

ST. XAVIER COLLEGE
S. 100, ...
NEAR ...
MUMBAI - 400 082.

1st June 2005

Ms. Periyamayagi Subramaniam,
10/2,
Mulund Colony,
Mulund (West),
Mumbai - 400 082.

Sub: Your application dated 20th April 2005, for the post of Full-Time Lecturer
for the B.M.M. Self-financing Course.

Dear Ms. Periyamayagi ,

With reference to your application dated 20th April, 2005 and subsequent interview which you presented yourself for, we are pleased to engage your services as Full-time Lecturer for the B.M.M. Self-financing Course, on the following terms and conditions:

1. This contract shall be for a fixed period of 11 months from the 1st of June 2005 to the 30th of April 2006.
2. During the period of contract you shall be paid consolidated professional charges of Rs.17,000/- (Rupees Seventeen Thousand Only) per month, inclusive of all allowances and benefits and perks.
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 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.
4. During the period of contract you shall be entitled to 15 days 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. During the period of contract with us, you shall not undertake any employment either on part-time or full time basis with any other employer or company or association.
6. 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 lecture in the BMM courses and also to help the BMS / BMM Co-ordinator in conducting co-curricular and extra-curricular activities and any other duties assigned to you by the Co-ordinator or Principal, for the smooth running of the College. You will also be expected to take the students on fieldtrips and industrial visits, to guide projects and to motivate and monitor students in their pursuit of all-round development.
7. Your appointment is subject to the approval of the University of Mumbai and availability of the requisite workload. You will be required to acquire the qualifications as laid down by the UGC and University of Mumbai, from time to time.
8. You will observe the institution's rules and regulations in force during the period of this contract.
9. 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.

P.T.O.

10. 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.

Yours faithfully,



Fr. Frazer Mascarenhas, S.J.
Principal & Trustee
The Bombay St. Xavier's College Society

C.C: Fr. Conrad Pessa, S.J., 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 10th June, 2005.



(Ms. Periyamayagi Subramaniam)