



THE BOMBAY ST. XAVIER'S COLLEGE SOCIETY

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

Telephone : 262 06 62 / 63 / 64

Public Trust Regn. No. F-2164 (BOM)

9th April 2009

Ms. Norine D'Souza,
A/302, Sagar Avenue,
Santacruz (E),
Mumbai - 400 055.

Dear Ms. Norine,

I am pleased to re-appoint you as a full-time lecturer for M.Sc. Biotechnology Self Financing Course w.e.f. 8th June 2009, in the pay scale of 8000-275-13500 at a basic pay of Rs.8,275/- with all permissible allowances as listed hereunder:

1. This is a Non-Government Institutional arrangement and does not come under the service rules of the Government of Maharashtra for its employees. It can also be discontinued 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.
2. You shall be entitled to 15 days of Casual Leave and 20 days of Half Pay Leave in an academic year.
3. You shall not undertake any employment either on part-time or full-time basis with any other employer or company or association.
4. You shall abide by the working schedule, which may be fixed by the College Management at its discretion during the period of your service. You will be expected to lecture in the M.Sc. Biotechnology courses and also to help the M.Sc. Biotechnology Coordinator in conducting co-curricular and extra-curricular activities and any other duties assigned to you by the Coordinator or Principal, for the smooth running of the College. You will also be expected to take the students on field trips and industrial visits, to guide projects and to motivate and monitor students in their pursuit of all-round development.
5. You will be expected to be available for an average of 6 hours per day in College and to sign in, in the specified muster.
6. You will observe the institution's rules and regulations in force during the period of your service.

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7. You are requested to submit your Age, Education/Special Training/Qualifications / Experience Certificates, the Last Pay Certificate, Discharge Certificate, Service Book, etc., obtained from your previous /last employer/s.
8. 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.

With best wishes,

Basic Pay	8275
DP	4138
DA @ 29%	6703
HRA	3724
CLA	300
TA	800
Total	23,940/-

Yours faithfully,

Fr. Grazer Mascarenhas S.J.

Fr. Grazer Mascarenhas S.J.
Principal & Trustee

The Bombay St. Xavier's College Society

C.C.: Treasurer

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 8th June 2009.

Norine D'Souza

(Ms. Norine D'Souza)