the Psychology Department Post Graduate course MA Psychology: Lifespan Counselling at St. Xavier's College, Autonomous, Mumbai.

Dear Dr. (Ms.) Pereira,

With reference to your application dated 30th May, 2019 for Contractual engagement as Full-time Assistant Professor for the Psychology Department Post Graduate course MA Psychology: Lifespan Counselling at St. Xavier's College, Autonomous, Mumbai. This is to inform you that your services are engaged on purely Contractual basis in our College, on the following terms and conditions :

- a) Post : Full Time Assistant Professor.
 - b) Branch / Subject : Department of Psychology, MA Psychology : Lifespan Counselling.
 - c) Nature of Vacancy : Contractual.
 - d) Period of engagement : 1st June, 2019 to 30th April, 2020.
 - e) Remuneration : Rs. 70,000/- and additional Rs.10,000/- as Course Director.
1. This contract shall be for a period of about 11 months from 1st June, 2019 to 30th April, 2020.
 2. During the period of contract you shall be paid monthly compensation of Rs.70,000/- (Rupees Seventy Thousand only) for your work as Assistant Professor in the course, and an additional Rs. 10,000/- (Rupees Ten Thousand only) for your work as Course Director of the course.
 3. This is a Non-Government Institutional arrangement and does not come under the service rules of the Government of Maharashtra or the University of Mumbai for its employees. This contract shall stand terminated upon completion of the above period for which you have been engaged. It can also be discounted by one calendar month's notice given by either of us, if the need arises, or by payment of the equivalent of one month's salary. During the notice period of one month your physical attendance is required. In other words, you must serve the Institute for the entire notice period after your resignation is accepted. In case of default on your part for giving the required notice, the authorities may not only claim from you an amount not exceeding the remuneration for the required notice period but also shall be at liberty to refrain from issuing any certificate including a service certificate.

..2.

Recd for Ruby
27/5/19



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4. During the period of contract you shall be entitled to 8 days of casual leaves and 7 days of sick leave. In case your contract is terminated prior in point of time for any reason whatsoever, leave will be granted on a pro-rata basis.
5. You shall abide by the working schedule which may be fixed by the College Management at its discretion during the period of contract. You will be expected to engage lectures for the M.A. Psychology: Lifespan Counselling course under the autonomous system introduced by the College and also to help the Department in conducting co-curricular and extra-curricular activities and any other duties assigned to you by the Principal, for the smooth running of the College. You will also be expected to accompany the students to fieldwork and group process work, and to motivate and monitor students in their pursuit of all-round development.
6. You will be expected to be available for a minimum of 40 hours per week, either in College or at fieldwork organizations as required by the course schedule, to sign in the specified muster and register your biometrics in and out when on the College campus.
7. You will observe the institution's rules and regulations in force during the period of this contract.
8. You will be paid your monthly remuneration through the Corporation Bank. You will be assisted by the college office to open your individual account in the above mentioned bank in the Mahapalika Marg branch.
9. In case you are agreeable to the above terms and conditions you shall sign the duplicate hereof and submit the same to us at the earliest.

Sincerely,

Dr. (Fr.) Conrad Pessa, S. J.
Secretary & Treasurer

c.c. : Dr. Rajendra D. Shinde
Principal

I have read the above terms and conditions and I have fully understood them and I am willing to abide by the terms and conditions on and with effect from **1st June, 2019.**

(Dr. (Ms.) Danielle Pereira)